Revised 05/11/2013

INSTRUCTOR:	Anna Durakiewicz	MATH 120 sec 302
OFFICE:	virtual chat room and via join.me	Intermediate Algebra Online
CONTACT:	Office: 505-6614694	
	e-mail: adurakie@unm.edu (preferred)	
	web: http://www.unm.edu/~adurakie/	

OFFICE HOURS: Please call or email for appointment.
Expect to work on this course on average 10-15 hours per week

Course Code: please contact me at adurakie@unm.edu for course code

Even though it is online course the Final Exam needs to be taken life "paper pencil" style at UNM Los Alamos Campus or UNM Main Campus.
Please read this syllabus all the way through. Lots of important information is found in it.
You MUST watch all video clip: http://youtu.be/X7RpJhH9FLw **also included under the [RESOURCES] button found in ALEKS. This is where you will learn how everything works. Quiz #1 (Orientation Assignment) must be completed to get started in the course.**

Table of Contents

THE UNIVERSITY OF NEW MEXICO - LOS ALAMOS
COURSE SYLLABUS

Catalog Description

Preparation for Math 121, 129, and Stat 145. Covers linear equations and inequalities, polynomials, factoring, exponents, radicals, fractional expressions and equations, quadratic equations, perimeters and areas of simple geometric shapes. Emphasis on problem solving skills. Prerequisites: Fulfillment of placement requirements or grade of C (not C–) in Math 100.

OFFICE HOURS

UNM–Los Alamos: in my office via appointment
Online real-time by appointment: via join.me,
Email anytime.

INSTRUCTOR

Your instructor is Anna Durakiewicz. To contact me about this course, you may email me at adurakie@unm.edu (this is the preferred method), phone me at 505-6614694. I will try to respond to any email message within 24 hours (usually quicker) except on weekends. If you have an issue that needs a quick response time, please give me a call.

I will be sending messages from time to time using the announcement and email within ALEKS. This will be sent to the same email you use to register in ALEKS. **Be sure to register using the email address you use/check frequently when registering for our course in ALEKS.**

TEXT BOOK

In this course we will use the ALEKS platform and materials available there. Please make sure to make notes as you work through, because ALEKS constantly assess you and if you make errors the system place you back to the topic you already submitted. You may purchase access code to Alex via Los Alamos online bookstore or buy it directly from publisher at http://www.ALEKS.com/
Los Alamos online bookstore. http://www.la.unm.edu/business/bookstore.html

The use of the following e-book is required for this course (paper book is also acceptable if you prefer).
Messersmith/Perez/Feldman: Intermediate Algebra, 1st Ed. (McGraw-Hill, Paperback) e-book is also acceptable if you prefer

Class Code: `contact instructor for class code`

For more detail regarding registration instructions please see the Student_Orientation presentation or go to: http://www.aleks.com/highered/math/Higher_Ed_Student_Registration.pdf

BASIC COMPUTER REQUIREMENTS FOR ALEKS

	PC	Macintosh	iPad	Android Tablet *	Chromebook
Operating System	Windows	MacOS 10.4+	iOS 6+	Android 4+	ChromeOS
Browsers	Explorer 7.0+, Firefox 10+, Chrome	Safari 4+, Firefox 10+, Chrome	Safari	Chrome	Chrome
Minimum Screen	1024x768	1024x768	any	8.9"	any

(*) Android based devices have wide ranges of performance and form factors. At this time, the only Android based devices that ALEKS has been tested on are Samsung Galaxy tablets.

Since this course is taught entirely online, frequent use of a computer is required. Students must have access to a computer and to the internet, and they will need to be familiar with the use of a browser such as Internet Explorer, Mozilla, Safari, or Firefox. Access at least part time to a broadband (high speed) internet network, such as DSL, cable, wireless, or satellite, is strongly recommended, since some of the assignments may involve audio and video clips. Students can access a broadband network at many libraries and on campus.

From the UNM-LA campus, you can access Learn and MyUNM from public computers, from computers in computer labs, and from computers in the library. If you wish to use your own computer on campus, you can connect to one of the UNM-LA Wireless networks. Instructions for accessing these are given here: http://losalamos.unm.edu/campus-life/computing-services/wireless-network.html

ASSESSMENT

UNM-Los Alamos conducts ongoing assessments of student learning so it can continue to improve its curriculum to give you the best education possible. The mechanism for this assessment will be selected by your instructor and may include exams, projects or other assignments. The assessment will focus on the learning outcomes listed in this syllabus. The data from this assessment will be collected anonymously. It will be reported to the department, the Office of Instruction and posted on the web. The information collected will be used to make improvements to curriculum and teaching. This assessment is not a reflection of your grade and is not a grading exercise; it is simply an evaluation of how well students are mastering certain skills.

Course Evaluation

Students will be requested to participate in an online course evaluation near the end of the course. It is similar in intent, but somewhat different from, the paper course evaluation that is given in face-to-face classes. UNM-LA requests that all students participate, because the information they provide is helpful in improving courses for future students.

Course Objectives

1. Communication using mathematics: Students will use proper mathematical notation and terminology to communicate mathematical phrases.
2. Solve various types of equations: Students will solve a variety of equations from systems of two linear equations, to polynomial, rational and quadratic.
3. Introduction to functions: Students will correctly use function notation and be able to find the value of a function for a given domain.
4. Uses for and methods of graphing: Students will sketch graphs of linear, quadratic and exponential functions.
5. Modeling and solving applied problems: Students will use formulas and equations to solve real-world problems.

Learning Outcomes:

At the conclusion of the course, the student should be able to:

Course Objective # 1 Communication
Use correct mathematical notation and terminology
1. Write algebraic expressions from descriptive phrases.
2. Simplify expressions containing grouping symbols and integer exponents using correct order of operation
3. Convert decimal numbers to scientific notation
4. Multiply/divide using scientific notation.
5. Multiply and divide polynomials.
6. Factor polynomials.
7. Combine and simplify rational expressions
8. Simplify complex fractions
9. Simplify expressions involving rational exponents.
10. Simplify radical expressions
11. Perform simple operations with complex numbers
12. Simplify or expand logarithmic expressions.
13. Convert between logarithmic and exponential forms

Course Objective # 2 Equation solving
14. Solve linear equations and inequalities involving absolute value.
15. Use direct, inverse and joint variation
16. Solve equations involving rational expressions.
17. Solve equations involving radicals.
18. Solve quadratic equations by factoring, completing the square and quadratic formula.
19. Solve an equation for a variable in the exponent by using logarithms

20. Solve systems of equations by various methods including graphing, algebraic methods, matrices and Cramer's rule

Course Objective # 3 Functions
21. Evaluate expressions in functional notation.
22. Identify the domain of a function.
23. Complete operations on functions
24. Find the inverse of a function if it exists

Course Objective # 4 Graphing
25. Graph linear equations and inequalities
26. Write the equation of a line and graph the line.
27. Graph parabolas by identifying the vertex and intercepts.
28. Find the distance and/or midpoint between 2 points

Course Objective # 5 Applications
29. Solve word problems in one variable that use linear, quadratic, rational, radical, quadratic, exponential or logarithmic equations.
30. Solve word problems in two variables using a system of equations.

Special Topics
31. Introduction to Conic sections
32. Use the binomial theorem
33. Introduction to probability

Participation

Overview: You are expected to fully participate for about 10-15 hours each week. It is required that you spent at least 9 hours per week – this is the time you would spent in class if you take this course in face-to-face course. The activities with the due dates are given on page 11 and included in your ALEKS calendar
You will then be required to:

- Read Syllabus and "Student_Orientation" presentation sent within the introductory email.
- Fill in orientation assignment Quiz 1 and sent to me via email at adurakie@unm.edu by the due date.
- Register to ALEKS (see slides 11-15 from Student Orientation presentation)
- Once you register with ALEKS, you will take a brief tutorial on how to navigate the system and enter your answers
- Next, you will complete your Initial Assessment. The purpose of the Initial Assessment is to determine what you know and don't know, so that you can begin with the material that you are most ready to learn. It is CRUCIAL that you complete ALEKS assessments honestly and to the best of your ability so that the system can accurately gauge your true knowledge of course material. If you don't, you will only be giving yourself more work!
- After you finish the Initial Assessment, you will see your ALEKS Pie Chart. The pie chart represents your current knowledge of the course material. You are encouraged to start from the upper right topic and go clockwise.
- Please read Study Strategies at the beginning of each chapter.
- To stay on track in this class, you will be required to do some recommender readings (see page 12), complete Intermediate Objectives – Chapters 1 through 11 - throughout the term. Think of these Objectives as periodic goals for learning the material; the more you procrastinate, the more work you give yourself!
- Each chapter represents mini course and it has strict due date. Please see STEPS FOR EACH CHAPTER OBJECTIVE

- If you do not complete the module by the due date you would have to contact the instructor and ask for extension. The extension will be given only when you have serious and possibly documented reason to miss the due date. Also, you would be required work simultaneously on the next module.
- At the end of the semester December 1 please print out the Final Exam Revision Problems and do these by hand.
- The paper assessments and the revision problems available under Resources do not have to be sent to me but please bring them with you for the final exam.
- If you plan to take some time off during this course then please make sure to work in advance in order to complete the work for entire module before the due date.
- You can work on this course at your own pace in advance of deadlines, so feel free – if you can – to work and advance fast. If you finish the module before the due date you will be given assessment before moving to the next module. Once you pass this assessment you the next module will open for you.
- Your attendance is measured by time spent using ALEKS platform. You are required to spend minimum 9 hours each week. This participation will be graded and it will contribute 10% to your grade.
- Participate in virtual office hours as needed. Please contact me with any question or concern. I am here to help!
- Complete a comprehensive final exam which will be a live proctored exam. The final contributes 25% to your grade.

You will always be required to:
- Respond to every email request from your instructor within 24 hour during the weekdays (Monday through Friday).
  .

All of the work for this math class, except the final exam will be done through ALEKS and email.

STEPS FOR EACH CHAPTER OBJECTIVE
- Click the 1st learning topic from current pie slice highlighted with white dotted line in **MyPie** diagram.
- If you aren't completely sure you know how to complete the problem, or if you work it and get it wrong, click "**Explain**" on the problem; this will take you to a screen with a "Resource" list that includes an eBook reference.
  - Take notes from eBook, explain information, or other resources (videos, etc.); this represents 1/3rd of your notebook grade.
- Work through the mathematics in each Ojective (chapter). In order to meet deadline you will, on average, need to cover 15-18 topics per week (including weeks with holidays). The number of topics and the time you need to spend per day is based on your ***Plan your time in ALEKs*** *report* information. Don't forget to allow time for written tests and written assignments.
  - Include all practice problems that require any written work in your notebook. The goal of the class is learning the material and how to WRITE the work, not learning to do problems "in your head." This section represents 1/3rd of your notebook grade.
  - Use the notes and Revision Problems available under [Resources] to prepare for the tests
- Complete required online tests, notebook work, written assignments, and assessments per chapter objective as noted in ALEKS Class Calandar and on the ALEKS Assignments list.
  - Include all online test problems that requre written work in your notebook; these represents 1/3rd of your notebook grade.
- If you complete the chapter objectives to less than 100% mastery, there will likely be topics on the test that you have not seen. I recommend 100% mastery on all objectives.

Technical and Academic Support

Technical Support
ALEKS Technical Support:
- Hours (Eastern Time):
Monday – Friday, 7am – 1am
Sunday, 4pm – 1am
- Contact Support: http://support.aleks.com
- Visit: www.aleks.com/support
FAQs
User Guides
System Requirements
Troubleshooting

For other technical problems you can contact the following:
- UNM FastInfo: https://unm.custhelp.com/   (UNM searchable knowledge base)
- UNM-LA IT support: go to http://losalamos.unm.edu/campus-life/computing-services/index.html

Academic Support
The Academic Support Center at UNM-LA offers tutoring and academic help. For more information, go to http://asc.unm.edu . Questions related to course organization or setup should be directed to me.

Libraries

The Library at UNM-LA has many electronic databases that you may find useful. You can link to the UNM-LA Library web site here: http://losalamos.unm.edu/library/index.html

You can access many electronic resources, including books and journals, through the UNM Main Campus Libraries at: http://library.unm.edu .

Student Services

Student Services is a central hub of information for prospective, current, and former students to find assistance and answers to questions about admissions, academic advising, registration, financial aid, and other resources on campus. http://losalamos.unm.edu/faculty-staff/student-services/index.html

ORIENTATION UNIT

In order to make sure that all students and the instructor are acquainted with one another and the UNM's online learning platform, each student will be required to complete Quiz # 1/Course Orientation. This task will consist of several items. This assignment has been sent along with this syllabus in your "Welcome" email. It can also be found inside ALEKS in the RESOURCES.

You may access the UNM–Los Alamos Student eLearning guide at http://furpaw.com/elearn/students/eLearning_Student_Guide.pdf for more information about eLearning in general.

ATTENDANCE

"Attendance" and "participation" mean something different in an online class than they do in a face-to-face class, so my policies may differ from the policies you are used to in your traditional classes. I have the option of dropping you from the course: (a) **if you fail to login to ALEKS within 4 days**

after the beginning of the semester or course start date, (b**) if you fail to login for more than 5 week days during the semester without prior notification, or** (c**) if you fail to spent 8 hours per week working in ALEKS during this semester.** You should discuss any planned absences or problems with attendance with your instructor, and you should discuss with your instructor as soon as possible anytime you cannot login for more than a few days or if you fail to complete an assignment.

Drop Policy
If students decide to drop the class, it is their responsibility to do so; they should be aware of University-wide posted deadlines for tuition refunds and mandatory assignment of grades. Students should not assume that the instructor will drop them before a deadline if they simply stop attending a live class or logging in to an online class.
Dropping a course may affect students' financial aid status and/or tuition refund. A drop will result in a grade of W. Students who do not officially drop the class will receive the grade earned based on the syllabus grading criteria, which may be an F.

Your ALEKS Participation Will Be Monitored. ALEKS allows your instructor to monitor your participation in your online class. In addition to seeing all of the posts and comments that you make in Discussions and Chat, your instructor has access to records of when you logged in and what course materials you opened during each session, and how long you worked on the assignment. This data is made available to the instructor to enable evaluation of class participation and to help the instructor identify students having difficulties using online classroom features. You need to show respect to other students and users of the online platform.

Offline assignments

It is required to get a **math notebook (spiral notebook)** and make notes while working on ALEKS.. These notes need to be presented to the instructor during the final exam. Also the offline revision problems available under Resources need to returned for grading during the final exam or scanned and sent to instructor via email attachement.

Revision Problems

The revision problems are available under [Resources] in ALEKS I strongly recommend you to do those revisions by hand prior taking the tests. These revisions will prepare you for the chapter-tests and Final exam. You may scan or make a picture of your revision problems and send them to me via email attachment or bring those to the final exam.

CHAPTER TESTS

There are 6 tests assigned. Each test contains materials from two Chapters preceding the test due date. Please make notes as you work thought each chapter so you would have materials to review information before each test and use paper textbook.

If you fail to finish Chapter- Objective by the due date you need to use your textbook to prepare materials for the test.

If you fail to finish the chapter by the due date you need to contact instructor and set up the date for the extension.

You will be given **limited time – 1.hr 45 min** just as you would have if you were in a live classroom, to complete each test. Once you begin the test, you MUST FINISH IT IN ONE SITTING. If you close

the test, you will no longer have access to finishing it. **WARNING: These tests should be completed without book, notes or other. When you take a test you must have all other windows closed. If you fail to do this, it may cause your test to freeze so that you cannot complete it. You will not have time to complete the test if you must look up how to work each problem.**

You may retake any of the tests if you took the original test on time for a maximum score of 75%. The retake must be taken before the due date for the next chapter test.

MAKE-UP POLICY

All chapters will have a firm due date and time. All times are given in Mountain Standard Time. If you find that you cannot complete the required assignment by the due date, you will need to contact the instructor directly either by phone or by email. YOU WILL NOT BE ABLE TO CHANGE SCORE FOR ANY MODULE BEYOND THE DUE DATE via ALEKS. You would need to contact me to schedule retake tests on past due module/chapter.

FINAL EXAM

There will be a comprehensive final exam given during the final exam week of the semester on. **It will be a live, proctored test. The revision problems are under Resources in ALEKS, there is also answer key there if you struggle with the problems. Please make sure to do those problems – this is mandatory assignment and will count toward your "Tests" grade.**
You are required to choose and come to one of the location to take the final exam:
1. UNM Main Campus in Albuquerque December 9 at 10:00 am till 12:00 pm, room TBA
2. UNM-Los Alamos Campus in Los Alamos December 8 at 10 am till 12pm room TBA
You must receive at least a 60% on the final exam in order to pass the course.

GRADES

Your final grade will be calculated by using the following formula:

ALEKS assessments for Chapters and Chapters Objectives	25%
Attendance (min 9 hours per week)	10%
Tests	35%
Final Exam	25%
Offline assessments, Quiz 1, notes, and worked out revision problems. (Please bring the worksheets and revision problems to the Final Exam)	5%

The following letter grades will be assigned to you at the end of the semester according to your average:

A+	99–100	C+	78–79
A	94–98	C	75–77
A–	90–93	C–	70–74
B+	87–89	D+	67–69
B	84–86	D	64–66
B–	80–83	D–	60–63
		F (NC)	Below 60

Anyone with an average below 72 will be assigned "No Credit" for the course.

CHEATING

Cheating will not be tolerated. It is CRUCIAL that you complete ALEKS assessments honestly and to the best of your ability so that the system can accurately gauge your true knowledge of course material. If you don't, you will only be giving yourself more work!

DISHONESTY POLICY

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others (plagiarism); and hindering the academic work of other students. A brief guide to what constitutes plagiarism and how to avoid it can be found here:
http://www.la.unm.edu/~lalib/What%20Constitutes%20Plagiarism.pdf .
Students should take care not to leave their computers or thumb drives where others can steal or copy their work or make their files "public."

COMPUTER ACCOUNT POLICY

You are required to have a UNM campus account (NetID). You will use this account to register for classes through MyUNM, http://my.unm.edu. This account is also used to read and send e-mail (the UNM email address looks like NetID@unm.edu), print transcripts, check financial status, and check degree progress. The NetID and password for Learn are the same as your login for your UNM Main Campus account.

You are **required** to check your UNM email (LoboMail) periodically, as this is the main communication method used by the university. You may forward your LoboMail to another email address; however, this is not encouraged by UNM and not supported by UNM IT personnel.
https://unm.custhelp.com/app/answers/detail/a_id/6701/kw/forward%20lobomail .

You can access your email via MyUNM by clicking on the "MyUNM" link on either the UNM–Los Alamos web page (http://losalamos.unm.edu) or the Main Campus web page (http://www.unm.edu), or by typing in the web address http://my.unm.edu . You must then log in using your NetID and password. Email is available on the UNM Email tab.

You should be aware of the computer use policies as they affect your education at UNM-LA. See Computer Use Policy links on this page:
http://losalamos.unm.edu/campus-life/computing-services/index.html .

COURSE EMAIL POLICY

Most of the communication I will have with you as a student will be done via email. I will generally be using the email address you enter into ALEKS. Be sure to use an email address that you will be checking often, and to which no one else has access. **You are expected to respond to any email I send to you requesting information or feedback. Please do not ignore a message from me. This is the only way we have to communicate**. Students should allow the instructor 24 hours on weekdays to email messages or phone calls. Students who receive emails from instructors should attempt to reply within 24 hours.
If you fail to meet the module due date there you are required to set up the phone call with me.

AMERICAN DISABILITIES ACT

"In accordance with University Policy 2310 and the American Disabilities Act (ADA), reasonable academic accommodations may be made for any qualified student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as the instructor is not legally permitted to inquire. The student is responsible for demonstrating the need for an academic adjustment by providing Student Services with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). However, students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Services at 505-661-4692 for additional information." The UNM Accessibility Resource Center's web site is at this link: http://as2.unm.edu

The UNM Online Accessibility Support policy statement is available here:
http://online.unm.edu/help/learn/students/accessibility-support.html

MyMathLab accessibility information is available here:
http://www.pearsonmylabandmastering.com/northamerica/mymathlab/accessibility/

Blackboard's Commitment to Accessibility statement is available here:
http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

NEEDED SUPPLIES

1. ALEKS 360 software, associated eBook, and video resources.
2. Calculator (TI-89 and TI 92 calculators are not allowed)
   Notes:
   - You cannot use a cellphone as a calculator
   - Calculators can ONLY be used when permitted in ALEKS (ALEKS calculator is available) and on tests.
3. A notebook
   a. Students will be required to keep a notebook of course materials. The notebook should include the following three sections with information for each chapter.
      i. Notes from ALEKS "Explain" and "Resources (eBook, videos, etc.)"
      ii. All work required for completing practice problems. This should be written in a neat and organized fashion.
      iii. All online chapter test problems
   b. All notes, examples, and problems should be clearly labeled with chapter, topic, test number and problem number. Your notebooks will be checked by your instructor before you will be allowed to take each chapter written test. ALWAYS SHOW ALL WORK ON ANY TEST!
4. Notebook paper and/or spiral notebook

COURSE SCHEDULE

The course calendar is found on **page 11 and also in ALEKS.** This includes due dates for modules and module logs. I recommend that you **print this schedule out** and post it somewhere for easy reference.

It is extremely import that you keep up with the schedule. In an online course it is easy to procrastinate. I suggest that you set aside time at least 3 days per week to work on the course so that you can remain on schedule and get things done by the due date.

Modules/Objectives have firm due dates. If you get behind, it's extremely hard to catch up. If you know you will be gone or extra busy—get AHEAD of the schedule. There is nothing wrong with working ahead.

PARTING COMMENTS

My wish is for every one of you to be successful in this course. To work toward that end, I will do everything within my power to help you. Don't hesitate to ask for help. I am willing to help you at any time that I am available. I ask for your commitment to do everything you can to complete the course successfully. Remember you will receive the grade that you earn! GOOD LUCK!

Congratulations for making it all the way to the end of this syllabus. If you have any questions or issues send Anna Durakiewicz an email at adurakie@unm.edu The next pages contain the schedule of topics and due dates.

Specific topics and course objectives associated with each module are included under RESOURCES in ALEKS

Chapter tests

Student Name_____   **E-mail**_____

Math 120 Success Action Plan

Please return completed Action Plan to <u>adurakie@unm.edu</u>

Please read the syllabus carefully and see Students Orientation presentation and answer the following questions

TOPIC	
Where in the syllabus can you find explanation regarding student's PARTICIPATION?	**PAGE NUMBER:**
What is the due date for completing Module/Chapter 1?	
Where can you find the Chapter Log, Final Exam Revision problems and other curse resources in ALEKS?	
Where in the syllabus can you find explanation regarding GRADE INFO?	**PAGE NUMBER:**
Where do you plan to take the final exam? Please state the location (Albuquerque/Los Alamos).	
What is the date of the paper-pencil Final Exam?	
What minimum score (in %) do you need to receive from the final to pass this course?	
Please sign your first and last name to confirm that you read the syllabus and you understood it.	

Self-monitoring of thinking

Self-knowledge is thought to be at the foundation for all knowledge and as a unified process of thinking ... has moved (us) to appreciate the continuum of logic and emotion, mind and body, individual and nature, and self and other
(Kincheloe & Steinberg, 1993, p. 311)

What concerns do you have about the course? How do you plan to deal with your concerns?

Please answer briefly below:

What are your chief strengths as a learner? How will they help you in an online course?

Please answer briefly below:

Read the section "How to Succeed in an Online Course" (in the ALEKS, under "RESOURCE"). How do you plan to manage your time to do well in this course?

Please answer briefly below:

Considering past courses you have taken, what will you need to improve or to continue doing in order to do well in this course?

Please answer briefly below:

If you need any clarification on the syllabus or have questions concerning the course please write below:

THIS PART IS FOR YOUR OWN USE, YOU DO NOT NEED TO SUBMIT ANY ANSWER FOR IT

The following are common obstacles that impede academic success in online courses. Check all challenges that you feel might hinder your academic progress. Review the corresponding potential solutions and select which ones will help you to achieve success in your online course.

Challenges	Potential Solutions	Notes
Academic/Study Skills		
Inadequate math skills	Go to help sessions and schedule tutoring at CAPS: http://caps.unm.edu/ ASC website at http://asc.unm.edu	
Inadequate note-taking skills	Use pre-prepared notes.	
Inadequate test-taking skills	Meet with instructor	
Concentration	Develop an effective study schedule. See the video: http://youtu.be/mGFE8GtcMms	
Ineffective study environment	Try different settings: library or UNM	

	tutor center	
Ineffective studying time	Join or start a study group. See the video: http://youtu.be/N4YVLkuRBe8	
Inadequate understanding of learning style	Meet with instructors	
Inadequate preparation for class	Follow study schedule	
Unhappy with instructor	Go to office hours and get to know instructor	
Inadequate background in the course	Go to tutoring CAPS: http://caps.unm.edu/ ASC website at http://asc.unm.edu	
Lack of interest in the course	Partner with another student in class.	
Procrastination	Stick to time management schedule. Collaborate with instructor to design a schedule to help that help you get back on track	
Lack of Motivation	Learn about goal setting	
Memorize course material instead of learning it	Join a study group	
Other:	Other:	

This class will NOT be using UNM Blackboard Learn. Please enroll in ALEKS platform by the end of day of August 19.

To get started in ALEKS:

Step 1: Go to www.aleks.com and click on **SIGN UP NOW!** just below the Registered Users box.

Class Information

Instructor: [Anna Durakiewicz]
Course Number: [Math 120]
Section Number: [302]
Class Code: ask instructor
Step 2: Enter the 10-character class code and click on **Continue**.

Step 3-4: Verify your enrollment information to make sure you are in the right class, and then indicate whether you have used ALEKS before.

Step 5: Enter your 20-character ALEKS Access Code.

Please Note: *If you do not have an access code, you can purchase one online by clicking* purchase an access code online*. You will be redirected to an eCommerce web site that will take you through the purchasing process.*
Be sure your access code length will accommodate the length of your class!

Step 6: If you are new to ALEKS, then complete the registration steps to create an ALEKS account. If you are an existing ALEKS student, simply verify your email address.

Step 7: ALEKS will check if your computer has the ALEKS plug-in. Some ALEKS courses may require this, while others do not.
For a list of courses that do not require the ALEKS plug-in, visit:
http://www.aleks.com/support/system_requirements