

## Letter to Instructors (changes from Fall 2012 are in Green) Spring 2013 Math 1010 Intermediate Algebra – online

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Thank you for teaching Math 1010 online this semester! I know that online classes take a significant time investment and a lot of familiarity with technology and appreciate you making the commitment to teach in this format. Please read this letter and let me know of any questions or concerns that you have.

As coordinator this semester, I have developed homework, quizzes, and tests in MyMathLab for instructors to copy. This semester I have set-up **three** different course formats – see the Yola site <http://slccmathdepartment.yolasite.com/math-1010-2013-spring.php> for details. I will also schedule midterm exams and Final Exam days with the ITC (Instructional Testing Center) for all sections of online Math 1010. I will coordinate writing of the midterm exams and will submit midterm exams and the Final Exam to the ITC for all sections. I have posted a tentative course schedule and an outline of a syllabus that you can customize for your course. In the syllabus, I have highlighted in yellow some specific areas that you'll want to modify for your course; including your contact information, your policies on late work, and the weights of assignments for your course. Recall that you'll also need to set up these in the MyMathLab gradebook for the students' grades to display correctly.

In the two module format versions of MyMathLab, I added a FAQ button. Also, I have removed the “week-at-a-glance” and “upcoming assignments” calendars from the main course page. I found that with those available, students often just clicked into assignments without reading or studying anything. By removing them, they were more likely to go through the modules and see all the learning helps available to them. It made a big change in the volume of email I was receiving. If you'd like to change it back, the controls are on the Home Page Manager. Students can also still see the assignments by choosing the Calendar button in MyMathLab.

I have tried to update all links in the syllabus and the MyMathLab sites – please do let me know if you find any broken ones.

**Examinations** The schedule for the course has 3 proctored exams; two midterm exams and the departmental final exam. Information for students about how to sign-up for times to take these exams at the ITC is in the syllabus.

We will continue to have these midterm exams be common exams for this course, and I will contact you throughout the semester to coordinate working together to choose objectives for the exams, draft the exams, review them, and create solutions and rubrics. I'll create timelines for these activities.

**CHANGE FOR SPRING 2013:** I am planning to now follow the same calculator rules as the 1010 final exam for the two midterm exams in Math 1010 online. (Thus we will allow scientific calculators on the two proctored paper-and-pencil midterm exams.) Individual instructors may of course still choose to not permit calculators on the midterms. Please let me know if this is your plan so that I can keep the ITC updated.

**Projects** Please assign 2-3 projects this semester, preferably involving students working together. Potential projects for Math 1010 are available on the department Yola website. Note that you are not responsible for teaching students to set-up or use their ePortfolio. The syllabus has information for students about where to get help with this. I recommend that you make posting a project in their ePortfolio requisite for them to receive a grade for the project to encourage them to post. I have included dates on the general calendar for three projects and the ePortfolio if you'd like to follow that schedule.

The Projects that are already posted inside the two module versions of the course are from Fall 2012. I don't expect that the 1010 coordinators will make any changes for Spring, but they haven't posted the projects yet.

**Participation Assignments** You may determine how you wish to assign participation points for this course. Research suggests the importance of building a learning community in online courses and having students interact with one another needs to be an objective of your course design.

**Suggestions/Best Practices** Consider emailing your enrolled and waitlisted students before the semester starts with key information about the course so that they are ready to begin coursework once the semester starts.

It is recommended that you provide an orientation for your students. If you'd like to use CANVAS for an orientation, I can arrange for you to copy my CANVAS orientation if you like, or you can work with our instructional designer to set up your own.

The ITC (Instructional Testing Center) now has a color scanner. After marking your students' midterm exams, you can take them to the ITC to be scanned as .pdf files. You

can then pick up a CD from them or have them email the files so that you can return them to your students electronically.

Recall that you must frequently “submit incompletes” in MyMathLab to record zeros for students who have missed a deadline in order for their overall grade to be computed completely.

Your students need to hear their instructor’s voice to feel connected and engaged in their online class. There are many ways you can do this, including screen casts, recorded lectures, virtual office hour sessions, virtual classroom or review sessions, etcetera. Alia or our instructional designers can help you with this – please work on incorporating some more of your voice into your classes this Spring and let us know what’s working for you!

**ADA and online classes** We have a significant challenge currently to make our online courses ADA-compliant. Of particular note are the challenges faced by vision and/or hearing impaired students attempting online coursework. While many programs that we use are readable by various technologies, not all of them are currently compliant. Please make every effort to provide your students with accessible resources. Our department continues to investigate available technologies to make our courses accessible, and I will be sure that any developments are communicated to you.

Finally, be sure to comply with all departmental standards and SLCC policies with regards to student registration, extra credit, etcetera. Please contact myself or the Mathematics Department Chair Suzanne Mozdy with any questions or concerns throughout the semester.

Thanks for teaching online Math 1010!

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