

Letter to Instructors

Fall 2011 Math 1010 Intermediate Algebra – online

Course Coordinator: Alia Maw - Alia.Maw@slcc.edu - (801)957-4523

Contact for questions about Canvas LMS or Wimba virtual classroom: Donna Mirabile
- Distance Education - (801)957-3964 - donna.mirabile@slcc.edu

Thank you for teaching Math 1010 online this Fall 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.

Instructor required set-up

You will need to do the following to prepare your individual online course for Fall semester:

1 – copy the course **maw24505** to your own <http://pearsonmylabandmastering.com/> account and create your course. Note that we will NOT be doing the coordinator/member course set up this semester – this will be your own individual course.

2 – I have arranged for your course Canvas LMS site to have the basic set up as an orientation site for your students. (Canvas replaces Blackboard/WebCT as our LMS.) You need to go into your individual Canvas site and add your name and email on the course Home Page, and you need to update the second module Course Compass ID with your course ID. Please explore the site a bit so you see what your students will know when they start your course.

3. - By next Monday 8/22/2011 please email ALL your enrolled AND waitlisted students with a brief introduction and information about accessing the orientation assignment as well as its due date. I will request that the Canvas sites be available by Monday for students to get started on the orientation. Here is the email I'll be sending my enrolled students if you'd like to use it:

Subject: [MATH 1010 Online - Intermediate Algebra Fall Semester 2011](#)

[Hello students!](#)

[Fall Semester starts on Wednesday, August 24th. YOU HAVE A TWO-PART MANDATORY ORIENTATION ASSIGNMENT THAT MUST BE COMPLETED FOR YOU TO REMAIN ENROLLED IN THIS COURSE.](#)

The Orientation Assignment Part 1 will be completed in our class Canvas site. On Monday August 22nd the class Canvas site will be available with the orientation information. Login to your SLCC MyPage account, go to the MyCourses tab, and then scroll all the way to the bottom - you'll see a link for "Canvas Login". This will take you to the orientation site. You must complete the Orientation Assignment Part 1 **by 11:59 PM MST on Wednesday August 24th**.

After earning 100% on the orientation quiz you will receive our class MyMathLab course ID. You will complete the Orientation Assignment Part 2 in MyMathLab **by 11:59 PM MST on Thursday August 25th**.

Failure to complete both parts of the Orientation Assignment by the deadline will result in you being dropped from the course for non-attendance.

Here is some basic information about our class:

Instructor:

E-mail Address:

DO NOT BEGIN THIS COURSE IF YOU HAVE NOT MET THE PREREQUISITE. To enroll in Math 1010 this semester, you must have
* completed Math 0990 with a grade of C or better within the past year
* OR have a CPT score of at least 54 on the elementary algebra section, achieved within the past year
* OR have an ACT score of at least 18, achieved within the past year
If you do not have documentation for one of these prerequisites, you must enroll in a math class appropriate for your background.

Online math classes are quite different from live classes. Check out "Is an online math class right for you?" at <http://www.slcc.edu/math/OnlineRight.asp> to be sure you've made the right choice for your learning style.

I have attached the class syllabus and the class calendar for your information. You'll need to read both carefully in order to complete the orientation and remain enrolled in the course this semester.

On the first page of the syllabus you'll find information about what materials we'll be using for this course.

Let me know if you have any questions after completing the orientation!

I'm planning to send the same email to my waitlisted students, with a note at the top that they are currently waitlisted but that I wanted them to have the start-up information for the course.

A note about the waitlist: I am planning to ask Suzanne to "close" my waitlist by Monday or Tuesday of next week. This will essentially close the class to all but waitlisted students and I'm hoping that they will all get in quickly. I would NOT recommend that you allow students to add the online course late so you might consider doing this also.

4. - Please post your contact information, including office hours (face-to-face and Wimba) and email address, under the Course Information button in MyMathLab and/or on the Introductions discussion board.

5. - If you do not have a Wimba classroom please contact Donna Mirabile (contact information above) and get one set up to use with your students. You'll need to change the information under the "Wimba Classroom" button in MyMathLab to have the name of your Wimba classroom.

6. - The default class is set up to do email for communication. If you want to use the within MyMathLab messages instead you'll need to switch it back. You can contact Pearson support (I would NOT recommend this) or I can help with this.

Other comments

Examinations

I have decided to increase the number of proctored exams for the course from 2 to three. I have posted information for the students about how to register for the exams in our MyMathLab site. I will schedule the exams with the ITC so you do not need to do that.

You will need to participate in creating the two midterm examinations for the online course this semester. I will create initial drafts of them and will require prompt feedback so that we can get them finished and be sure the keys and rubrics are appropriate. My plan is to create screen-capture video solutions for the exams that we can have close-captioned and then post in CourseCompass for our students. I am not sure what the turn-around time will be so will try to get these completed very early in the semester.

The ITC (Instructional Testing Center) now has a color scanner. After marking your students' midterm exams, please 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.

Late work

The section homework and quizzes all have due dates set, and I have it set to allow late submissions on homework with a 30% penalty for any late work. I have found that I spend an inordinate amount of time changing due dates for students and do not want to allocate time for that anymore. For my class, I will not re-set due dates for homework or quizzes for any reason, but will allow the late submissions with penalty. If you do not

wish to allow any late submissions or wish to have some other policy, you'll need to change those settings and that portion of the syllabus.

Note that you'll probably want to be a bit flexible this first week as students get up and running, which will require some date adjustments.

Wimba

Due to the ADA concerns, we cannot require attendance at Wimba (virtual classroom) sessions. HOWEVER, I STRONGLY advise that you FREQUENTLY offer them to your students, in addition to your regular on-campus office hours. Feedback from many many classes of online students indicate that live interactions with their teacher are the most valuable learning resources they have during the semester of an online course. My request is that you schedule virtual classroom time with your students at LEAST once every module and also in preparation for each of their three proctored exams. That would be 10 times during the semester. Assistance in setting-up your Wimba classroom and learning to use it can be obtained from Donna Mirabile (contact information at the top of this letter) and I can also help. I have found most success with a semi-structured format where I have some review problems ready for them which we work through and answer questions as we go. Other options would be an office hours setting, where you have students email-submit any questions or problems beforehand if possible or bring them to the session. It is very important that you archive these sessions and then make them available to your students who cannot attend at the time you are holding the session.

“This is my second online class with course compass, and I can just say that 1 wimba video is worth more (to me) than an entire module of the online book/homework.”

Participation Assignments

You may determine how you wish to assign participation points for this course. I have left up the discussion board assignments that Shawna created, and the syllabus is set up with them included. Alternately, you could require attendance at some review sessions (see note about ADA below), have them do peer-reviews, do some group work post-exam to correct common mistakes (you can fairly quickly create group discussion boards in MML), etc. As a general education class, we need to work to include some type of group interaction in our course. Please be very careful in setting up the grade book in MML for your assignments – be sure to check the “weights” so that the student's overall score is correct. You'll need to update the syllabus with whatever participation/group work you decide to include, as well as updating the MyMathLab site and gradebook.

Projects

Three projects will be required this semester in Math 1010 online. They are small modifications from the ones the Math 1010 coordinators have designated for the semester (I changed numbers so that they will be unique from other semesters). I have the instructions set for students to create .pdf files and email them to you. If you'd prefer they put them in the dropbox, you'll need to modify the instructions and enable the dropbox in MyMathLab.

Remember to verify that the students have posted a project and reflection in their SLCC General Education ePortfolio by 11/19/2011. My advice is that they receive a zero for Project 3 if they don't have one of the 3 posted.

Grading

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

ADA and online classes

We have a significant challenge currently to make our online courses ADA-compliant. Of particular note are the challenges faces 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.

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!

Alia Criddle Maw

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