CPM Training – Agenda/Notes

* Files and links to training and materials can be found at:
	+ <http://slccmathdepartment.yolasite.com>
* How to Log in to mylabsplus as an instructor/self
	+ <http://slcc.mylabsplus.com>
	+ Username:
	+ Password:

Policies and Procedures

* Prerequisite/Co-Requisites
	+ LE 1020
	+ Reading Course (starting in Fall if score really low)
* Attendance
* Modules
	+ There are 12 modules + Pre-Module, but 3 (Module 5, 8 & 11) have two parts
	+ Students in Math 0001 should all start in the Pre-Module
* Linear/Sequential learning
* Pass class by completing:
	+ Math 1: Module 4
	+ Math 2: Module 8
	+ Math 3: Module 12
* Notebook organization
	+ Must be kept in one notebook, neat and complete
	+ Other instructors can check
	+ Initial and date
* Pretests
	+ MUST be taken in the testing center (Only Exception = Jordan)
	+ Suggestions for pretesting
		- Use videos to help review
		- Don’t spend more than a couple days studying for pretest
		- Students can access the Study Guide section, but use with caution
	+ Pretests don’t need instructor permission
* Mastery Exams
	+ MUST be taken in the testing center (Only Exception = Jordan)
	+ Must have instructor permission to take (walk student over or use sharepoint)
		- Sign & date their notebook before granting permission
		- See separate documentation on sharepoint
	+ Other instructors can give permission initially – they will sign notebook
	+ If within 10% of required percentage another instructor can authorize a 2nd time
	+ Assigned instructor needs to authorize 3rd-5th attempts
		- After 5 attempts, need administration permission
	+ Teachers can assign additional homework (redo’s) based on results
	+ Testing is always closed book
* Grading is Pass/Fail (not appropriate for those who need a letter grade)
* Calculators are available from Module 5-2 on
* Headphones

First Day Set Up

* Students will set up a button in their mypage account (one time). Once in mypage.slcc.edu:
	+ Click on “Content Layout” in upper left corner
	+ Select where to place the “New Channel” - Use the upper left corner for consistency
	+ Click on “New Channel”
	+ Select “Other” from category. Click “Go”
	+ Select “MyLab” from channel options. Click “Add Channel”
* Go back to MyPage Tab - Students may have to “Refresh” the page in order to see the button
* You will have to transfer students’ work from a prior semester to their current class
	+ Students need to log into the new class and “accept” the agreement first
	+ Follow steps on the Importing document
		- Be sure to verify that pretest and mastery tests and brought over correctly
	+ Students can continue to work in the old course for a short period of time. All scores should still transfer to the new course.
* Backdoor, use as needed: <http://slcc.mylabsplus.com>
	+ Username: Same as their mypage username
	+ Password: username@bruinmail.slcc.edu

Instructor Helps

* To review exams and homework
	+ Go to Instructor Tools >Gradebook (on left menu) > Student
* Mastery Tests MUST have instructor permission (use spreadsheet on sharepoint)
	+ Enabling to take tests is a WHOLE DIFFERENT system from mylabsplus
	+ Go to: <http://www.slcc.edu> >Faculty & Staff > Sharepoint
		- In Sharepoint: Departments > Developmental Education > Dev Math
		- See seperate instructions for Sharepoint
* Monitoring Progress
	+ Track in mylabsplus or create your own file
	+ Always review exams with students to ensure comprehension

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| --- | --- | --- |
| <http://mypage.slcc.edu> | <http://slcc.mylabsplus.com> | Sharepoint  |
| Where Student’s Log In | Where Instructor Logs In to see gradebook, etc. | Where Instructor Grants Mastery Test Permission |
| Student’s need to be enrolled for a button to appear | Where Students end up working |  |
|  | Backdoor for students |  |

Avoiding Common Problems

* Importance of Logging Off Properly (Key icon on bottom left)
* Only have students use Study Plan (#4 on their module page) when studying for Pretests
	+ Only study areas on pretest sheet
	+ Chapters DO NOT equal modules
* Students may have to “Refresh” the page or channel in order to see the button
	+ Be aware that there is a timer on the button
* Have students close out mypage webpage once into mylabsplus (avoids timing out of mypage)

## FAQ’s

 Where do I meet with students?

Answer: You will be assigned an area in the lab to meet with your students. The students meet in the lab 4 hours per week. The first couple weeks of class will be critical for meeting together. I suggest for the first few weeks spending the first portion of the class reviewing issues/questions that students were running into and provided best practices and suggestions.

What do I do when adding a new student? And how late can they add the class?

Answer: When adding new students, go through Suzanne, as usual. If they are transferring from Math 9XX, they should fill out the form available on the department website. Students can continue to transfer to Math 0001 until the date listed on the document (usually the day before the last day to withdraw). It is probably better for students who are failing their “regular” math courses to transfer to Math 0001 just to have the opportunity to pass the class. Students should automatically be given access to mymathlab within 24 hours of adding the class. You will need to add the student to sharepoint.

Can students complete the class in one semester?

Answer: Yes. The class really is about internal motivation and putting in the time. Students who have the capability, time and commitment can certainly pass in one semester. (At this point, less than 10% of our students finish in one semester).

What if I have a software related issue or have a suggestion?

Answer: If you are reviewing or working on an assignment or test, there should be a button on the right side of the screen to “Ask Publisher”. You may also contact Carla Kulinsky.

What if the student’s assignment doesn’t show up as complete?

Answer: Hit “Refresh”. This seems to fix most problems. If the computer timed out before a student completes a test, Carla Kulinsky will have to fix the issue.

What about attendance?

Answer: Students are still supposed to attend classes when they are scheduled. This is not considered an online class. Similar to other developmental math classes, attendance is not part of the student’s grade. We still suggest that you track attendance, but the computer program will compute the LDA (As well as the final grade) at the end of the semester. As usual, feel free to talk to/email students with poor attendance.

What if a student wants to not take CPMA next semester, where would they start?

Answer: Because modules are not presented in the same order as Math 900/950/990, students would need to retake the Accuplacer. Only students who complete all 12 modules and the final exam will move to Math 1010.

What is considered mastery?

Answer: The percentage required on mastery varies from module to module and from assignment to assignment. These percentages are set based on what is required for students to understand the material completely. Please refer to the Math 0001 homework file for specifics.

Can students work on this at home or on their own computers/laptops?

Answer: Students are discouraged from using laptops in the lab. However, they may use their own machines at any other time. (Ipads and smart phones generally do not support the necessary software and therefore won’t work.) Each student is recommended to work a number of hours each week on their own, either in the lab or at home. Two hours per credit (8 additional hours of individual work) would be ideal.

Is there a final exam?

There is no comprehensive final for MATH 0001, 0002, or 0003. However, students will need to complete a comprehensive final assessment after finishing the final module (module 12).

What about DRC students? Are the tests timed?

Both tests and many assignments are timed. These times will be adjusted on a student-by-student basis to match the DRC accommodations. We are currently working directly with the DRC to ensure that individual accommodations for time are being made for students. The DRC currently gives us a list of students and Carla enters in their accommodations. If you do not see the correct accommodation settings for a student, please contact her.