Elementary and Intermediate Algebra
Classroom Math 95-96
Getting Started
Professor Sherry Norris

1) My website: http://sites.csn.edu/snorris
   a) Syllabus
   b) MML registration and login information
   c) Frequently Asked Questions
   d) MML Course Info

2) My email: sherry.norris@csn.edu
   a) If you email from MML, it will go to this email address.
   b) Do not email through canvas.

3) The MML Course ID is located in Canvas.

4) Your email address needs to be active and current.

5) Check and read your emails daily.

6) Print and read the syllabus.

7) Print and read the MML Course Info.
   a) Take advantage of all MML resources!

8) Log in to MML.
   a) The MML code must be purchased.
      i) If an MML code was purchased for Math 95 last semester, then in most cases, you should be able to sign into either Math 95 or Math 96 using your username, password and the new course Id.
   b) Login daily beginning on the first day of the semester.

9) Read the announcements in MML.

10) Lectures are in the classroom. However, online lectures may be viewed and are located in MML.

11) In a Classroom course, class time will be used to highlight difficult areas of sections.
    a) Label the section notes.

12) Come to class prepared.
    a) Read ahead, take your own notes, jot down questions.
       i) You may watch the lecture or example videos in MML through the Multimedia Library, Chapter Contents, or Study Plan.
    b) Bring your homework to class along with paper, pencil or pen, calculator, and text.
    c) Focus on math during class.
    d) Turn off your phone. No texting.
    e) Be prepared for an un-announced quiz.

13) MML homework and MML quizzes are located under the “Assignments” tab in MML.
    a) Due dates are listed. No late homework or quizzes are accepted.
14) Complete the Syllabus Homework. It is available on the first day of the class and is a prerequisite to all homework.

15) Prerequisite requirements to access MML homework problems.
   a) To access homework problems, you must complete the syllabus homework with a 100%.
      i) Thus, the due date for the syllabus homework is shown as the last day of the semester that homework is due.
         If I did not have the due date at the end of the semester, a student could be shut out of all of the homework
         for the entire course.
   b) If there are other prerequisite assignments, they will be listed and will need to be completed before the homework
      problems may be accessed.
      i) Thus, the due date for that prerequisite assignment will be the last due date for the homework that the
         prerequisite applies to.

16) Most homework will be assigned in MML on Tuesday and Thursday mornings and will be due by 11:59 pm following
    the next class period. For example, homework assigned on Tuesday will be due Thursday evening at 11:59pm.
    a) Remember to read the section, view the lecture, work the examples, and review your notes BEFORE you attempt
       your homework.
    b) Typically, several sections of homework will be assigned.
    c) Read the board each class period for updates.
    d) Write down the MML homework problem; write out your work for each problem showing each step in an organized
       manner. Keep your homework in a safe place so that you can use it later to help study for the exams. Also, you
       MUST show your work on the exams. Take your homework to class.
    e) If homework is assigned from the text or another source, then it will be announced in class and due the next
       class.
    f) Do not procrastinate. No additional time will be allowed for technical difficulties.
    g) After you have completed a homework section, go to the MML Study Plan and work additional problems. Time
       yourself. Homework is not timed. However, exams are. To help, time yourself working medium and difficult
       problems writing out all of your steps. You should be able to complete 20-25 problems in an hour and 20
       minutes.
    h) Graphing problems should be graphed by hand. Then, record only the answer in MML.
       i) Keep in mind that all graphing is by hand on exams.
       ii) Review “Grading of Graphs” in MML under Quick Tips.
    i) Review “Grading of Word Problems” in MML under Quick Tips.
    j) Do not fall behind.
    k) Allow ample time in your schedule to study and complete assignments.
       i) Typically, you should be spending a minimum of 9 hours per week for a 3 credit hour course.
       ii) Typically, you should be spending a minimum of 15 hours per week for a 5 credit hour course.
    l) If you are having difficulties, get help quickly.
       i) Utilize the Math Resource Centers and One-on-One Tutoring located on each of the three main campuses.
          (1) Take your photo Id, CSN schedule, notes, organized homework, text and questions with you.

17) MML quizzes are required and are located under the “Assignments” tab in MML.
    a) Most quizzes will be assigned in MML on Tuesday and Thursday mornings.
    b) Quizzes are timed and computer graded.
    c) Be careful when entering answers. Answers will only be graded once.
d) Due dates are posted.
e) Do not procrastinate. No additional time will be allowed for technical difficulties.
f) There are no make-up or re-take quizzes.

18) In Class quizzes may or may not be announced.
a) Quizzes may be on current or prior material.

19) Be aware of exam dates and plan accordingly.
a) The test dates are listed on the syllabus for the course.
   i) Dates will be finalized a minimum of one week before the exam.
b) There are no make-up or re-take exams.
c) The material for each exam is listed on the syllabus.
d) If you have special needs, make appropriate arrangements at least one week before the exam.
   i) Paperwork must be filled out for each exam

20) To take an exam:
a) Come to class during our designated class time on the test date.
b) Each exam has a maximum time of 1 hour and 20 minutes.
   i) If you arrive late, no additional time will be allotted.
c) Bring a photo Id, pencils or pens, erasers, basic four-function calculator if applicable.
d) On your exam, show your work in a neat and organized manner. If more space is needed, use the back of your exam, note the problem and label the work.
e) Notes, books, homework, phones, watches, scientific calculators, graphing calculators, electronics etc. are NOT allowed.