1) My website: [http://sites.csn.edu/snorris](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](mailto: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) Login to MML.
   a) The MML code must be purchased.
      i) If an MML code was purchased for Math 116 last semester, then in most cases, you should be able to sign in
to Math 116 again 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) Homework is located under the “Homework” tab in MML.
   a) Due dates are listed. No late homework is accepted.

11) Complete the Syllabus Homework. It is available on the first day of the semester and is a prerequisite to all
    homework.

12) Prerequisite requirements to access homework problems.
   a) To access homework problems, you must read the e-book and view any listed videos/animations first.
   b) 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. 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 semester.
   c) 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.
13) Most homework will be assigned on Friday mornings and will be due the following Thursday evening at 10pm.
   a) Remember to read the section, view the videos/animations, work the examples, take your own notes BEFORE you attempt your homework.
   b) Multiple homework sections will be assigned weekly.
   c) Write down the 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.
   d) Do not procrastinate. No additional time will be allowed for technical difficulties.
   e) After you have completed a homework section, go to the MML Study Plan and work additional problems. Time yourself. Exams are timed. To help, time yourself working a variety of medium and difficult problems writing out all steps. You should be able to complete 25-30 problems in an hour and 20 minutes.
   f) 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.
   g) Review “Grading of Word Problems” in MML under Quick Tips.
   h) Do not fall behind.
      i) Typically, you should be spending a minimum of 12 hours per week.
   j) 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.

14) The quizzes are required and are located under the “Required Quizzes & Practice Exams” tab in MML.
   a) Most quizzes will be assigned on Friday mornings and will be due the following Thursday evening at 10pm.
   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) Quizzes may Not be made-up or retaken.

15) Be aware of exam dates and plan accordingly.
   a) The test dates are listed on the syllabus for the course.
   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 two weeks before the exam.
      i) Paperwork must be filled out for each exam.
   e) If you are out of the area and requesting proctor approval, submit the information and request two weeks before the exam.
      i) Proctor approval must be requested and granted for each exam.
16) To take an exam:
   a) You choose the date from the list of dates for that particular exam. No appointment necessary.
   b) You choose the time as long as the Cheyenne Testing Center is open.
   c) Each exam has a maximum time of 1 hour and 20 minutes.
      i) Keep in mind the Cheyenne Testing Center hours of operation.
      ii) If you arrive close to closing, no additional time will be allotted.
   d) Plan for travel and park time before your exam.
   e) Take a photo Id (check with the testing center for details), pencils or pens, erasers, and a scientific calculator.
   f) 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.
   g) Notes, books, homework, phones, watches, graphing calculators, electronics etc. are NOT allowed.