

Letter to Math 131 online students:

Welcome! I wanted to welcome you and to warn you *not* to take this course lightly. An online course is *much harder* than a traditional course. The course syllabus is available on www.stlmath.com. Follow Courses > Math 131 to find it. Be sure to read the entire syllabus for class policies. This letter is *not* meant to be a summary of the syllabus.

Make sure you stay on top of the material as it can snowball quickly. A complete suggested schedule is given on the syllabus. On the syllabus, you will also find details about MyMathLab (MML), a mandatory, publisher-provided, online homework and testing system. **Your grade consists of many homework assignments and four chapter exams.** All graded assignments will be done in MML including exams.

You will be expected to use MyMathLab (MML) for graded homework assignments and exams as well as other resources (e.g. videos, guided examples, gradebook, and a copy of your textbook). If you have never used MyMathLab (MML) and need help, you should email me or ask for help from the site itself (www.MyMathLab.com). It is crucial you get it set up as quickly as possible. If you run into problems, get help immediately. Do *not* wait.

You will find Class Notes (with completed versions), the syllabus, optional (ungraded) worksheets, and other resources on **my Website** www.stlmath.com. You will want to complete the Class Notes I have provided for every section we cover. Print the Class Notes and complete them on paper. They will mention worksheets, some optional while others are highly suggested, that will be available on www.stlmath.com. I have completed copies to check your work but also please contact me when you have questions; I am happy to help. I will *not* be grading the Class Notes or worksheets unless you ask for feedback.

You will see the due dates for homework in MyMathLab (MML). The homework due dates are usually set for the Monday after the week you should be working on each section. Some due dates are curtailed to accommodate an upcoming exam. The due dates listed for the Homework assignments in MML are only suggestions. All homework assignments are available after the “due date” with no penalty. **The last day you will be allowed to complete MML assignments is Friday, May 10 as that is the last day of our class.**

You may access the MML site directly at www.MyMathLab.com. This site must be used to do homework assignments and exams. The first thing you need to do is get your access code; it is available two different ways. Details on how to get your access code are on the syllabus and on www.stlmath.com under MyMathLab. **You will need this to register, along with the course ID which is o'leary-johnson12256. The deadline for registering MML is February 15.** After that, you will be locked out and should drop the class if not enrolled.

If you register MML on your home computer, it will lead you through the process to install the necessary plug-ins on your computer so you can see the course material and work on homework assignments. This should only need to be done once on a given computer, but may need to be done again if settings are changed. Make sure you are *not* using a pop-up blocker. MML works best with the Chrome browser.

There is a **Blackboard** area for the course. There you will find minimal resources. It is *not* the main area you will use this semester. You will spend most of your time in MML and www.stlmath.com. In Blackboard, once you are in the Math 131-80 shell, you can start with the About This Course menu item. The **Announcements** in Blackboard will *not* be used. Instead, I will email important announcements using your LC email address or the one you provide MML.

Your **grade information** will be found on the MyMathLab (MML) Website's Gradebook, *not* the Blackboard gradebook. Be aware that the overall grade will only be accurate if you stay current with the assignments.

Exams (and Homework) should be completed according to the suggested schedule on the syllabus. However, you may do any assignment, including exams, after the "due date" with no penalty. You are allowed to use your Class Notes, calculator, and homework on each exam. Please do not consult other people when taking exams.

Homework problems in MML can be done as many times as you need to get it right. See the syllabus for a brief overview of MML. You should schedule exams so that you take the exam (after completing the homework including Chapter Review assignments) early so that you have time to reschedule if problems occur.

You will need a graphing calculator to do homework and take exams. If you prefer, feel free to get a graphing calculator app (preferably TI, Texas instruments) on your phone. Our Math Resource Center, located in CM 233, loans out calculators as well. [Here, CM stands for Commons, which is the part of our building between the Math and Science wings.]

I hope you are as excited to get started as I am. During the first few days of class, take some time to become oriented to the course design and tools so that you learn where things are and how they are to be used. Unlike many online classes, we will rely much more on MyMathLab (MML) and my Website www.stlmath.com than Blackboard. Get familiar with them. If you have any questions or concerns, please feel free to contact me.

My response time for answering questions will not exceed 48 hours, except for holidays and recesses. I log in to the MML course and check email a minimum of 5 out of 7 days a week, excepting holidays and recesses.

There is an icebreaker activity where you can introduce yourself to other students. You will see this opportunity in the Blackboard shell under Communication Tools. My hope is that you feel less alone in this class. Do not hesitate to reach out to me when you feel the need.

Sincerely,

Stefanie O'Leary-Johnson, soleary@lc.edu, 618-468-4844

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Office Hours: Monday & Wednesday 8:30 – 9:30 am and 10:45 am – 1:00 pm; Tuesday & Thursday 8:30 – 9:00 am and 10:45 am – 12:00 pm