In-processing Checklist (HW01)

Welcome to Math 141Z! As you and your fellow cadets begin your journey it's important to get started on the right foot, establish good habits, and know where to get help. The purpose of HW01 is to ensure you can access all the necessary course systems, access important information/announcements, understand expectations and course policies, and complete/turn-in assignments for the course. **This is a graded assignment**, and points are assigned based on completion of each task. If you have technical difficulties, please use the Teams Student Collaboration channel for assistance before contacting your instructor directly.

**Task 1:** **Read the course letter.**

Two key skills that you must develop early are: 1.) your ability to read and understand large quantities of information, and 2.) play close attention to details. You can access the course letter by going to the Math 141Z Fall 2021 – Calculus I team in Teams (We’ll refer to this as the “Team” from now on.). On the left-hand side, make sure you’re in the General channel. Then click Files at the top. The course letter is saved in the “Admin” folder as “Course Letter – Math 141Z 2021 Fall.pdf”. As shorthand, we can refer to this location as: *General > Files > Admin > Course Letter – Math 141Z 2021 Fall.pdf*

To receive credit for this task, answer the following questions correctly. (**Completely FILL IN the bubble.**)

1.Q1. On specified due date, what time are all Homework assignments due?

1700 1900 2359 0000/2400

1.Q2. A late penalty is applied to late assignments unless the late submission is pre-coordinated with your instructor. What percentage of the max points will be deducted for each 24-hour period you submit your assignment late?

5% 10% 15% 25%

**Task 2: Access the Assignments tab in Teams.**

All assignments are listed on the Assignments tab in teams. A link was available in the Course Letter, but a simpler way to access the Assignments tab is by first opening the Team General channel. At the top you’ll see a tab called “Assignments”. Click it. Every assignment is listed here including the assigned/due dates, course points, etc.

To receive credit for this task, answer the following questions correctly (**Completely FILL IN the bubble.**)

2.Q1. What assignment is due on M06 (23 Aug 2021)?

DD06 Quiz01 HW01 GR01

2.Q2. What day is HW01 (this assignment) and Feedback01 due?

T01 T02 T03 T04 T05

**Task 3: Pick up the *QRC Math Notes* handout and register for an account on the QRC website**

The Quantitative Reasoning Center (QRC) is part of the Academic Success Center and offers after-hours Extra Instruction (EI) from 1730 to 2130 Monday-Thursday. The QRC is available specifically to support cadets in their STEM studies, and we’re privileged to have one of their staff (Dr. Alyssa Ortiz) be a part of the Math 141Z instructor team.

To receive credit for this task, pick up a copy of the *QRC Math Notes* handout from the cubbies across from 2C41, located in the “red hallway” on the second floor of Fairchild Hall. Scan the QR code at the top right of the handout, which should navigate you to the QRC EI scheduling website (https://usafa.mywconline.com). Click “register for an account” in the upper left-hand corner of the website and follow the registration instructions. Once you register, this task is complete. The QRC staff will export the list of registered cadets, which will be used to award points for completing this task.

NOTE: Normally the QRC is located in the northwest corner on the first floor of Fairchild Hall (1A82). However, due to recent flooding in that part of the building, the QRC will be located in the “red hallway” on the second floor of Fairchild Hall (2C41) until further notice.

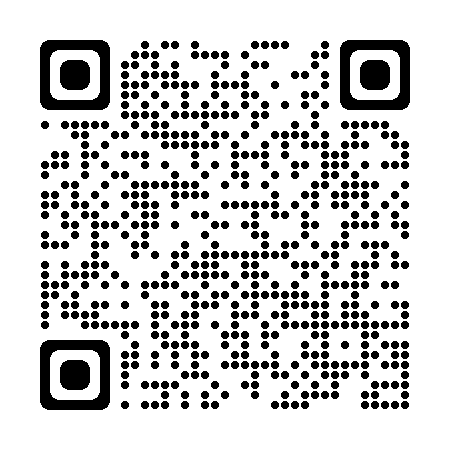
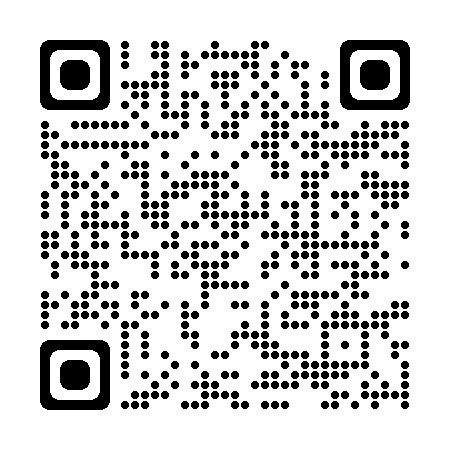
**Task 4: Schedule an EI session via Teams**

EI should be scheduled via teams. Not only does this streamline the EI scheduling process, but it also automatically creates a EI request history for each student. You can access the EI request form by going to the course Team > General channel and selecting the EI tab at the top. Read the instructions on the form before proceeding.

To receive credit for this task, fill out the EI Request Form and press Submit. You name will be annotated in the system, and you’ll be credited with points for this activity.

**Task 5: Submit this assignment via Gradescope**

Written homework assignments (such as this one) must be submitted via Gradescope by the assigned due date and time. To submit your homework, you must first scan your completed handout. Your cadet squadron should have access to a scanner suitable for this task.



Alternatively, most smartphones allow documents to be scanned using the phone camera. Newer iPhones come pre-installed with software to convert multiple images into a PDF file. Alternatively, you can install the **Microsoft Lens App** on either Android or Apple phones/tablets using the QR codes shown here. Lens allows you to take pictures of a document and combine them into a single PDF suitable for upload to Gradescope.

Once scanned, you can now upload your work to Gradescope. First, access the Math 141Z course on Gradescope. You should see HW01 listed on the main dashboard. Click HW01, click Submit PDF, and select the file containing your work. Then click Upload PDF, and you’re done! A detailed instructional video is available on YouTube at the following link: <https://youtu.be/u-pK4GzpId0>