

How to activate your course software for your math course

1. Go to www.pearsonmylabandmastering.com
2. Under Register, select **Student**
3. Confirm you have the information needed, then select **OK! Register now**
4. Enter your instructor's course ID, which is included in the email and announcements that were sent and posted the week before class, and click **Continue**
5. If you have an existing Pearson account enter your **username** and **password** to **Sign In**. You have an account if you have ever used a Pearson MyLab and Mastering product, such as MyMathLab, MyITLab, MySpanishLab, Mastering Biology, or Mastering Physics. This does not include MyLabsPlus.
6. If you don't have an account, select **Create** and complete the following fields:
 - a. E-mail address, **MUST** use your UNO e-mail address
Example: `jdoe@unomaha.edu`
 - b. Username, your username **MUST** be your UNO e-mail account
Example: `jdoe@unomaha.edu`
 - c. Your password **MUST** be in the following format, Mm plus your UNO ID #.
Example: `Mm12345678`

(If your username and password are not in the recommended format, then if you forget your username and password the Math Lab will not be able to help you remember them.)

 - d. First Name, **the first letter must be capital**
 - e. Last Name, **the first letter must be capital**

(If the first letter in your first name and last name are not capital you risk being dis-enrolled from the course.)
7. Select **Enter the access code**, the access code is:
DSCIUW-RANEE-FIERY-FILET-LEWIS-ADOWA
8. From the **You're Done!** Page, select **Go To My Courses**.

If you already have a MyLab account, it is **HIGHLY RECOMMENDED** that you change your account settings to reflect the formation of #6 above for e-mail, username, and password. Changing these settings to reflect the formatting above will ensure that the Math Lab will be able to help you with your account if you forget your credentials. Directions for changing your account settings are listed below.

1. Click on the head icon located in the upper right corner by your name.
2. Click account and enter your username and password.
3. Click the edit button by e-mail address and username. Change both e-mail address and username to your UNO e-mail address. Example: jdoe@unomaha.edu Click done.
4. Click the edit button by password. Change your password to this format: Mm plus your UNO ID#. Example: Mm12345678 Click done.
5. Click sign-out.
6. Click the X in upper right hand corner.

Math 1220 College Algebra

Fall 2020 Syllabus

Course Eligibility

- Students must have a minimum math ACT sub-score of 19 within the last two years, or placement via the Accuplacer exam within the last two years, or Math 1210 within the last two years with a C- or better. Lack of placement will result in administrative withdrawal at any time during the semester.

Quantitative Literacy Student Learning Outcomes

UNO Graduates will demonstrate competency in using mathematical, computational, or statistical methods to:

- Solve real-world problems;
- Draw inferences based on a set of data or quantitative information; and
- Justify conclusions derived from quantitative information

Course Design Overview

- Zoom sessions will meet once a week for 75 minutes at the scheduled time.
- Two additional hours are required to be spent in the virtual Math Lab over Zoom.
- Required weekly videos are posted to Canvas and a participation grade will be earned for completing the quiz that goes with each weekly video.
- All homework, quizzes, unit tests, and the required final exam will be completed online using a web-based learning assessment system called MyMathLab.
- The web browser Safari is not compatible with MyMathLab. Use either IE, Firefox, or Chrome.
- If you need technical assistance outside of the Math Lab, please refer to page 8 of your syllabus for help.

Required Materials

- **Bound Class Notes** for College Algebra purchased at the UNO Bookstore are required. You should always bring your Class Notes with you to the Zoom sessions.
- **MyMathLab course software.** Follow the directions on page 1 of the syllabus to set up your course software using the course ID and the software access code. The Course ID is on the Canvas Announcement Page and has been sent to your UNO Email address, and the software access code is: **DSCIUW-RANEE-FIERY-FILET-LEWIS-ADOWA**
- The Course ID and access code are specific to your class and section, **DO NOT** share with friends in different classes or sections. The cost of the MyMathLab software will be automatically billed to your UNO student account through the UNO bookstore approximately four weeks after the start of the semester. If you are repeating this course login with the course credentials that you used previously and enter the access code if prompted.
- Your **UNO email address** is required. This is the e-mail account we will use to communicate with you throughout the semester.
- A **non-graphing calculator** is required. The TI30 XIIS (solar) or the TI30X IIB (battery) with a two-line display is the calculator you should purchase.

Zoom Sessions

- Accounts for 5% of total grade.
- Zoom Sessions will meet once a week for 75 minutes at the scheduled course time. The URL for the Zoom sessions has been emailed to your UNO Email address.
- Here is how to download Zoom to your device so you can earn participation points this semester.

- Download the Zoom at <https://unomaha.zoom.us/download>. Depending on the type of computer, tablet or phone are using you will pick a different option on that page.

Type of Device	What to download
Windows	Zoom Client for Meetings
Mac	Zoom Client for Meetings
SmartPhone or Tablet	Zoom Mobile Apps
Chromebook	Zoom Extension for Browser

- If you have trouble downloading zoom, the Help Desk can help you. You can call them or email through this page <https://www.unomaha.edu/information-technology-services/support.php>. Once you have downloaded the Zoom Client or App, you can login to Zoom to officially be attending classes. Logging in to Zoom allows us to give you attendance points.
- During Zoom class time, your teacher will cover important concepts, work especially difficult problems, and guide you through the work that will be done each week. Your teacher will discuss study strategies and help you to avoid common errors. Some exceptions may be made to accommodate holidays, see your daily schedule for specific details.
- You will receive a participation grade for each Zoom meeting. You must attend for 75 minutes, take notes and pay attention to earn a grade of 100%. If you fail to meet this requirement throughout the 75 minutes, you will receive a grade of 0% for that Zoom meeting.
- It is strongly recommended that you keep a notebook with all of your homework in it so that you can refer back to this whenever necessary.

Canvas Videos and Participation Quizzes

- Account for 5% of total grade.
- Weekly videos are posted to the Canvas course and are required as part of the participation grade. There will be a quiz at the end or during each weekly video. The video quizzes will not be graded as right or wrong, but if no effort is made a grade of zero will be earned for that week.
- Video quizzes are due the night before your class meets.

Virtual Math Lab

- Accounts for 5% of total grade.
- The Virtual Math Lab is open 9AM to 7 PM Monday through Friday and 7 PM to 10 PM on Sunday.
- Two flexible hours per week in the Virtual Math Lab are a required part of your participation grade this semester. You will be required to login to the Virtual Math Lab through Zoom. Once into the Zoom room, your time will be logged. Each time you leave the Zoom room, your time will stop. It will be your responsibility to keep track of your Virtual Math Lab hours.
- Each week's participation score is all-or-nothing. If two hours of time is not spent (or our records show that you were not working on any coursework during the time), no participation for that week will be earned.
- The two hour requirement can be done in one sitting, or in multiple smaller sessions.
- You will need to sign in to the Zoom session with your name, class, section, and NU ID number- -please have this information available when you log on. If we cannot identify you, we will be unable to credit you for your participation.
- Tutors will be available for questions if you get stuck and need help.
- The URL for the Virtual Math Lab is: <https://unomaha.zoom.us/my/unomathlab>.

Homework

- You should review your class notes, read the e-book, watch all ebook videos, and watch all Canvas videos before attending the zoom sessions and attempting the homework.
- If you rely on the MyMathLab learning aids or other help to get a standard or custom exercise correct, you should use the Similar Exercise feature and rework the exercise repeatedly until you can get it correct without any help from the learning aids. **Many students who become overly dependent on the learning aids or other assistance to get a score of 100% on the homework assignment find that they score much lower on the tests.**
- Your homework answers are saved after each exercise is completed, so you can enter and exit your homework and get back to it at a later time prior to the due date.
- For each type of homework exercise, the result of your last attempt for each exercise will be recorded.
- You must earn at least 90% or better on each week's assigned homework to open the quiz each week. Problems in the homework can be worked as many times as necessary, so you should work each assignment until 100% is achieved.
- Homework will become available two weeks in advance of its due date. Homework assignments will not be opened early or opened after the due date. Due dates are firm and will not be adjusted.
- **THERE WILL BE NO EXTENSIONS ON HOMEWORK DEADLINES. SO, STAY ON TRACK!** The 2 lowest homework scores will be dropped at the end of the semester
- Graded homework for each section has due dates and will close, but practice homework for the same sections, labeled "Practice", is open throughout the semester to be used for studying.

Quizzes

- You should master your homework before attempting the quizzes, as you will not receive any math help on the quizzes – the work submitted must be your own.
- You will not get feedback after each problem answer is entered. You must work through the quiz and submit it before seeing your score. **You should review your quiz in Gradebook, and the MyMathLab learning aids will appear for the review.** You can get any needed help from the Teaching Assistants in the Math Lab. You are now ready to repeat your quiz.
- You can take each quiz up to 10 times to achieve a score of 100%. **These quizzes are the key to success on the unit tests!**
- **Quizzes should be used as preparation for tests. Re-take the quizzes until you can do the work correctly and you achieve a score of 100%.**
- **It is recommended that you take a quiz at least four times even if you earn a score of 100% before that.** This will ensure that you see a cross-section of the exercises in the exercise pools, from which the questions are drawn.
- Only your best quiz score for each quiz will be counted in your course grade.
- Quizzes can be taken from anywhere using MyMathLab, but it is encouraged to take your quizzes in the virtual Math Lab. After completing your quiz in the virtual lab, a virtual tutor can help you correct your mistakes.
- In general, quizzes must be started no later than 10 PM on the night before your class meets again.
- Quizzes will become available two weeks in advance of its due date. Quizzes will not be opened early or opened after the due date. Due dates are firm and will not be adjusted.
- **THERE WILL BE NO EXTENSIONS ON QUIZ DEADLINES.** The 2 lowest quiz scores will be dropped at the end of the semester.

Unit Tests and the Required Final Exam

- All unit tests and the required final exam are taken using MyMathLab.
- After completing all homework and quizzes, you should prepare for your unit tests and the required final exam by repeatedly practicing until you can get all exercises correct without any assistance from MyMathLab learning aids, notes, the e-book, or tutors. Practice unit tests and a practice final exam are available in MyMathLab and will be open throughout the semester.
- You will have five days to take each unit test and will be allowed to take each unit test twice. Only the best score will be used in your grade.
- The cumulative final exam is **required**, and you are only allowed to take the final exam once.
- You are not allowed assistance of any kind on a unit test or on the required final exam. This includes notes, formula sheets, or any other type of outside help. While testing, you are not allowed access to other online materials, including your homework, quizzes, and online learning aids in MyMathLab. Be sure to familiarize yourself with the rules. Remember, academic dishonesty is a violation of the university code of student conduct.
- The testing window for unit tests and the required final exam is listed on your Daily Schedule.
- Throughout the semester there will be four unit tests and a required final exam. If your score on the final exam is higher than one of the four unit tests, your final exam score will replace that one unit test score. All tests must be taken, and a test score is never dropped. The required final exam is **NOT** optional, it accounts for 25% of your course grade.

Final Grade Calculation (posted in MyMathLab)

<i>Points</i>	<i>Item</i>	<i>Details</i>
150 (15%)	Participation	Zoom participation 5%, Canvas Videos 5%, Virtual Math Lab 5%
100 (10%)	Homework	the lowest 2 of the 14 homework assignments will be dropped
100 (10%)	Quizzes	the lowest 2 of the 14 quiz scores will be dropped
400 (40%)	Unit Tests	4 unit tests, each unit test is worth 100 points
250 (25%)	Final Exam	Required Cumulative Final (25% of course grade)
Total 1,000 points		

Grading Scale: The following percentage scale will be used to assign letter grades.

A+: 95 – 100% A: 90-94% A-: 88 – 89% B+: 85 – 87% B: 80 – 84% B-: 78 – 79%
C+: 75 – 77% C: 72 – 74% C-: 70 – 71% D+: 65 – 69% D: 60 – 64% F: below 60%

Announcements

Throughout the semester announcements will be made in class, through the MyMathLab announcement page, and by UNO email. Check these regularly.

Students with Disabilities

Reasonable accommodations are provided for students who are registered with Accessibility Services Center (ASC) and make their requests sufficiently in advance. For more information you can contact ASC in H&K 104 at 402-554-2872, or e-mail at unoaccessibility@unomaha.edu. After meeting with the Accessibility Services Center you will need to come to DSC 209 to discuss your accommodations and how best to implement them.

Miscellaneous

- Last date to withdraw from a course with a “W” is **November 6th**.
- Please refer to this syllabus before emailing us with questions about this course. If you email us with questions that can be answered in this document, we will reply by referring you to your syllabus. If you still have questions, please contact us.
- When corresponding with us through e-mail, please do not use text messaging.

Cheating

All work done in this class is expected to be your own work. The use of unauthorized notes or helps on a test will be considered cheating. Those caught cheating will be given a failing grade (F) for the course and have a report filed with the Behavioral Review Team. It is the responsibility of the student to know the prohibited actions outlined in the UNO policy at:

www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/academic-integrity.php

Course Coordinator:

Ms. Henkel

ahenkel@unomaha.edu

MyMathLab Troubleshooting Tips

If you are having problems getting logged in to your MyMathLab account from your personal computer, please try some of the following tips. We recommend that you try them in the order listed.

1. Make sure you are not using the web browser Safari. Safari is not compatible with this website.
2. Make sure you typed in the correct web address: unomaha.MyMathLab.com
3. Make sure your login credentials are correct and are being typed in accurately: your username is your 8-digit UNO ID number (found on your MavCard), and your password is your full UNO student email address (including the @unomaha.edu part). If you can't remember your password, click on the "Forgot your password?" link on the login page.
4. If you have followed all of the above steps correctly, this must mean the problem is not with you or your account, but with the specific computer you are using. To remedy this, there are a couple of solutions you can try to make it work:
 - a. Close and re-open the browser
 - b. Switch to a different browser
 - c. Restart your computer
 - d. Clear the "junk" out that accumulates when you surf the internet (browsing history, downloads, cookies, etc.). Sometimes, the accumulation of all of that extra stuff can interfere with the performance of the website.
5. If you have tried everything above, and it is still not working for you, you will need to contact Pearson technical support at 888-883-1299.