

# Technology guide

*Last updated: August 24, 2020*

Because we are doing everything remotely, there is a collection of technology you will need in order to fully complete the course.

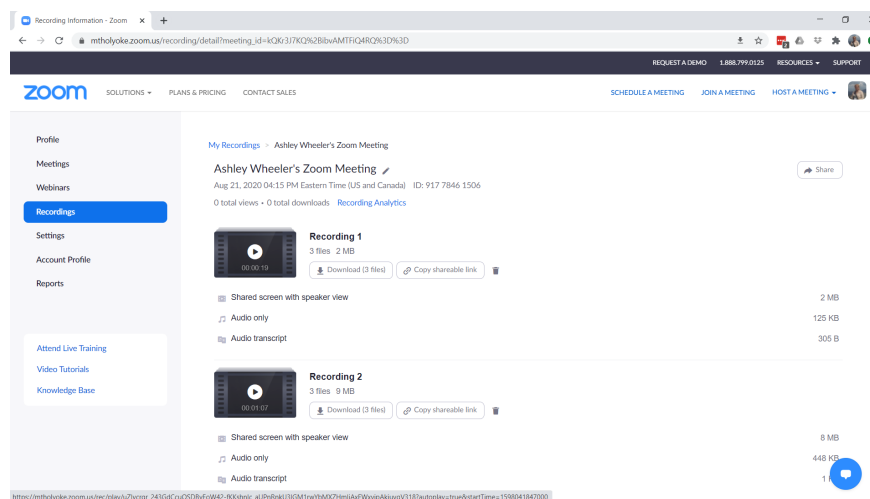
- **Moodle.**

- (1) Go to [moodle.mtholyoke.edu](https://moodle.mtholyoke.edu). In the top righthand corner, click on “Log in”, then click on the Mount Holyoke logo. Use your MHC username and password to log in.
- (2) Under “Course overview” click on the box labelled “2020 Fall - Module 1 | 2020-FA1-MATH-102-01”. The main page has an introduction with a graphic, followed by Course announcements, The forums!, and Course essentials. After that the course is organized by week.

- **Zoom.** These are instructions for how to download the Zoom client for your computer. [~LITS also has a much more detailed tutorial for setting up Zoom~](#), which you may find helpful. Instructions for the Zoom mobile app are similar if you go to your device’s app store and search for “Zoom”. **It is highly recommended you download the app**, either for your computer or for your mobile phone. There is an option to use the Zoom web client, but its features are limited. [~This support page~](#) gives more details about the limitations.

- (1) To download: Go to [mtholyoke.zoom.us](https://mtholyoke.zoom.us). In the top right corner, click on “Join a meeting”. Type in 909 249 0638 for the Meeting ID and click “Join”. You will get an error message that says “This meeting is for authorized attendees only”. Close the error message window and then click on “download and run Zoom.” Open the Zoom installer from your Downloads folder and follow any on-screen steps.
- (2) To sign in: You may get the error message again, in which case, click “Sign in to Join”. When the app opens, click on “Sign in with SSO”. Type in mtholyoke as the company name and choose “Continue”. Then click on your Mount Holyoke account.
- (3) To join a synchronous course meeting or office hours: Click on the Zoom link given in the Syllabus. Or, you can open Zoom, click on “Join”, and use the meeting ID given in the Syllabus (under the link). The password is math102. **You can turn off your camera or change your display name by clicking on the “...” in the top right corner of the window with your face.**
- (4) To schedule a meeting with your group: Open the Zoom app. Click on “New Meeting”, then “Join with Computer Audio”. Mouse arrow to the bottom of the screen and click on “Participants”. A sidebar will open to the right. At the bottom of the sidebar, click on “Invite”. Click on the “Email” tab. Select “Default Email”. In the “Recipients” box type in the email addresses of those you want to join your meeting.

- (5) To record a video: Start a New Meeting on Zoom. At the bottom of the screen click “Record”. At the top of the screen there will be a pause/stop button for when you are finished recording. Zoom will send you an email after a short period of time (check your Updates tab) with a link to the file. There will also be a link you can share with others. Clicking on the link to the file will take you to a page like this:



*Graphic: Wheeler's Zoom Cloud recordings. I used 10 takes and my introductory video is still awkward. >(<*

Clicking on the play button will play the video alongside a nice audio transcript. Click on the button to download all the files. The .mp4 file is the video, which you can email to others, upload to Moodle, or do whatever else you wish with.

- (6) Visit the [~Zoom documentation site~](#) for more information on the features of Zoom!

- **Gradescope.**

- (1) Go to [gradescope.com](https://gradescope.com). Click on “Sign Up” (if you’ve never used Gradescope before; otherwise, log in). Sign up as a student. **The course entry code is 9NB4KW.** Enter your name, your email address, and your MHC ID# (the one given on your student ID). Click on “Sign up as a student”. If you already have an account, then navigate to your account dashboard by clicking the Gradescope logo in the top left, then click “Add Course” in the bottom right corner to enter the course entry code.
- (2) No scanner? No problem. Use [~this guide~](#) to learn how to scan and submit pdfs of your homework. Don’t just take a picture of the page! To make it easy to read and grade, crop out everything in the picture but your paper. Make sure the paper is flat and evenly and well lit.

- (3) Warning: If your submission has fewer pages than the answer key, Gradescope will give an error. To correct this problem, just add blank pages to your pdf until it has the correct number of pages.

- **WeBWork.**

- (1) Go to [webwork.mtholyoke.edu](http://webwork.mtholyoke.edu). Click on the course "MATH102-01". Log in using your MHC username, your password is also your MHC username.
- (2) The next page is headed by the course title and term that lists the problem sets. Each problem set is a Gateway exam.
  - In the "Status" column, each set is marked as open, closed, or not open yet. If the set is closed, you can still solve problems and get your answers checked, but your results will not be recorded.
  - There is additional information about the due date (if the set is open), or whether the answers are available (if the set is closed). When the answers are available, you have the option of looking at correct answers when viewing a problem.
- (3) After you have clicked on a set, you will see a page with a list of the problems. To view and/or answer a problem, click on that problem in the "Problem Number" list.
- (4) Once you click on a problem, you will see the text of the problem with boxes for your answers. After working out the problem on paper, enter your answers in the boxes and click on the "Submit Answers" button.
  - When you submit an answer, you will immediately be told whether your answer is correct or not. If your answer is not correct, you can try again. After you've tried a problem, you can use the buttons at the top of the page to go to the next problem or the previous problem, or to see the list of problems again.
  - If your answer is marked incorrect by the computer and you are not sure what it thinks you have entered, check the "Answer Preview" column that appears at the top of the page once you have submitted an answer. The computer shows you how it is interpreting your answer.
  - If you want to check the status of your problems, use the "Prob. List" button at the top of the problem page. The problem list page shows how much credit you have for each problem you have attempted.
  - When you are ready to stop working, log out by clicking on "Log Out" at the top right corner of the page or toward the top of the left panel. All of your answers to date will be saved. **You do not have to finish a Gateway exam all in one sitting.**
- (5) There are four links at the left of the page in the red panel that are available to you at all times during a WeBWork session.
  - "Homework Sets" takes you to the list of available sets.

- “Password/Email” takes you to a page where you can reset your password and enter your preferred email address.
- “Grades” takes you to a summary of your grades for the Gateway exams.
- “Log Out” closes your connection to WeBWork.

Also available to you at all times is an “Email instructor” button, at the bottom of every WeBWork page.

(6) If you want to get a printout of a problem set, you can do so as follows:

- Click on “Homework Sets” in the red lefthand panel.
- To print out a particular set, click in the box next to that set in the “Sel.” column, and then click “Download Hardcopy for Selected Set”. You will be taken to the Hardcopy generator page.
- Check that the desired set is highlighted, and then click the “Generate Hardcopy” button at the bottom of the page.
- Wait patiently for a few moments for the server to generate the page, and then you can print it.

(7) [~This page~](#) has information for how to complete assignments, including typing in answers in a way that WeBWork will accept. **The most common reason students get WeBWork problems incorrect is for using the wrong syntax**, so take a look at these guides!

- **Desmos.**

- (1) Go to [desmos.com/calculator](https://desmos.com/calculator).
- (2) Try typing in  $y=x^2$ , or any of your other favorite equations. Try the *implicit* equation  $y^2=x^3-x$ . Try  $\sin y=\tan x$ . Try the *polar* equation  $r=\cos(\theta/2)$ .
- (3) Desmos is relatively self-explanatory for basic needs, but there is a lot of other very pretty stuff you can do with it. [~This guide~](#) has all the details.

- **\*Optional\*: Open Office Calc.** You don’t need to download this software if you already have something that can open the Grade calculator (under “Course essentials” in Moodle).

- (1) Go to the [~downloads page~](#). Select your operating system and download the software. Follow any on-screen instructions.
- (2) **\*Update\*: Microsoft Excel.** Mount Holyoke College students and faculty have free access to [~Office 365 for Education~](#). You can use Excel to open the Grade calculator, if you prefer.

- **L<sup>A</sup>T<sub>E</sub>X.** Used in The forums!, suggested, but not required. See my Introductions :) post for more information.

Please contact me (via email or The forums!) if you need assistance in setting up any of these technologies.