

## Computer Math Lab (FLEX) Course Information

### Your Grade:

#### TESTS (in WEBTEST)

- These are tests taken in class during your regular class hour following the deadlines on the calendar posted under **Progress Report**. You may take each test only once. You may only use instructor provided help sheets on the tests. You may use a calculator on all tests with the exception of Math 62 Test 1. Late tests may be subject to a late penalty
- Test results will be available immediately after it is taken. **As soon as you are done**, your instructor may allow you to earn partial credit. Then, you may try to identify what you did wrong. (The computer gives you the right answer so just giving that doesn't get credit – telling what you did wrong might.)
- Your lowest test score (NOT COUNTING THE FINAL) may possibly be dropped at the end of the quarter (check your instructor's syllabus). Your instructor may require that you have taken ALL tests in order to drop the lowest.

#### CERTIFY

- Certify lessons are posted in your **Progress Report** with deadlines. All deadlines occur at midnight on the day posted. You must get at least 80% on a Certify lesson to have it count.
- Certify lessons are due by the posted date. They may be taken late for a penalty (see **Progress Report** for details)
- ***All required Certify lessons must be completed prior to the TEST deadline or you can't take the test.*** The program will not let you take a test if you have not done all of the Certify lessons for that test.

#### PRE-TEST ASSIGNMENTS (in WEBTEST)

- Pre-Test Assignments are under the **Web Test** option and their deadlines are posted under **Progress Report**. To access a Pre-Test assignment, go under WEBTEST, TAKE TEST, Assigned Test, click OK and choose the appropriate Pre-Test assignment. The chapter reviews under the lessons, and the practice tests you can create, are **not** the pre-test assignments. Neither of those is required.
- Pre-Tests must be taken by the posted due date, preferably before you come to class to take the Test, because they disappear at midnight on test day. You may start a pre-test anytime and may be taken off-site; you **do not** need to do the certifies before the pre-test. I recommend trying it the first time well before the deadline. Pre-tests may be taken as often as you wish before the deadline, and your highest score is used. The Pre-Test has the same questions each time you re-start the test (unlike the Certify quizzes).
- Your lowest Pre-Test may be dropped at the end of the quarter (see your instructor's syllabus).

#### FINAL EXAM (in WEBTEST)

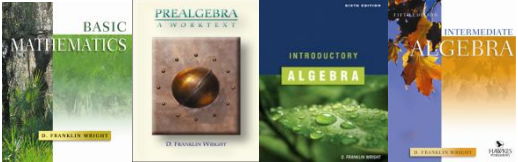
- This may be taken early like any other test. If you do not take it early, it will be during the final exam period during your assigned final exam day. Check the schedule of final exams
- Test results will be available immediately after it is taken.

#### Notebook

- Your instructor may require you to keep an organized notebook that you submit when you come to class to take a Test.



## Quick Start Guide MATH LAB

<p><b>#1 Purchase Supplies (3 options):</b></p> <ul style="list-style-type: none"> <li>• Software with book from GRCC bookstore</li> <li>• Software only from GRCC bookstore</li> <li>• Access Code and download software direct from Hawkes website: <a href="http://www.hawkeslearning.com">http://www.hawkeslearning.com</a></li> </ul>	 <p>Math 62   Math 70   Math 72   Math 97</p> <p>Author: Wright, D. Franklin</p>
<p><b>#2 Install or Download Software (if at home):</b> Enter your course ID:</p> <ul style="list-style-type: none"> <li>• <b>GRCCBAM (Math 62)</b></li> <li>• <b>GRCCPRE (Math 70)</b></li> <li>• <b>GRCCIDA (Math 72)</b></li> <li>• <b>GRCCIMA (Math 97)</b></li> </ul>	<p><b>#3 Get Access Code (2 options):</b></p> <ul style="list-style-type: none"> <li>• Click on “I need an access code” link from Hawkes software</li> <li>• Go to Hawkes website: <a href="http://www.hawkeslearning.com">http://www.hawkeslearning.com</a> and click on “get your access code”</li> </ul>
<p><b>#4 Enroll in Section</b></p> <ul style="list-style-type: none"> <li>• Select instructor name: Pam Reising</li> <li>• Select section with current quarter name</li> </ul>	<p><b>#5 Check Progress Report:</b></p> <ul style="list-style-type: none"> <li>• Click on <b>My Profile</b> tab and fill in your email address and check on <b>Forward Messages</b></li> <li>• Click on <b>Messages</b> tab and send me a message to let me know you are starting the course</li> </ul>
<p><b>#6 Start your Lessons:</b></p> <ul style="list-style-type: none"> <li>• Click on Chapter link on the left of the blue HLS Table of Contents screen</li> <li>• Click on Lesson on the right of the blue screen</li> </ul>	<p><b>#7 Explore Lesson Resources and Modes (3 areas):</b></p> <ul style="list-style-type: none"> <li>• Instruct</li> <li>• Practice</li> <li>• Certify – counts for your grade</li> </ul> <p>Look for links for help: Video (lower left in Instruct), Tutor (lower right in Practice)</p>
<p><b>#8 Continue Lessons</b> Check Progress report for assigned lessons and due dates and an update of your overall grade</p>	<p><b>#9 Take Tests</b> Pre- Tests and Unit Tests are under the <b>WEBTEST</b> link. Check Progress Report and calendar for deadlines.</p>

## Hawkes Computer Lab Start Up Instructions Math 62/70/72/97

### STEP 1: Purchase Software and/or Textbook and get your Access Code

You have three options for purchasing the materials for this course:

- 1) You can **purchase a book and software disks from the bookstore** for approximately \$100. The author for all Hawkes textbooks is **Wright, D. Franklin**
  - a. Go online to <http://www.hawkeslearning.com> and click on "Get Your Access Code" under the *Students* section.
  - b. Follow the instructions under "Register Your License Number"
- 2) If you do not want a book, you can **purchase only the software disks at the bookstore** for approximately \$70. (Note: some students find the textbook helpful, especially for working when a computer may not be available. In this case, you should consider option #1)
  - a. Go online to <http://www.hawkeslearning.com> and click on "Get Your Access Code" under the *Students* section.
  - b. Follow the instructions under "Register Your License Number"
- 3) If you do not want a book, you can **purchase an Access Code online** for approximately \$50 which will allow you to download and use the software.\* You will need a credit card for this option. (A slower money order option is also available.)

\*Directions for purchasing an access code online:

- a. Go online to <http://www.hawkeslearning.com> and click on "Get Your Access Code" under the *Students* section.
- b. Follow the instructions under "Purchase an Access Code"
- c. Choose your course: (IMPORTANT! Be careful that you choose the correct course here!)
  - i. Choose *Basic Mathematics* if you are in Math 062 and click Next.
  - ii. Choose *Prealgebra* if you are in Math 070 and click Next.
  - iii. Choose *Introductory Algebra* if you are in MATH 072 and click Next.
  - iv. Choose *Intermediate Algebra* if you are in MATH 097 and click Next.
- d. Choose your method of payment.
- e. Fill out the form and hit submit.
- f. Once you have your Access Code, you may now enter & use the software on campus.\*\*

\*\*If you want to use the software at home and you purchased your Access Code online, you must download the software from the Hawkes website.

Directions are as follows:

- i) Go to the Hawkes Learning website: <http://www.hawkeslearning.com>
- ii) Click on "Download the Software" in the *Students* section.
- iii) Choose the correct course.
- iv) Choose "full install" and click on "run".

**PLEASE REMEMBER YOUR ACCESS CODE.** Ideally it should be saved to your GRCC H: drive (this drive is available from any computer on campus), your home computer hard drive, your memory stick. Also, Copy (CTR + C) and Paste (CTR + V) it somewhere and print it out.

Note: For the steps below, if prompted for the **HLS Course ID**, please use the following.

<b>Course</b>	<b>HLS Course ID</b>
MATH 62	GRCCBAM
MATH 70	GRCCPRE
MATH 72	GRCCIDA
MATH 97	GRCCIMA

## **STEP 2: Install the Software at Home if you Chose Option 1 or 2 above.**

*The HLS courseware uses the Internet to provide seamless access to your instructor's online grade book. **If you have internet access, connect to the Internet prior to starting the HLS courseware.***

1. Double-click on **My Computer** icon.
2. Double-click on the CD-ROM drive.
3. Double-click on **Setup.exe** and follow the on-screen instructions.
4. When prompted for a Course ID:
  - *If you have internet access*, select "Yes, the Course ID is:" and enter the Course ID provided above.
  - *If you do not have internet access*, select "No, I will not be accessing an online progress report from this computer."
  - If you are simply installing the courseware and will obtain your Course ID later, choose the "Ask me again later" option.

## **Step 3: Starting Up Hawkes Once you Have Your Access Code**

1. Double-click on the purple diamond icon on your Desktop. At GRCC, click on the Start menu, choose All Programs, choose Hawkes Learning Systems, choose your course.
2. Enter your Access Code:
  - a. If you type or paste your access code you will be given the opportunity to save the access code to a file. Save your access code to a memory stick, diskette, My Documents, or other location to avoid typing it each time. At GRCC, you can save it to your H:drive so it will be accessible anywhere on campus.
  - b. To load the access code from a file, click **Load From File**, browse to the location where the access.cod file was saved, and click Open.

## **Step 4: Enroll in Your Instructor's Gradebook**

1. *If you have internet access* and have entered the Course ID, you will be asked to enroll in your instructor's gradebook the first time that you log in to the software. Make sure you choose the correct instructor and section from the pull-down menus.
2. *If you do not have internet access* on the computer where the software is installed, you will need to enroll in your instructor's gradebook by using a computer on campus.

## Step 5: Begin Your Course!

Be sure to refer to your Progress Report to determine which parts of the curriculum you are responsible for completing and the deadlines for completing assignments. You will also be given a calendar with assignment and test deadlines. Not all lessons are required.

### **Important:**

***Choose Check My Progress at the beginning of each day to see any important email announcements, to look at your current grade, and to see what is due. Not every section is covered in every chapter, so always verify lesson deadlines to avoid spending time on non-required topics.***

### **Here are the basic steps to completing the curriculum.**

1. Each topic in the courseware consists of Instruct, Practice, and Certify modes:
  - a. Learn the new material in the Instruct mode
  - b. Practice what you have learned in the Practice mode
  - c. Demonstrate your mastery of the material in the Certify mode
2. Completing the Certify mode of a lesson is required to complete your assignment.
3. View your Progress Report to determine which lessons are required and when they are due. You may also refer to the printed course calendar.
4. After certifying, you will be given a certificate which verifies that you completed your assignment. It is recommended that you save your certificate.
  - a. *If you have internet access*, you should receive a message that says your certificate has been submitted in your instructor's grade book. You are now done with that assignment! If you do not receive this message, follow the directions in Step b.
  - b. *If you do not have internet access*, you will need to manually submit your certificate into the online grade book to receive credit for your assignment.

Follow these steps:

- i) Log on to Hawkes at GRCC or, on any other computer, connect to [www.hawkeslearning.com/\(Your Course ID\)](http://www.hawkeslearning.com/(Your Course ID)) and log in with your access code
- ii) Click the Submit Certificate(s) link or click on the Certification Status link for that lesson on the Progress Report
- iii) Select the Lesson Name from the drop down list. Load the certificate from file or type in the certification code and click OK. Your certification code is now submitted!

Repeat steps 1-4 above for each lesson to receive credit for each of your assignments

5. After completing all Certify lessons required for a unit test, take the PRE-TEST.
6. Come see your instructor when ready to take the unit TEST. Tests must be taken during scheduled class time.

**Submit your Certification Code ON or BEFORE the lesson due date to receive full credit for the assignment. Penalties may apply if you don't.**

**All PRE-TESTS and TESTS are in the WEBTEST link. Required Certify lessons must be completed before taking a Test.**

**Click on: WEBTEST, TAKE TEST, ASSIGNED TEST, OK** you will see them all in a list, click on a test and click **BEGIN TEST**. **Pre-Tests may be taken at home and taken repeatedly, highest score will be saved.**

### Learning Objectives

<p><b>Basic Mathematics (Math 62)</b> The student will review concepts of arithmetic including:</p> <ol style="list-style-type: none"> <li>1. Extensive review of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and related number theory concepts.</li> <li>2. Extensive work with orders of operations</li> <li>3. Extensive work with percents, rates and ratio operations</li> <li>4. Overview of square roots and natural number exponents</li> <li>5. Overview of basic geometric formulas</li> <li>6. Overview of units of measurement and the metric system</li> </ol>	<p><b>Pre-Algebra (Math 70)</b> The student will demonstrate the ability to:</p> <ol style="list-style-type: none"> <li>1. Perform operations with fractions, decimals, percents/ratios in an algebraic environment including order of operations.</li> <li>2. Understand and apply geometry and measurement concepts including the Pythagorean theorem.</li> <li>3. Work with integer exponents.</li> <li>4. Work with integers.</li> <li>5. Simplify basic polynomial expressions.</li> <li>6. Solve simple equations.</li> <li>7. Understand basic descriptive statistics.</li> <li>8. Understand concepts related to the Cartesian coordinate system.</li> </ol>
<p><b>Introductory Algebra (Math 72)</b> The student will demonstrate the ability to:</p> <ol style="list-style-type: none"> <li>1. Find real solutions for linear equations- using tables, graphs and algebra.</li> <li>2. Solve literal equations.</li> <li>3. Simplify expressions involving integer exponents.</li> <li>4. Simplify, add, subtract, and multiply polynomials.</li> <li>5. Factor quadratic trinomials.</li> <li>6. Graph linear equations, derive equations for lines.</li> <li>7. Use unit analysis to convert measurements.</li> <li>8. Solve ration, rate, and proportional reasoning problems.</li> <li>9. Apply the Pythagorean Theorem to solve problems.</li> <li>10. Use functions in the form of graphs, tables and linear equations.</li> <li>11. Solve systems of linear equations.</li> <li>12. Apply real number properties and order of operation to solve equations.</li> <li>13. Solve linear inequalities with one variable.</li> </ol>	<p><b>Intermediate Algebra (Math 97)</b> The student will demonstrate the ability to:</p> <ol style="list-style-type: none"> <li>1. Define a function.</li> <li>2. Graph linear, quadratic, and other functions.</li> <li>3. Solve basic problems involving ratios, proportions, and variation.</li> <li>4. Work with rational exponents and radicals.</li> <li>5. Solve quadratic equations using tables, graphs and algebra.</li> <li>6. Use complex numbers for the solution of equations.</li> <li>7. Work with the arithmetic of complex numbers.</li> <li>8. Use mathematics to solve practical applications.</li> <li>9. Solve rational equations.</li> <li>10. Solve radical equations.</li> <li>11. Work with arithmetic of rational expressions.</li> <li>12. Simplify radical expressions.</li> <li>13. Derive linear and quadratic equations.</li> <li>14. Solve basic problems using linear and quadratic regression techniques</li> </ol>

GRCC utilizes a decimal grading system and grades will be assigned as follows:

Decimal	Percent	Decimal	Percent	Decimal	Percent
4.0	98 & above	3.0	85	2.0	75
3.9	96-97	2.9	84	1.9	74
3.8	94-95	2.8	83	1.8	73
3.7	92-93	2.7	82	1.7	72
3.6	91	2.6	81	1.6	71
3.5	90	2.5	80	1.5	70
3.4	89	2.4	79	1.4	69
3.3	88	2.3	78	1.3	68
3.2	87	2.2	77	1.2	67
3.1	86	2.1	76	1.1	66
				1.0	65
				0.0	64 & below

Math 70, 72 and 97 require a grade of 2.5 in the prior course as a pre-requisite. Math& 141 and 170 require a grade of 2.5 in math 97. Math 107 and 147 require a grade of 2.0 in Math 97.

### **Resources for Assistance**

All students enrolled in math courses at GRCC have access to the Math Learning Center (MLC) located on the 3<sup>rd</sup> floor of the SMT building. Students can work on their math with other students and tutors. The MLC also has videos and books available (free with student ID) for check out.

The Hawkes software may be accessed in the Holman Library, Technology Center, Math Learning Center and open labs at the Kent and Enumclaw Campuses.

### **Students Subject to Provisions of Americans with Disabilities Act**

If you believe you qualify for course adaptations or special accommodations under the Americans With Disabilities Act, it is your responsibility to contact the Disability Support Services Coordinator, in the Lindbloom Student Center and provide the appropriate documentation. If you have already documented a disability or other condition which would qualify you for special accommodations, or if you have emergency medical information or special needs, please notify your instructor during the first week of class. If you use an alternative medium for communicating, inform your instructor well in advance so that appropriate accommodations can be arranged. Disability Support Services is located in the LSC.