

## How to work through this course using MyMathLab

For each section covered, it is recommended that you follow these steps in order to master the math concepts:

1. To begin learning the material in a section, click on "Chapter Contents." Then click on the appropriate chapter number and section. You'll see 3 options: watch the video presentation, view the multimedia eText, or work in your study plan. Choose the video presentation to view a lecture of the section material. Choose the multimedia eText to read the section information and examples from the text.
  - a) **Video** – this is a lecture of the material covered in the section. The link opens a video player with the objectives of the section listed. Click on each objective to watch a video explanation. You can click on "Menu" at any time (along the bottom left) to go back to the list of objectives. The video is like an animated power point presentation.
  - b) **Multimedia eText** – this is the online version of the textbook. It looks exactly like the physical textbook but it has some added features.
    - Brown Cone Icon – "You Try It" – lets you try a problem and see if you get the correct answer. These have the same format and tools as your homework problems but aren't part of your homework.
    - Arrow and Bars Icon – Animation – these are different types of animations. Some are similar to the video presentations, some are practice.
    - Bookmarks – you can bookmark pages like you would a physical book. You'll see a bookmark icon along the top of the page. Your bookmarks can be accessed on the left toolbar, below the Table of Contents.
    - Notes and Highlights – these icons are along the top of the page. Your notes can be accessed on the left toolbar, below the Table of Contents.
2. **Going through the video presentations and/or the textbook is where you will do most of your learning. If you skip these steps, you will likely become very frustrated when you try to do your homework or take a quiz.**
3. Now you are ready for homework. Click on "**Online Homework**" and choose the homework set for the section that you are on.
  - Be sure to work the entire assignment, checking your work after entering each answer.
  - Keep in mind that you need to score 70% or better on each online homework assignment in order to advance to the next section.
  - Once you have completed the assignment, or any time you need to stop working in the program, be sure to click on "Save" or "Submit" so that your work will be saved.
  - To **improve your score** on a section of homework, click on that homework again. Rework any problems you skipped or that have a red "x" next to them. When you go into the specific problem, click on the "Similar Exercise" button below it. Work the new problem and repeat until you get the problem correct. Be sure to click on "Save" or "Submit" when you are done.
  - Make sure you always go into the online homework through the Online Homework link. **Do not go through the Gradebook.** It will not save any work you complete if you go into the assignment from the gradebook.

4. You will now either move on to the next section or take a quiz. To take a quiz, click on “**Online Quizzes**” and select the appropriate quiz.
  - Consult the Weekly Schedule to see after which sections you must take a quiz and the deadline for each quiz.
  - After you take a quiz, before you retake it to improve your score:
    - 1) Review the problems you missed by going into “Gradebook” and clicking on “review” next to that quiz.
    - 2) Click on "Study Plan" to do extra practice problems on the topics you missed
  
5. After you have completed all online homework and quizzes for the week, complete the **Written Homework** problems, which are on worksheets. You can find the worksheets on my website, in MyMathLab or in Blackboard.
  - The due dates are found in your Weekly Schedule. Be sure to complete all problems and **show all of your work**
  - Show all of your work on the worksheet. Do not use separate paper.
  - Seek help with any problems that give you trouble – Learning Lab, my office hours, etc.
  - Details about ways to submit homework are in your Weekly Schedule. The best method is by scanning into Blackboard. You will receive your feedback much sooner.
  
6. The Weekly Schedule shows exam deadlines. Before you take an exam, work through the Review Sheet. It will help you review and you can turn it in for up to 5 extra points on the exam. You can find details in the Syllabus.