

Pre-Core Mathematics Program

Tips about ALEKS and Email

MOTTO: Let's Do The Math!

Class #9 in the Pre-Core Mathematics Program

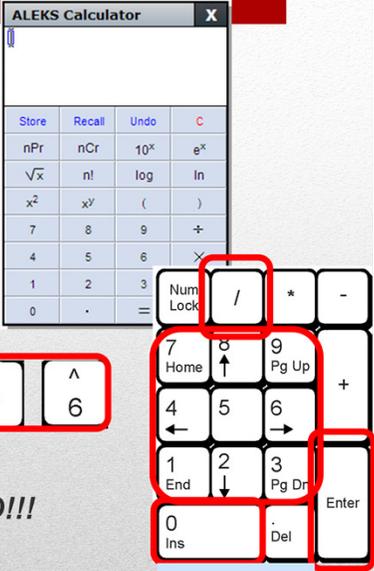
It's time to pass along a 'stack of tips' related to using the ALEKS system and email.

Using the ALEKS Calculator

- *Mouse versus Keyboard*
- *Keyboard Shortcuts*
 - *Number keys*
 - *Division → Fraction bar*
 - *Shift, 6 → Exponent x^y*
 - *ENTER → equals*

NO OTHER CALCULATORS ALLOWED!!!

ALEKS Tip #1



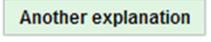
The image shows a screenshot of the ALEKS Calculator window. The calculator has a display area at the top and a grid of buttons below. The buttons include: Store, Recall, Undo, C, nPr, nCr, 10^x, e^x, √^x, n!, log, ln, x², x^y, (,), 7, 8, 9, +, 4, 5, 6, ×, 1, 2, 3, ÷, 0, ., =. Below the calculator, a portion of a keyboard is shown with red boxes highlighting the Num Lock key, the / key, the * key, the - key, the Home key, the ↑ key, the Pg Up key, the + key, the 4 key, the 5 key, the 6 key, the ← key, the → key, the 1 key, the 2 key, the 3 key, the Pg Dn key, the Enter key, the 0 key, the Ins key, the . key, and the Del key.

ALEKS Tip #1

Let's start with the # ALEKS calculator. # Did you know that you can interact with the ALEKS calculator using the # computer mouse OR keyboard? Yes, # the number keys on your keyboard will interact with the ALEKS calculator. Some of the other keyboard shortcuts are... # The division key will create a fraction bar. By pressing Shift, 6 the exponent (x^y) button will be selected. And finally ENTER will select the equals button.

Remember, no other calculator is allowed...so get used to using the ALEKS calculator.

Mastering a Topic

-  Button
- Correct with notes
- THEN work without notes
- Careful: Don't use EXPLAIN too much
- Classroom tutor

ALEKS Tip #2

ALEKS Tip #2

Most of the time, you are working in the LEARNING MODE towards mastering a topic. What do you do when you first select a topic that you haven't seen before? Most likely, you click the Explain button to see how to work the problem. This is great! You should take notes and make sure you understand each step of the explanation. If you are confused, maybe there is another explanation. # Have you ever noticed the "Another Explanation" button. It will be at the bottom of an explain page beside the Practice button. For many math problems, there are several different approaches. ALEKS provides an alternate explanation for many (but not all) of its topics. # Then after you have followed through the explanation, you should try a problem on your own....using your notes to assist you. # THEN when you get a problem correct, be sure to work the rest without the crutch of notes. Remember, you are going to need to be able to do the problems on your own for assessments. # Be careful that you don't hit EXPLAIN too much. This is telling ALEKS that you don't know how to do the problem at all...and the explanations aren't helping you. By doing this, ALEKS may decide you need to step back to an earlier problem. # And don't forget, you have a tutor in the classroom. If the ALEKS explanation isn't working, put a cup on your monitor to ask for help.

Study for Assessments

- Assessments = Re-check Learning
- Assessments = Test
- Assessments = Don't get help in any way!

ALEKS Tip #3

ALEKS Tip #3

Throughout the learning process, you will be taking assessments: progress assessments, login time assessments, goal assessments, and proctored module assessments. #For all of these assessments, you should STUDY. #The purpose for the "pop-up" assessments is to re-check your learning. # So, you need to treat all of them like a test. # Don't get help in any way....notes, internet, or another person. You are to be showing ALEKS what YOU know...not what is in your notes or what someone else knows.

Proctored Assessments

- Odd Module – – OK to use
- Even Module – – don't use

ALEKS Tip #4

ALEKS Tip #4

The proctored assessments you take to earn credit for a module are very similar to the 'pop-up' assessments you are taking to re-check your learning. The biggest difference is that you are taking it in the presence of us to earn credit for your knowledge. So, I have some advice on using the "I don't know" button during these assessments. #If you are taking an odd module assessment and ALEKS presents you with a problem that you are certain you have not learned yet, then it's ok to click the "I don't know" button. The assessments are designed to investigate the knowledge you have and may 'push your capability' in a certain slice of the pie. Some students are able to apply techniques to new problems and ALEKS may think it's possible for you to do this. BUT if you are sure you haven't learned the problem yet, go ahead and hit the 'I don't know' button. #On the other hand, if you are taking an even module assessment, you have seen all the material ALEKS will question you on during the assessment, so never hit "I don't know" when you are taking an even module assessment. Go ahead and give it a try...even if you aren't sure you are correct. Even wrong answers can give ALEKS information about you.

Student e-mail accounts are created within 24 hours of class registration and are an official means of communication between the University and the student. **Important university-related information will be sent to individual e-mail accounts. Students are responsible for regularly reading email messages.** Types of communication include but are not limited to: financial aid information, inclement weather closings, e-bills and payment deadlines, registration information and library notices. The UALR E-mail System can be accessed at <http://mail.ualr.edu>.

– *UALR Undergraduate Catalog*

UALR Student Email Policy

Did you know that it is expected that you check your UALR email regularly?

Here is the UALR Student Email Policy

The policy means that the UALR email system is the university's official means of communication. If you are sent an email by a university employee (including faculty – your teacher) to this account, then it can be assumed you have read the email. This is why it's **EXTREMELY IMPORTANT** to check your UALR email account at least twice a week, if not daily.

LOL
K
Where r u

- Email ≠ texting
- Greeting and Closing
- Full name, T number, Course
- Details and Relevant Information
- Complete the Subject Field

EMAIL Tip: Email Etiquette

Because email is so important in the university setting, you should be aware of a few basic guidelines for email etiquette. # First, email is not the same as texting. # When you text a friend or family members, it's acceptable to use short phrases, abbreviations for words and phrases, and no capitalization or punctuation. # This is not acceptable when you are emailing in an official capacity. Type in complete sentences and use proper punctuation.

Be sure you start an email with a greeting and end it with a closing. Otherwise, your email may seem demanding and terse. Most likely, you don't want the person receiving your email to have that impression.

When you are emailing your teacher, it's a good idea to sign it with your full name, T number, and course you are taking with the teacher. Some faculty have several classes and may have 150 students or more each semester in addition to the past students/advises they may still communicate with regularly.

And be sure to include all relevant details or information necessary to understand your request or point of view. Don't assume the teacher will be able to recall the details of a conversation from the hallway.

These are just a few tips. For a full list of email etiquette tips, I have included a link to a handout and website.

Learning is YOUR responsibility.

To learn the math, you must do
the math regularly.

General Tips

Finally, I'll end with two pieces of general tips for success in a college math class. # "Learning is your responsibility." Nobody can learn your math for you. There is help, but ultimately you must learn the material to be successful in your current and future classes. # And the only way to learn math is to do the math regularly. Don't think you can coast along for weeks logging in the hours just to prevent attendance strikes...and earn the module credit later. Later will come fast and before you know it, the semester will be over.

Now, it's time for you to get to work and "Do the math!"