Math Lab Orientation

MAT1033C

VALENCIA COLLEGE, WEST CAMPUS
Math Center Includes:

**Open Lab:** A computer lab where Developmental Math students work on lab activities in the presence of Lab Instructors to reinforce concepts learned in their Math class.

**Math Connections:** A learning community where Developmental Math students interact with their peers and Math Instructors.

**Tutoring Center:** Tutors are available for tutoring many subjects. Check with the Information desk for complete information.
Math Open Lab Operation Hours:
Monday to Thursday: 9 am – 7 pm
Friday: 9 am – 12 pm
Saturday: 10 am – 3 pm
Sunday: Closed

The **Math Lab includes:**

- Professional Lab Instructors
- 110 computers
- Student Resources Table {scratch paper, stapler, hole puncher}
- 2 Print Stations {print card required, $0.10/page}
DESIGNED FOR YOU!

Math Connections

Operation Hours:
Monday to Thursday: 10 am – 7 pm
Friday: Closed
Saturday: Closed
Sunday: Closed

Operation Hours:
Monday to Thursday: 10 am – 5 pm
Friday: Closed
Saturday: Closed
Sunday: Closed
1. SET PHONE TO SILENT OR VIBRATE

2. PUT AWAY CELL PHONE AT ALL TIMES

3. TAKE PHONE OUTSIDE THE MATH CENTER FOR USE
Food or drinks **NOT** permitted

Personal electronic devices must be put away at all times

Calculators for MAT1033C only!
Cell phone can’t be used as calculator

**Headphones:** permitted to view concept videos only. Bring your own.

**CHECK OUT MATERIALS:**
At the **Information Desk** with VID card

**CHILDREN NOT PERMITTED** (Safety reasons)
Lab Policies

- **Valid physical photo id** is required in the Math Open Lab for taking assessments.

- **Absolutely no assistance is allowed on assessments except a calculator.** That means no worksheets, no notes, no notebooks, no textbooks, no personal electronic devices except a calculator, or no assistance from anyone on assessments.

- **Loose papers are permitted to be used for scratch work.** Worksheets and notebooks/notes must be put away for assessments.
Lab Procedures

- Student computers are being monitored to make sure students adhere to all Open Lab policies and procedures.

- Check with a Lab Instructor for appropriate seating area in the Open Lab for the following:
  - Assessments
  - Worksheets & Homework
Lab Procedures

Raise the **Green** flag **only** when:
- A Password needs to be entered
- A Lab Instructor’s signature is needed

Put away worksheets for password to be entered

For any other assistance raise the **Red** flag.
Lab Grade

Lab grade is **10 to 15% of class grade**
(*check with your professor for their individual grading scheme*)

- ¾ of the lab grade is based on completing lab assignments
- ¼ of the lab grade is based on weekly attendance

Attendance

Attendance is tracked through the **Accutrack program at the West Campus Math Center** only including the Math Open Lab, Math Connections and Hands-On Learning.
Accutrack

- Weekly Attendance is required for all students.

- Week begins on Monday and ends on Saturday \{no rollover minutes\}
  - *Full Term = Minimum of 60 minutes per week*
  - *A or B Term = Minimum of 120 minutes per week*

- You must **Sign In** and **Sign Out** of the Accutrack program to get credit towards the required Math Center attendance.
Type your Atlas Username
Select all four:

- Category
- Service Type
- Service
- Instructor

Choose the correct Service Type based on your location.
Click Sign IN
You are now signed in Accutrack
Go to the Valencia website

Go to Quick Links & drop down to Blackboard Learn. Click Blackboard Learn.
Blackboard Access

Enter your Atlas Username & Atlas Password
Always check your name when you Sign In

Click on your Math course
Blackboard

Intermediate Algebra
Mat 1033C
Full term/TWK

Math Lab Orientation Video can be viewed at any time

Information about Smarthinking online support
YOU MUST HAVE A VALID STUDENT ACCESS KIT TO REGISTER.

This kit is included with a new textbook purchase or available as an individual purchase at the bookstore or available for purchase online.

****Your course ID when registering for MyMathLab is: **lab4903**
Click on Lab Syllabus - PRINT & print this document

Access Hands on Math/Learning or Math Connections website
Click on Lab Syllabus (PDF version)
You must print this Lab Syllabus (32 pages)
Click on MyMathLab

Welcome to the Math Center

Access your assignments

- MyMathLab
- Math Center
- Other Programs

Microsoft Office

- Excel 2016
- PowerPoint 2016
- Word 2016

Math Center Policies
- NO FOOD OR DRINKS ALLOWED.
- PERSONAL ELECTRONIC DEVICE USE NOT PERMITTED.
- ID REQUIRED FOR ASSESSMENTS AND QUIZZES.

Math Center Hours of Operation.
Use your QR code reader
MyMathLab Registration

Click on Student to register!
MyMathLab Registration

Use the following to register for MyMathLab:

1. **Course id** (located in your Math course in Blackboard)

2. Any valid email address

3. MyMathlab Student Access Code

*For students repeating the same course from last semester:*

*Please use your existing MyMathLab account.*
MyMathLab Registration

Do you have these 3 things?

Email
You’ll get some important emails from your instructor at this address.

Course ID
A Course ID looks something like this: professor12345

Access code or credit card
You can buy an access code packaged with your textbook or as a standalone access code kit. Or you can buy instant access with a credit card or PayPal account.

OK! Register now

Click on OK Register now to register!

Are you using MyLab or Mastering in Blackboard, Canvas, Desire2Learn or Moodle?

If so, you need to register through your learning management system instead of on this page.

Check your browser

Ensure you have the right browser, players, and plug-ins to enjoy full functionality.

Check your browser now
Paste the Course ID from Blackboard

Click Continue
MyMathLab Registration

If already registered with Pearson, type your Username & Password.

Check your course details

Click Create to create a new account.
MyMathLab Registration

Create an Account

- Username: AtlasUsername@mail.valenciacollege.edu
- Password: ********
- First Name: ADITI
- Last Name: BATRA
- Security Question: What town was I born in?
- Security Answer: ORLANDO

Fill in all your information to create an account

Click Create Account
MyMathLab Registration

Register

abatra@wgu.edu, you've successfully created a Pearson account!
To continue, select an option:

Select an Option  for
the Access Code

Prepaid Access Code Kit
for $98 at Valencia West Campus Bookstore

Select an Option  for
the Access Code

Waiting for financial aid? Get temporary access without payment for 14 days. Use an access code, credit card, or Paypal before January 20, 2017 to stay in your course.
Temporary Access
Are you sure you want temporary access to GRAFF CRN 11308 INTERMEDIATE ALGEBRA FALL 2016?

[Yes]

No, thanks.
Learn more about temporary access.
Please Wait
Processing your order will take just a moment.
MyMathLab Registration

Register

You’re done!

You have temporary access to your online course for 14 days. Use an access code, credit card, or PayPal before September 12, 2016 to stay in your course. Check your email for a registration confirmation and payment instructions.

Print this page as your receipt.

Your Course

GRAFF CRN 11308 INTERMEDIATE ALGEBRA FALL 2016
Course ID: lab49037
Taught by Math Lab
Course ends Aug 12, 2017

When finished with registration, Online Product Registration Confirmation email is sent to your email address. Save that email for future reference.
Within 14 days of registration, pay or enter access code

Always check your name
Enter the Access Code within 14 days from account creation

Click Finish
Click on PEARSON to go back to My Courses page.
Click on your Math course
Welcome to your Mat 1033C course.

To contact me please refer to my syllabus and use your Valencia email address.

I encourage everyone to visit the Math Center Website. In there, you will find resources that will help you to be successful in this class.

Math Lab Policy:

In order to provide better assistance, students are required to present a Valid Identification card to be allowed to take assessments and quizzes in the Math Lab.

Valid photo id required for taking assessments

Access Math Center website
Welcome to your Mat 1033C course.
To contact me please refer to my syllabus and use your Valencia email address.
Click on Chapter 2 Lab
Watch Icebreaker & other videos

Complete Lab (Project) Worksheet. Same worksheet as in 32 page Lab Syllabus. Step 2 video will help with worksheet.

Self-Check completed lab worksheet in Math Connections or Hands-On Learning

Take Assessment in the West Campus Math Lab
Completing a lab assignment

May attempt BEFORE coming to the Math Open Lab.

Step 1
- View icebreaker video in MyMathLab.
- View concept videos in MyMathLab.

Step 2
Complete Lab (Project) Worksheet from printed lab syllabus. Help video is available on West Campus Math Center website.

The remaining steps must be completed in the West Campus Math Center.

Step 3
- Project Self Check In
  - Take the completed lab worksheet to Math Connections or Hands-On Learning and request answer key to check your worksheet yourself.
  - A Math Center Instructor will record your grade, stamp & date the completed Lab Project Worksheet.

Complete Lab Assessment
- Take the stamped Lab Project Worksheet to the Math Open Lab and request access to Lab Assessment in MyMathLab.
- Complete the Lab Assessment. **Score at least 70%** & get signed off by a Math Center lab instructor.
- 3 attempts are allowed on Lab Assessment.
### Homework and Tests: Quizzes & Tests

#### All Quizzes and Tests

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<tr>
<th>Due</th>
<th>Assignment</th>
<th>Time Limit</th>
<th>Attempts</th>
<th>Gradebook Score</th>
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#### Sample Tests and Quizzes

Sample tests and quizzes can be taken for practice or to build your study plan. Sample tests and quizzes do not affect your grade.

**Click on Academic Honesty Agreement**
Click on Main Menu
Click on Main Menu
Go to Assignments for accessing homework (check with professor if required) and assessments.

Access Gradebook to review completed Assessments.

Access Multimedia Library to view textbook, video lectures, animations etc. online.

Welcome to your Mat 1033C course. To contact me please refer to my syllabus and use the contact information provided.
Due Dates (If unknown, check with professor)

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<td>Course Prerequisite Homework</td>
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<td>Ch 2 Prerequisite Homework</td>
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<td>Ch 2.2 homework</td>
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<td>Ch 2.3 homework</td>
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ALWAYS Sign Out from MyMathLab when finished.
Sign Out from Blackboard when finished
Sign Out of Accutrack. You will see your time for this week and this semester.
Lab Assignments

- Lab Syllabus (containing Project Worksheets) is found on Blackboard.
- Lab Assessments are done in MyMathLab at the Valencia West Campus Math Open Lab only.
- Absolutely no assistance is allowed on assessments except a calculator. That means no worksheets, no notes, no notebooks, no textbooks, no personal electronic devices except a calculator, or no assistance from anyone on assessments.
- Academic dishonesty/cheating of any sort may result in a grade of F on the lab assignment and referral of the incident to professor.
Expectations

**Expectations from Students**

- No food or drinks.
- Cell phones put away at all times.
- Adhere to directions from lab instructors including the appropriate seating area.
- Ask questions when assistance is required.
- Have attended class or read/watched instructional videos on own.
- Calculator use by MAT1033C students only!

**Expectations from Math Center Staff**

- A safe, clean environment.
- A quiet and respectful environment.
- Knowledgeable lab instructors that circulate and help all students.
- Guided assistance on homework, worksheets, and quiz/assessment reviews.
- Free calculators to check out at the Information desk with valid Valencia ID (subject to availability).
WHEN LIFE GETS TOUGH, TALK TO SOMEBODY

- Talk to your Professor
- Talk to a Lab Instructor
- Talk to a Counselor in SSB-110

Don’t Give Up
DON'T QUIT

Let's Have A Great Semester!

Study Smart