

Recommended Procedure for Math 64

1. Select the arrow to the left of ‘Chapter Contents’ on the left-side of the course home page.
2. Continue to open the down-menus of the eBook until you find the section in which you are currently working. Select the section title on the menu bar.
3. Select ‘videos’.
 - a. You can also access the ‘videos’ by choosing ‘Multimedia Library’ – ‘Video’ – ‘Find Now’. Keep in mind that the first video for each section contains all examples.
4. Read and take notes on the video.
5. I suggest that you also select ‘Multimedia eText’, so that you may refer to the textbook at the same time as watching/listening to the video. Be sure to focus on any highlighted notes and formulas.
6. Proceed through each section in order that it is presented. This is an interactive textbook and will have ‘Try It’ [pyramid] exercises (same format as the homework questions), ‘Videos’ [movie projector] of “Now Work” problems, and ‘Animation’ [bar graph with arrow] for the “Now Work” problems as hyperlinks (simply move your cursor over these icons). Click on these hyperlinks as they appear throughout the section.
7. When you reach the end of the section notes and examples, then select ‘Do Homework’ on the left-side of the course home page.
8. Select the section homework that you are ready to attempt.
9. Choose Question 1.
10. Read the question and do the best that you can do without referring back to your notes or using any other help. Remember that you are also preparing to take quizzes, unit tests, and the final exam.
11. You will notice that there are typically five choices on the right side of the panel window. Use these choices to help you solve each question. You can choose these to:
 - a. **‘Help Me Solve This’** = Get help on the next step
 - b. **‘View and Example’** = See an example of how to solve
 - c. **‘Video’** = View a video of an example explained to you
 - d. **‘Textbook’** = Read the textbook section notes for this problem
 - e. **‘Ask My Instructor’** = Sends an e-mail of this question to me (instructor) and any other notes that you include in the e-mail. I will usually respond within 24 hours.
 - f. **‘Print’** = Prints the question so that you have a “hard-copy” of the problem. Students typically use this option only if they are bringing a particular question to a tutor in the Math Learning Center or Academic Tutoring Center.

12. Type in your response and then select ‘Check Answer’.
13. The program will immediately let you know if you are correct. If you are correct, then continue to the next question. However, if you are incorrect, then you may select ‘Try Again’ if the problem is a multiple-choice OR you may attempt to answer correctly a total of three times before you must select ‘Similar Exercise’. ‘Similar Exercise’ will change the number values of the problem.
14. You may attempt every homework assignment and any question in a homework assignment as many times as you wish. Even AFTER you have scored 50%. You will be unable to improve any scores AFTER the last full-day of regularly scheduled classes for that semester OR simply when “Finals” begin.

An alternate procedure:

PowerPoint Presentations:

Select PowerPoint in the Multimedia Library to download and view a PowerPoint Presentation for each section. You may do this instead of reading the textbook OR do this prior to reading the textbook. The best way to use these are to view the presentation and take notes for it as if you were a student in class OR to print out these notes (that is a lot of paper!!) to supplement the textbook notes.

Do not forget to check-out “**Animation**”, “**Podcasts**”, “**Interactive Figure**” and “**Chapter Test Prep Videos**”. Each of these can be invaluable on helping you understand a concept or a procedure. “Animation” is cross between a video and an example of a problem in the textbook. The “Animation” shows you step-by-step the procedure and each step is explained by text and audio. “Podcasts” are video Podcasts and you **must** have iTunes installed on your computer to download and view these files. “Interactive Figure” is a great way to visualize each of the concepts. “Chapter Test Prep Videos” are review videos for each section of the chapter.