STARTING THE COURSE

Class Web site: http://facweb.northseattle.edu/plippert/PlatoWebsite/Plato.html

1. Attend the class orientation and pick up your Academic Systems Algebra textbook. (You will not be able to resell this book, so write all over it!)
2. Read the course Syllabus. This is also available online.
3. Read the course Schedule. Also available online.
4. **Begin the Online Program**

Go to the website, https://asalgebra.platoweb.com/

<table>
<thead>
<tr>
<th>Your <strong>account login</strong> is NSCC</th>
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<tbody>
<tr>
<td>Your <strong>PLATO name</strong> is your first initial followed by your surname, no spaces.</td>
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<tr>
<td>Your <strong>password</strong> is the first 5 digits of your student identification number.</td>
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(For example, if my name is Lee O’Neil-Jones, and my student identification number is 123-45-6789, then my login name is LONEILJONES and my password is 12345.)

Click the "LOGIN" button

When you have logged on, you will be taken to the home screen for the program.

5. **Do the Introductory Lesson**

In the box titled ‘Assignment Reminder’, click on the first assignment: ‘Getting Started.’ This will take you through an introductory lesson that will explain all the components of the program.

**A new window needs to open to play the program.**

At this point 2 issues need to be dealt with:

- **Popup Blocker**
  
  If your internet browser is configured not to allow the program to open “pop-up” windows, the new window will not open. You will need to set the preferences in the browser, for this website only, so that a new window can open from this site whenever needed.

  A thin strip will appear at the top of the website’s window with the message that a popup window has been blocked.

  Internet Explorer: Click on this strip (with the left button of the mouse.) When the option message window opens, click on “Pop-Up Blocked”, and then select the option “Always Allow Pop-ups from This Site.”

  Mozilla Firefox: On the top right corner of the strip you will see an “Options” button. When you click on this, an option message window will open. Select “Allow pop-ups for asalgabre.platoweb.com.”
- **Validation Code**
  
The first window that will open will request a “Validation Code”. Do not enter any code. Select the button “**REMEMBER ME LATER**” at the bottom of this window. Your instructor will give you directions for completing this process at a later time.

When you have completed the above steps you may need to re-select the lesson “Getting Started.” Be sure to have a pencil and paper to take notes.

6. **Do the first lesson**

When you have completed the lesson Getting Started, return to the home screen, and click on the assignment titled Unit I. If necessary, select the button labeled “A” and the lower button labeled “1”

For additional information, please see the *Quick Start Guide for Students*, available on the class website.

- When you have logged on you will be taken to the home screen for the program.
- In the box titled ‘Assignment Reminder’, click on the first assignment which is called ‘Getting Started.’
- This will take you through an introductory lesson that will explain all the components of the program. When you have completed this lesson, return to the home screen, and click on the assignment titled unit I.
- For additional information, please see the Quick Start Guide for Students, available on the class website

**WORKING THROUGH THE COURSE**

**Step 1: Complete the On-Line "Overview"**

The *Overview* explains what the lesson is about. The overview usually contains a pretest, which you may choose to complete.

**Step 2: Complete the On-Line "Explain"**

The *Explain* section of the program teaches the concepts and procedures.

Make sure you have some paper and a pencil. It includes some sample problems for you to do, with worked solutions.

**Step 3: Complete the On-Line "Apply"**

*Apply* assigns practice problems and gives instant feedback on your performance in those problems. Again, you will need paper and pencil - and probably an eraser as well!

**Step 4: Complete the On-Line "Explore" if it is available**

*Explore* contains real-world applications, and investigations into "real" problems. Not every section has an "Explore". If the icon is not highlighted there is no Explore section.
**Step 5: Complete homework from the textbook**

Homework is assigned out of the textbook (Personal Academic Notebook or “PAN”); see the class website for specific problems and check your answers in the back of your textbook. Homework is not turned in.

**Step 6: Get help if you are having any difficulty with the material**

You may ask your instructor for help during class time. The Math Learning Center is open for tutoring help.

**Step 7: “Evaluate” or Practice Test, from the Textbook**

When you've finished the homework, complete the practice test from the textbook, called the "Evaluate", for the section you have studied. Grade the practice test from the answers at the back of the textbook. Correct any errors you have made.

**Step 8: Take the On-Line Quiz or "Evaluate"**

As long as you get better than 75% in the section online Evaluate, you should then move on to the next section. You may take each online evaluate three times; the highest score will be recorded.

**Step 9: Work the problems on the test review (available in class and on the class website).**

Ask your instructor questions on any problem you do not understand or did not work correctly. You do not need to submit the test review to your instructor.

**Step 10: Submit Practice Tests from the Textbook as a Packet (include section numbers)**

**Step 11: Take ‘paper and pencil’ test**

Your instructor will grade and discuss your test with you.