

Getting Started

1. Register for MATH 108 and pay fees, just as for other courses. You can register on line or at the Registrar's office for MATH 108 (computer-based sections). The \$50 class fee covers the cost of hardware replacement.

2. Make sure that you have internet access/an ISU computer account. You must have internet access to take this course. Viewing your line in the gradebook (your "Progress Report"), registering certificates, taking practice quizzes and exams, and scheduling quizzes and exams are all done on the internet. Specifically, we require that you have an active ISU computer account, which you will need to use the Algebra Learning Center and the Algebra Testing Center, as well as any other campus computer lab. Call the Computer Center's Help Desk at 282-4357 to learn how to get an ISU computer account.

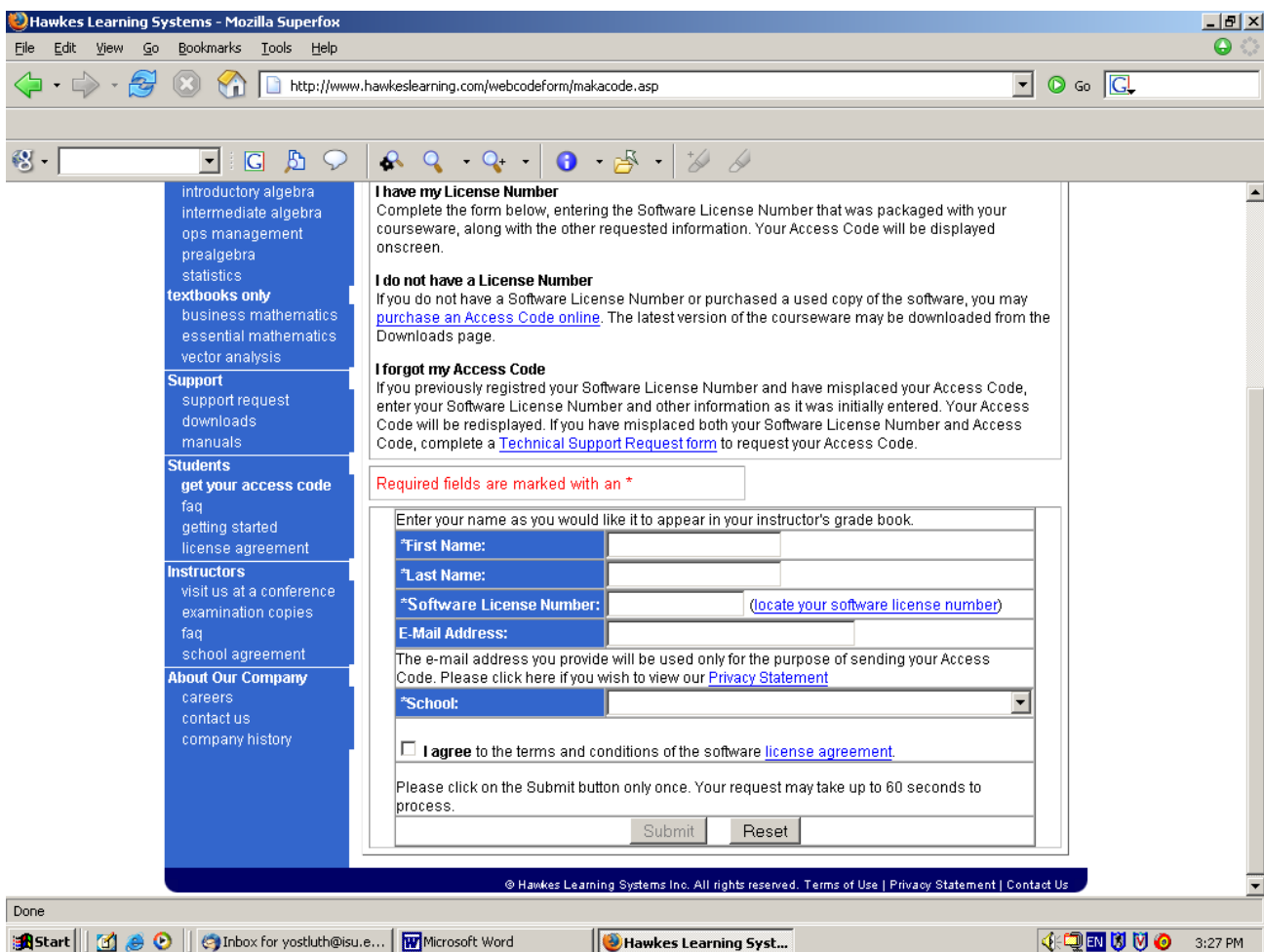
3. Buy the MATH 108 textbook/software package (if you do not already have one from taking this course before). The package, *Intermediate Algebra* by Hawkes Learning Systems (HLS), is available at the campus and off-campus bookstores. It consists of a textbook, CDs for installing the HLS software at home, and, most importantly, a lifetime license that allows you to use all installations of the software and any future versions of it. As described in step 4 below, you will convert the license to a 30-character *access code* that is unique to you. Since you will not get credit for work you do using someone else's access code, you must buy a new textbook/software package unless you already have an access code from a previous semester (or unless you are absolutely certain that the license in a used package has never been used or you intend to buy a new access code directly from the Hawkes company).

Note. Skip step 3 if you have the textbook from taking this course before; you do not need to buy a new one. See your instructor to get the current version of the software and to find out how to use an older edition of the textbook.

4. Get your access code from Hawkes Learning Systems (if you do not already have one from taking this course before). Your new textbook and software are in a shrink-wrapped box. A bright yellow tag on the sleeve for the CDs inside gives your license number. **WARNING:** Once you have unwrapped the package, you can no longer return it to the bookstore. Be sure that you are going to take MATH 108 before you do that!

Note. Skip step 4 if you have an access code from taking this course before. If you have lost it, proceed until you get the screen below, and then follow the on-screen instructions for "I forgot my Access Code."

With your license number in hand, go to the Hawkes Learning Systems web site at <http://www.hawkeslearning.com> and click the link *Students: get your access code*. A page like the following will appear:



First name and last name. Your access code will contain an encryption of your name. The encryption program does not handle long names, punctuation, or spaces very well, so you may need to use an abbreviation if you have a very long name. Omit all punctuation and spaces. For example, Sue Van Fleet-O'Neal might enter her name as Sue Oneal or Sue Vanfleet. The software will convert your name to capital letters, so do not worry about capitalization.

License number. Enter the license number from the yellow tag in the textbook/software package. If you try to use a license number that has already been used, you will not receive an access code.

Email address. We recommend completing this line, since it allows Hawkes to email your access code to you as a file that you can copy to the campus Y: drive or a diskette.

School. Select Idaho State University from the pull-down menu.

Click *Submit* at the bottom of the page to submit your request. Your access code will appear on the screen in a few seconds, and if you gave an email address you will also receive your access code by email within a few minutes. Call Hawkes Learning Systems at (800) 426-9538 or email them at codes@hawkeslearning.com if you have problems.

You should write your access code on your syllabus and save your access code electronically. This is easiest to do if you gave Hawkes an email address, in which case they will send you an email message with an attached file named “access.cod”. If you did not give an email address, you will have to create a text file with your access code in it (perhaps by using Notepad). In class your instructor will show you how to save your code to the Y: drive (My Documents) that is accessible from any ISU campus computer.

5. Enroll into the course gradebook, and use the *Schedule a Test* button to report your Bengal ID to the scheduling software. You will need your access code and your Bengal ID number for this final step.

The installations of the HLS software in the Algebra Learning Center and all campus computer labs include a shortcut to “Progress Report,” which is your view of the course gradebook. The same feature will be on any home installation that has been set up to incorporate internet access. See Learn and Certify within Course Activities for details about installing, launching, and using the HLS software.

Using your access code, launch any installation of the HLS software that incorporates internet access. The first time you do that, you will be asked to choose an instructor and section from drop-down lists. Select your particular instructor and section and click *Enroll*. You are now enrolled in the course gradebook.

To report your Bengal ID to the scheduling program, click the *Progress Report* button at the bottom of the main Table of Contents screen for the HLS software. (If there is no such button, then you are using an installation that does not incorporate internet access.) You will get the Progress Report screen pictured on the next page. Proceed by clicking *Schedule a Test* on the menu bar. That will produce a screen prompting you to enter your Bengal ID number, and upon entering it you will get a message acknowledging successful entry. You have now completed step 5. Close the browser windows and exit the software.

Note. You will access your Progress Report frequently throughout the semester to view your gradebook information, schedule quizzes and exams, and perhaps register certificates. In future visits, the software will not ask for your instructor or section number. It will ask for your Bengal ID number each time you go to *Schedule a Test*. Be assured that no one else can access the Bengal ID that you entered; it is reported only to a data file on a secure ISU computer.

Note. You will be able to carry out all course activities once the course coordinator confirms the information that you entered in this step—a process that takes at most one working day. In particular, clicking *Schedule a Test* thereafter will produce a scheduling screen as described in Schedule Quizzes/Exams within Course Activities.

Report Program - Mozilla Spacekoala
 File Edit View Go Bookmarks Tools Help
 http://www.hawkeslearning.com/isuima/Main.asp
 Hawkes Learning Systems Intermediate Algebra - Web Report
 Yost - Idaho State University
 Submit Certificate(s) Progress Report Course Materials Schedule a Test Log Off Support
 Print Export

Progress Report 07/31/2006
 Yost Idaho State University
 Section S11 MW 1pm(MW 1:00-1:50 pm) Intermediate Algebra
 AH, AA YXPB8SBDWXQTWVVVV8HVVVVV9V5AYV

	Special	Max	Earned	Score	Weight	Weighted Score
Hawkes Learning Systems Lessons		0.00	0.00	0.00%	0.00%	0.00%
Lesson Name	Due Date	Status (Show/Hide key)				
1.3c Solving Absolute Value Equations	09/08/2006	Due 09/08/2006				
1.4b Evaluating Formulas	09/08/2006	Due 09/08/2006				
1.6b Solving Absolute Value Inequalities	09/08/2006	Due 09/08/2006				
2.2 Graphing Linear Equations in Slope-Intercept Form	09/08/2006	Due 09/08/2006				
2.3a Graphing Linear Equations in Point-Slope Form	09/08/2006	Due 09/08/2006				
2.3b Finding the Equation of a Line	09/08/2006	Due 09/08/2006				
2.5 Graphing Linear Inequalities	09/08/2006	Due 09/08/2006				
3.1a Solving Systems of Linear Equations by Graphing	09/15/2006	Due 09/15/2006				
3.1b Solving Systems of Linear Equations by Substitution	09/15/2006	Due 09/15/2006				
3.1c Solving Systems of Linear Equations by Addition	09/15/2006	Due 09/15/2006				
3.2 Applications (Systems of	09/15/2006	Due 09/15/2006				

Done
 Start Inbox for yostluth@isu.e... Grade Book - Login - Micr... Report Program - Moz... 1:52 PM

An alternate method of carrying out step 5 is to go directly to the web site for your Progress Report. Using any browser, go to <http://www.hawkeslearning.com/isuima>. You will be prompted to enter your access code by loading from a diskette (recommended), typing, or pasting, and then asked to select your instructor and section. Select your particular instructor and section and click *Enroll*. That action will enroll you into the course gradebook, and you will get the Progress Report screen pictured above. To complete step 5, click *Schedule a Test* in the menu bar at the top of the screen and report your Bengal ID to the scheduling software, as in the previous method.