

Emporium Instructor Tips and End of Course Procedures

Emporium Instructor Tips

- 1) Visit the Kent Campus Math Emporium website at <http://www.math.kent.edu/~kellerma/emporium/>
- 2) Be proactive. Keep moving around, be attentive.
- 3) Check weekly progress reports, time and topic reports. Note who is lagging and start emailing them to attend class and work on topics at home. They can't finish the course if the report is suggesting they will finish the course in fifteen weeks! When necessary, see them in person for more guidance and help.
- 4) See what students are working on as you "walk" around.
- 5) Students ids should be displayed at all times. Periodically check the id to the person's name on the screen.
- 6) No notes while taking any assessment.
- 7) If a student gets done with the ALEKS course early, assign them the comprehensive final. If they are satisfied with their grade and want to start the next course, they need to contact an Academic Advisor and the Instructor should contact Katie Baer (kbaer5@kent.edu) and Bathi Kasturiarachi (akasturi@kent.edu). We will create an open learning section for that student and a new ALEKS course. The student will remain with the same instructor.

When "teaching" 10022, download the time and topic reports on the first day of class. ALEKS accumulates the hours from 10021 into 10022. At the end of the course you will have to subtract the total hours. It resets for 10023 and 10024.

End of Course Procedures

- 1) If you can, try to give two chances for the comprehensive final. This means that the first attempt should be done by the end of 7th week. The average ALEKS time to do this assessment is 90 minutes. So it may take two 50 minute sessions. If you assign it in a 50 minute class, and they do not finish it, they will need to finish it with you on the next class day. It might not be realistic to give late finishes two chances.
- 2) Check ids as they take the comprehensive assessment (larger classes).
- 3) Once everyone has completed the final exam please assign the grades and type them into Flashline and Vista.
- 4) Notify Academic Advisors (we should have some during H1 & H2 transition) and the student (email) if they need to repeat the course. Repeat students will have to register for the 680s sections in H2.
- 5) Download the time and topic, and full progress reports for each section. Records move from one course to another as soon as the student types in the new 10 digit course code. Be sure your grades are typed into Flashline before you give out the new 10 digit code! I hope this will be fixed by ALEKS in the future. Records should stay within the course!
- 6) H2 – repeat courses or 10022- The repeat course or 10022 will not automatically create an initial assessment. If you want, the entire class can take a progress or initial assessment. To artificially create the initial assessment, assign the class the comprehensive assessment on the first day of class. The pie will be redrawn, everyone starts fresh! If you want something shorter, assign the progress assessment. I recommend some kind of assessment for the repeat course.