INFORMATION FOR DVC MATH STUDENTS in Math 75, 110, 120, 121, 124 and 135
Distance Education Hours by Arrangement (HBA) - Summer 2010

During Summer Session 2010, there is an Hours-By-Arrangement (HBA) requirement for your class. The requirement is 6 hours per week over the 6-week session, for a total of 36 hours.

What is an Hours-By-Arrangement (HBA) requirement?
- Each student is expected to complete a set of labs, outside of the regular class meeting. These labs are separate, and in addition to, any homework your instructor assigns.

How will the Hours-by-Arrangement labs be assigned?
- The labs will be posted on an online site called ALEKS. There are 10 required labs; in general the labs will be due twice a week. Your course may have some optional labs and/or a required quiz. Please contact your instructor about the exact number of labs, their due dates, and grade weighting.

What percent of the grade in my class is based on the HBA labs?
- At least 10% of your grade will be from your performance on the labs. You will be able to see your grade for each lab, and your cumulative grade for the labs posted on the ALEKS website.

What is ALEKS and why is it is being used?
- According to the ALEKS website, www.aleks.com - ALEKS, Assessment and LEarning in Knowledge Spaces, “is a Web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine exactly what a student knows and doesn’t know in a course”. The math department believes the personalized computer work provided by ALEKS will both improve your understanding and increase your chance of success in your math class.

What is the cost of a subscription to ALEKS?
- For 6 weeks, the cost of a subscription to ALEKS costs $32 from their website, and about $42 at the DVC bookstore.

Must I complete my labs at DVC?
- You can complete your HBA requirement from any computer with internet access, on or off campus.

How do I register in my ALEKS course?
- See the “ALEKS Registration Instructions” handout. You will need the 10-Digit Course Code provided by your instructor.

I have a question about registering with ALEKS or navigating the ALEKS site. What do I do?
- For more help, contact ALEKS support:
  - Online: http://www.aleks.com/support/contact_support
  - Phone: Monday - Friday, 7:00 AM to 10:00 PM, Eastern Standard Time; (714) 619-7090.

I have a question about my HBA assignments that my instructor is not able to answer. Who do I contact?
- Email the Hours-by-Arrangement coordinator, MathHBADVC@dvc.edu.
ALEKS Registration Instructions, pg 1 of 2:

**Step 1:** For new users go to [http://www.aleks.com](http://www.aleks.com) and click “SIGN UP NOW!” For returning users enter your login and password and click “Register” for Class Use.

**Step 2:** Enter the 10-Digit Course Code provided by your instructor
→ click “Continue”
→ click “Continue”.

**Step 3:** If you purchased your code at the bookstore skip to **Step 5**.
If you are purchasing online, click on “purchase an access code online”
→ click on “Higher-Ed short (6 weeks)”

**Step 4:** Enter your payment information
→ Click “Purchase”
→ Click “Continue Sign Up”

Enter your credit card information. When you are finished, click “Purchase”. Please only click this button once.

<table>
<thead>
<tr>
<th>Item</th>
<th>Subject</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher-Ed 1-semester (18 weeks)</td>
<td>Beginning Algebra</td>
<td>US $40.00</td>
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**Total $40.00 due today**

Enter your current e-mail address. This is the e-mail address that we use to send a confirmation of your purchase.
E-mail Address:   

Please only click once.
Step 5: Enter your personal information
   → Click the User Agreement checkbox
   → Click “Continue”

Step 6: Write down your login and password
   → Click “Continue”
   → Click “Continue”

Step 7: ALEKS will check and install necessary plug-ins. When the install is finished restart your browser.

Step 8: To access ALEKS, click [www.aleks.com](http://www.aleks.com) and enter your login and password.
FREQUENTLY ASKED QUESTIONS

How do I find the labs on the ALEKS website?
• You will not find the labs posted in a list. What you will do to complete the labs is to go to the “My Pie” section of the ALEKS website. At the bottom of that page, it will tell you the lab and how many topics, and the due date. Working on your Pie fulfills the lab requirement.

What happens if I complete the lab before the due date?
• There is no penalty for finishing a lab early. However, the material gets more difficult as the course moves along, so you should move on to the next lab. It is expected that you complete the labs by the deadline, AND work on the ALEKS site on an average of 1.5 hrs per day, 4 days per week.

I did not complete the lab on time. What happens now?
• All labs are cumulative, so any topics you did not complete will be ‘rolled into’ the next lab. Your grade is based on the number of topics in the lab that were completed; however, you will still need to complete the missed topics. It is to your advantage to work ahead!

I just got an assessment. Why am I being given an assessment?
• An important feature of the ALEKS program is the assessments, as they check to see how well you are retaining the material. Therefore, you should try your best on the assessment. If you do well, you can ADD topics to your pie, if you do not do well, the ALEKS program will SUBTRACT topics.

If I drop my class, can I get a refund for ALEKS?
• If you have used ALEKS for less than 10 hours, and less than 30 days you may suspend your account, but not get a refund. Please contact ALEKS support for help if you need to suspend your account.

I would like more information about how the ALEKS program works. Where can I find that?
• The ALEKS homepage has information about how the program works, the research behind ALEKS, and so forth. Here are a few examples:
  o The Overview, www.aleks.com/about_aleks/overview gives answers to the following questions:
    ▪ How did ALEKS originate?
    ▪ How does ALEKS work?
    ▪ What are ALEKS learning rates?
    ▪ What are some other features of ALEKS?
    ▪ Which subjects can a student learn using ALEKS?
    ▪ What do I need to use ALEKS?
  o The Learning Mode link, www.aleks.com/about_aleks/learning_mode describe how a student learns using ALEKS.
  o The Research Behind ALEKS link, www.aleks.com/about_aleks/research_behind is a short description of how researchers developed ALEKS, based upon learning theory.

I would like to view a video about the ALEKS program. Where can I find that?
• Go to www.aleks.com/video/quick_tour, to find a short video that explains the main features of ALEKS.
INFORMATION ABOUT THE ALEKS FREE TRIAL

What is the ALEKS free trial?

- The ALEKS trial will allow you to explore the ALEKS Student Module for three hours during a 48-hour period. You will be given a chance to:
  - Navigate a brief tutorial to learn how to use ALEKS
  - Experience an individualized ALEKS Assessment
  - View a detailed report of your knowledge and learning path
  - Learn new topics through targeted practice problems
- Work done in the free trial will NOT be saved.

How do I access the ALEKS free trial?

- Click on “Free trial” under the “Independent Use” area on the ALEKS home page, www.aleks.com/free_trial/consumer.
- Then click on “Try ALEKS now” under the “Explore STUDENT MODULE”.
- Click ‘continue’ once ALEKS checks for the plug-in and you agree to the terms.
- At the “Personal Information” section, select the following options:
  - for “independent user type” choose “I’m a student”
  - for “Choose your market” choose “Higher Education Math”
  - for “Select a course” choose which course you would like to view – Basic Math, Pre-algebra, Beginning Algebra, Introduction to Geometry, Intermediate Algebra, or College Algebra.