

## **Beginning of the Semester To-Do List Math 1300**

### **1. Sign up for a CASA account in CourseWare at <http://www.casa.uh.edu>.**

- CASA refers to both a website and a physical testing and tutoring center (its location is on the second floor of Garrison Gym).
- The website will all Practice Tests and all weekly Quizzes. It's where you will be able to view your grades. You will submit your homework on the CourseWare website. The textbook for the course will be available only through CourseWare.
- The CASA Testing Center is where you will go to take the tests. For these tests, you will first make a reservation by logging on to [casa.uh.edu](http://casa.uh.edu) and schedule an exam on the Proctored Exams tab. You can get help at the CASA Tutoring Center..
- If you have not taken a math class that uses CASA before, you will need to set up your account.
- If you have a problem registering with CASA, first make sure that you are enrolled (you can't get an account if you are not enrolled), then click on the "Email Tech Support" link on the CASA webpage. If nothing else works, go to 221A Garrison.
- Full Semester access to CourseWare requires that you purchase an Access Code at the register at the Bookstore and then log on to CourseWare and follow the prompts to enter your Code. We are temporarily giving access to the website to get the semester going. On September 8, any student who has not purchased/entered an access code will be locked out of CourseWare. Any such students will not be able to submit homework, take quizzes or practice tests, view grades, use the textbook, register for Tests, etc. In short, any student who has not purchased/entered an Access Code by 12:01 a.m. on Monday, September 8, will not be able to participate in the course until he/she purchases and enters a code. Any work missed due to your delay in purchasing and entering this code will be scored as zeros, and there is no possibility of making up missed work.

### **2. Read the "Departmental Policies for Math 13xx Face to Face Classes".**

Find them on your teacher's website under Math 13xx Course Policies. You are responsible for knowing these policies. Read them carefully, and make sure you understand all of them. You will take a quiz over them.

### **3. Take the Course Policies Quiz on CourseWare.**

You must score 100% on this quiz before you can access the weekly quizzes. The answers to the Course Policies Quiz are all in the "Departmental Policies for 13xx." You cannot take any further online quizzes or practice tests until you get a perfect score on the course policies quiz. You must take a course policies quiz in every Math 13xx course in which you are enrolled.

### **4. Get your "Grading ID" and learn your course Section Number.**

- This is the same as your myUH (PeopleSoft) ID number. You will need this ID number in class nearly every day for poppers and for all free response test forms. If you bubble it incorrectly, you will get a "0" for the assignment, so make sure you know the number!!
- Your course section number is a 5 digit number that appears on your fee statement. Your teacher will announce it in class. You will need this number to purchase the correct bubbling form of poppers for this class.

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#### **5. Locate the online text at on the CASA website.**

There is not a required bound text for this course. The text is online. The homework problems are located in the online text. The text also contains some worked examples and some basic explanations of the material we will cover.

#### **6. Buy your Access Code.**

You must purchase and enter an Access Code for CourseWare to have full semester access to the Website. See the last paragraph of item 1 on this list for full information. Make sure you enter it right after you buy it, so that you don't misplace the Code! There are no refunds for lost Codes or for Codes purchased by students who drop the class. If you are taking two (or more) Math 13xx classes, you will need one Code for each Math 13xx class.

#### **7. Buy Popper Bubbling Forms.**

You will need a packet of Bubbling Forms *for your section* of Math 1300. You can purchase a packet at the Bookstore. The forms are specific to each section of the course. You must have the correct form in order for your assignments to be scanned properly. The packets CANNOT be returned for a refund. If you change sections, you MUST purchase a new packet of bubbling forms for the new section.