How to Fill Out Poppers

A Quick Help Guide to Popper Concerns

Step 1: Purchasing the Forms

This is done at the university bookstore. It is expected that you buy them by the third week of the semester.

Make sure they are for your class.

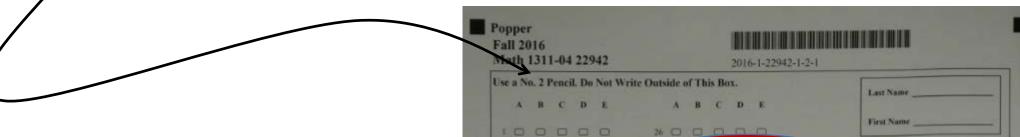
Each packet should have the Course Number, CRN, Days and Times that match your class. If they have different information, do not buy them!

Even though we may not use the entire packet, we will be using more than half of them. Buy an entire packet for yourself. This will also help you if you mess up a few of them.

Step 2: What to use to fill them out

Use a pencil! It says this right at the top of the form!





Things that will **not** work include:

Pen (ball point or felt tip)

Highlighters

Paint

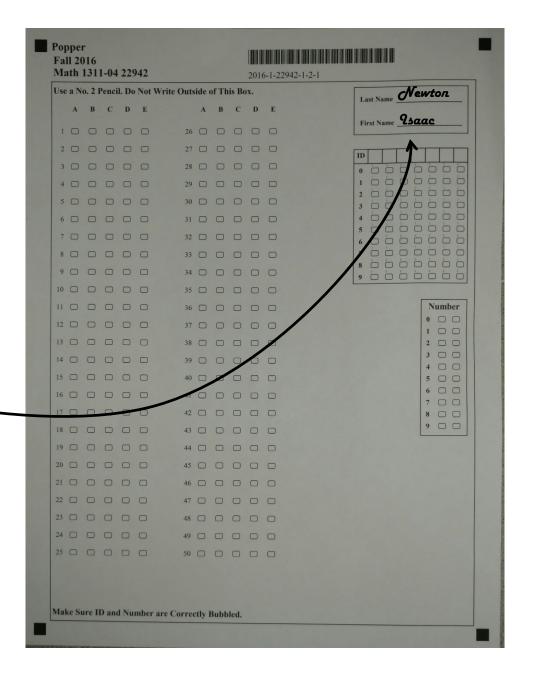
Quills

Telepathy ("I meant to fill this out.")



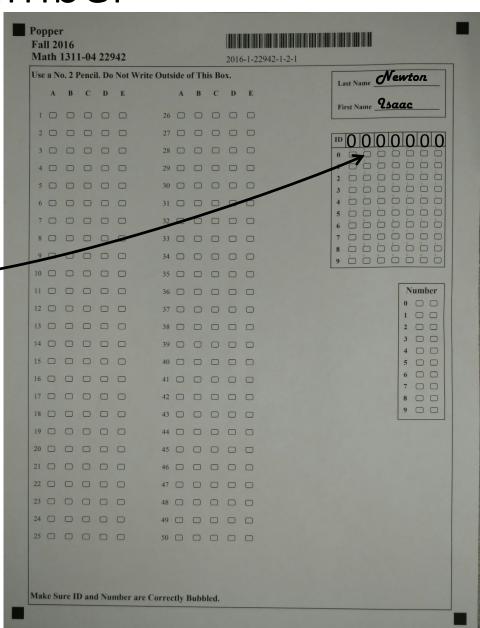
Step 3: Your Name

Write your name in the space provided!



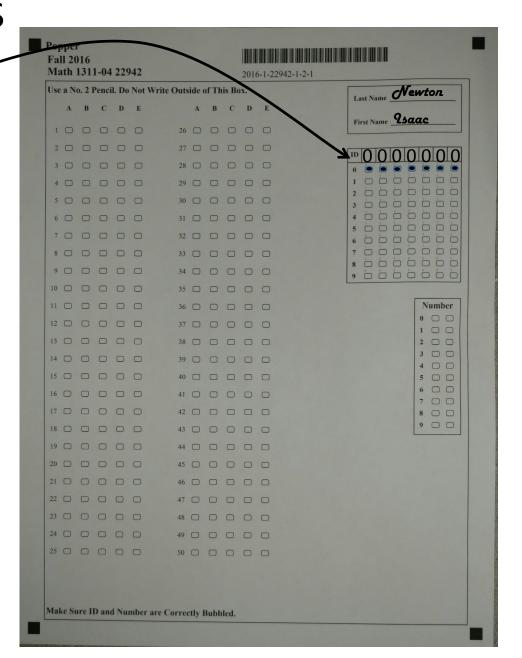
Step 4: Your Student ID number

Enter your PSID number in the box



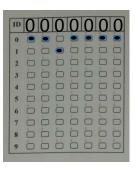
Step 5: Filling in the Bubbles

- Make sure you are filling out the bubble for each number correctly, and completely.
- Make sure you are pressing hard enough (your mark has to block light shining through the paper).
- Do not bubble two marks in the same column

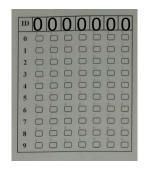


Common Mistakes in Bubbling

Mis-bubbling one or several numbers.

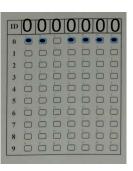


Forgetting to bubble all the numbers.

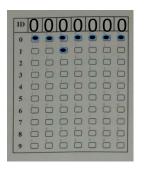


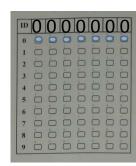
Not bubbling dark enough.

Missing one number.



Bubbling twice in the same column





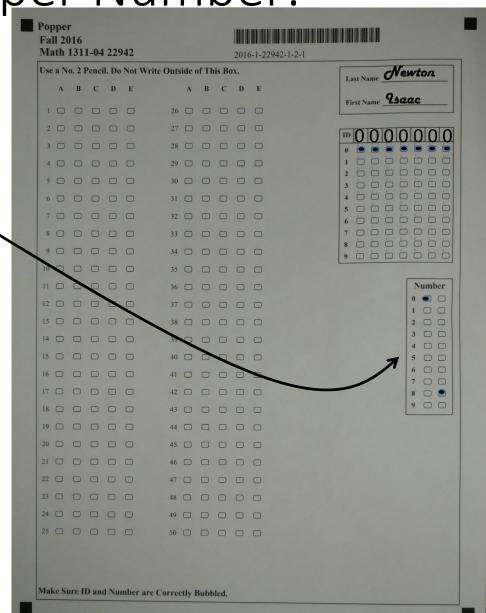
Step 6: Filling out the Popper Number:

Popper 8:

This number will be given to you when the questions are presented.

It must be a 2-digit number.

When bubbling it in, bubble in one entry for each column.



Common Mistakes for Popper Number: Popper 8

Leaving it blank.



Entering the wrong number.



Entering a single digit.



Entering twice in one column.



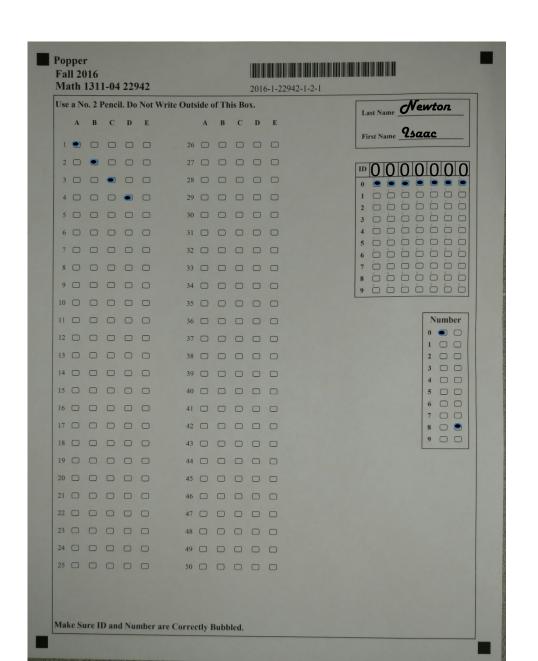
Entering three numbers.



Step 7: Answer the questions.

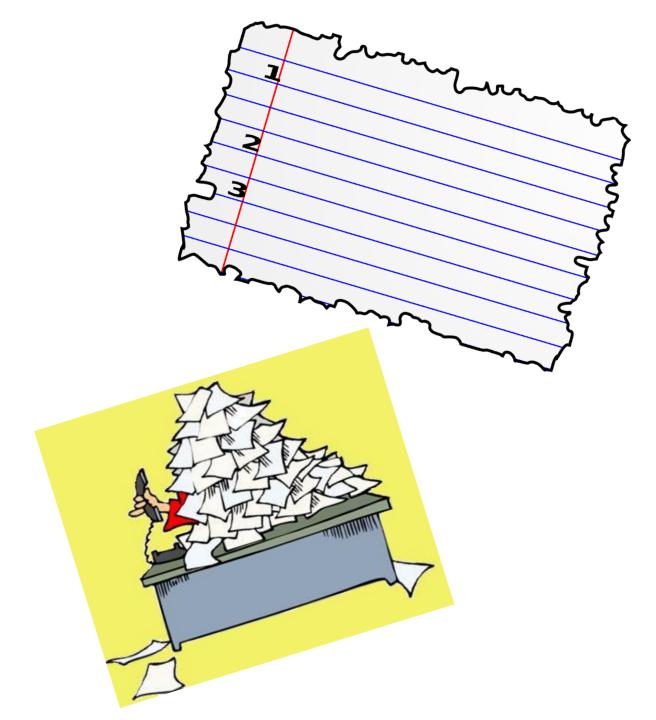
Answer every question presented.

Be mindful that questions may be asked at different times during the lesson.



Step 8: Hand it in.

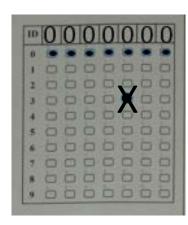
- If you leave with your completed popper sheet in-hand, it will not count.
- If you crinkle, crumble, rip, spill on, or otherwise destroy your sheet prior to handing it in, it will not scan.
- Place it in a NEAT pile on your way out of the room.



If you made a mistake filling it out:

Erase the mistake and re-bubble the correct space.

Do not mark an X over the incorrect bubble and re-bubble the right answer (I am not sure what kind of machines you think grade these, but this will not work.)



If you were absent for a popper:

- The primary purpose of these is to serve as your classroom attendance. If you are absent, you cannot make up your missing popper questions (the only exception to this is if you are missing for a pre-approved university event, such as an away game for a team you are on. If this applies to you, speak to me beforehand).
- Do not try to "sneak in" an older popper form into the pile. This will not work.
- Several poppers are dropped at the end of the semester to account for unavoidable absences.
 (We know you will get sick, have personal and family emergencies, and religious obligations.)

Where were you on the afternoon of October 3?



I was in math class...and I have a completed Popper Sheet to prove it!

Errors and Emailing:

It is fine to email your professor if you think there was a mistake, but if it is happening more than once or twice, chances are you filled it out incorrectly.

Tracking down and updating an error due to incorrectly filled out popper forms can take 10-20 minutes each time. This is time that can be spent giving extra help, preparing lessons, grading papers, or dealing with more pressing concerns. Doing this between 70 and 100 times each week (this is for less than 5% of students having these problems), it is a huge burden on your professor.

Take 5 seconds and make sure you filled this out correctly!