

GETTING STARTED WITH THE HLS SOFTWARE

Technical Support: 1-843-571-2825

The Class web site for this course is <http://academic.cuesta.org/smanor/math23dl/indexS10.htm>.

The software runs only on a Windows machine (no Macs). Additionally you must use Internet Explorer for your web browser. Make sure you have the following:

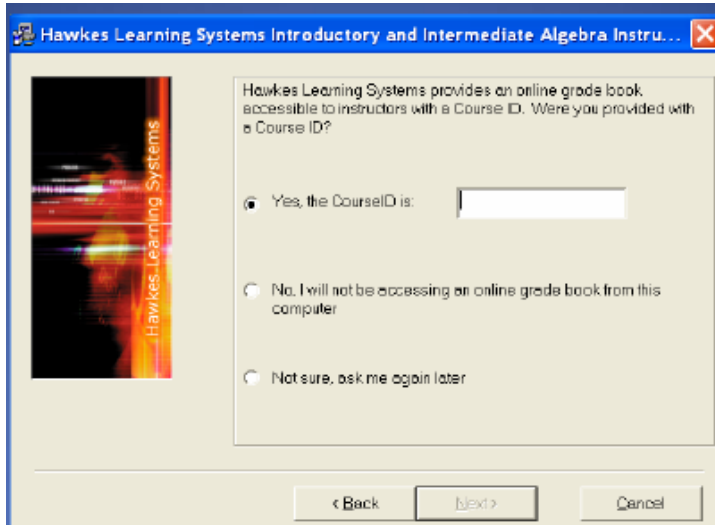
- Windows 2000 or later
- Internet Explorer 6.0 or later
- Display settings of at least 800 x 600 (1024 x 768 recommended)
- 1 GHz processor
- 128 MB of RAM memory (256 recommended)
- 200 MB of available hard disk space

For Technical Support call or visit the web site at: 1-843-571-2825 or support@hawkeslearning.com

The HLS Software is composed of two pieces, the Interactive Lessons, which you need to run the Lesson CD's, and the Course Management software. This includes your on-line progress report (which is linked to the instructor's grade book), links to course resources, and your course email. When you view lessons, you do not have to be connected to the internet; however it is recommended so that you can have your homework quiz Certification codes and practice test scores automatically entered into the grade book

INSTALL THE SOFTWARE AT HOME:

1. Make sure you are connected to the internet before you begin. Place CD #1 - Installation Disc in the CD-ROM drive. The installation will begin automatically. Follow the on-screen instructions.
2. You will be prompted to enter a **HLS Course ID**.
Enter the following course in the space provided: **CUESTAIDA**

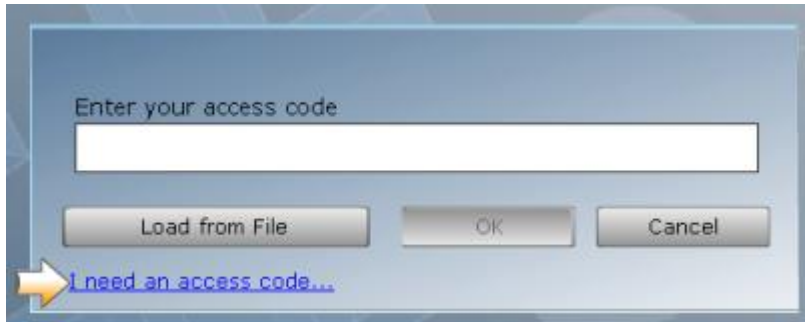


GET YOUR ACCESS CODE:

1. Click on "I need an access code" link. You will be directed to a page on the HLS website entitled, "Request an Access Code".

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2. Fill out the form (You will need your 15-digit license number from the yellow sticker on the CD sleeve).

DO NOT LOSE ME
123456789101112

Click on the submit button and your personalized **Access Code** will appear on the screen. The Access Code is a 30-digit alpha-numeric code unique to you that allows you to enroll in your instructor's grade book. You will also receive an e-mail with the Access Code as an attachment called "access.code" which you should save to a floppy disk or another device.

3. Go back to the installation screen and Enter your Access in the space provided. You may type it, paste it, or load it from a disk by clicking the "Load From File" option. If you type or paste your Access Code, you will be prompted to save it. **Save your Access Code to avoid typing it each time.** If you want to access your account from the classroom computers, keep your access code in your email folder so you can copy and paste it from there.



ENROLL IN YOUR INSTRUCTOR'S GRADEBOOK:

1. Choose your instructor's name and the correct section which are:
Sonja Manor
Math 123

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Login

You have not enrolled, please provide the following information.

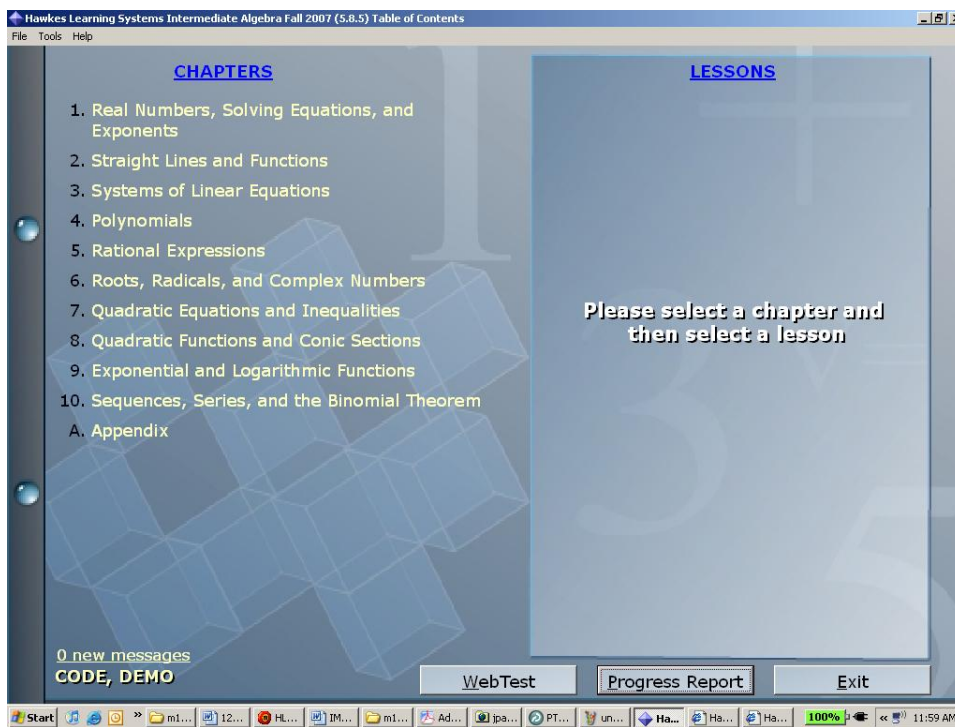
Instructor Name:

Section Name:

Select your Instructor name and your Section name.

INTERACTIVE SOFTWARE LESSONS

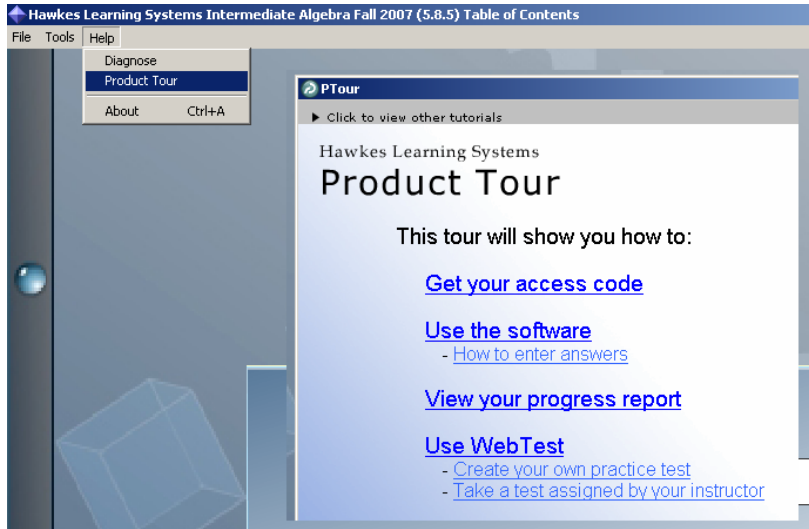
1. You should now have access to the HLS Menu. Lessons are correlated with the textbook chapters and sections. When you want to access a lesson you will be prompted to insert either CD #1 or CD #2.



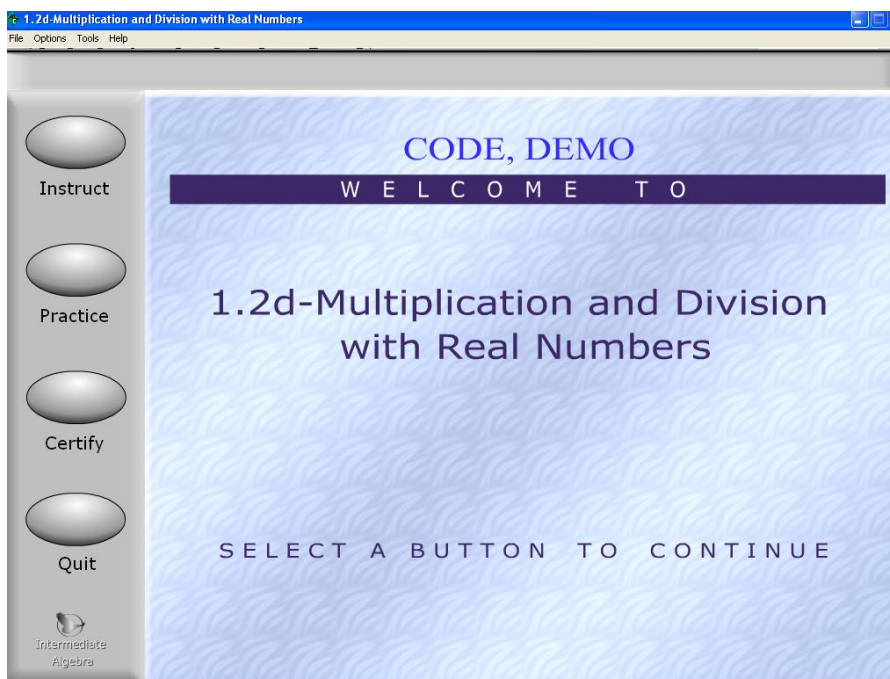
2. Before you try any lessons, watch a tutorial on using the software by going to the "Help" menu option and then selecting the "Product Tour" option. Click on the Link "Use the Software".

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- Once you have selected a chapter and lesson to work on you will see the lesson menu screen.
 - INSTRUCT: takes the place of traditional lectures. There is audio narration, a video clip of a key problem worked out by a teacher, and some interactive problems. Skip instruct if you already know the topic.
 - PRACTICE: allows you to practice problems that are similar to those found in Certify. There is an on-line tutor to help you go step by step through the process if you need to.
 - CERTIFY: this is the only part of the lesson you must complete if it is assigned. Refer to the assignment sheet or the on-line grade book to determine if a lesson "certify" is assigned.



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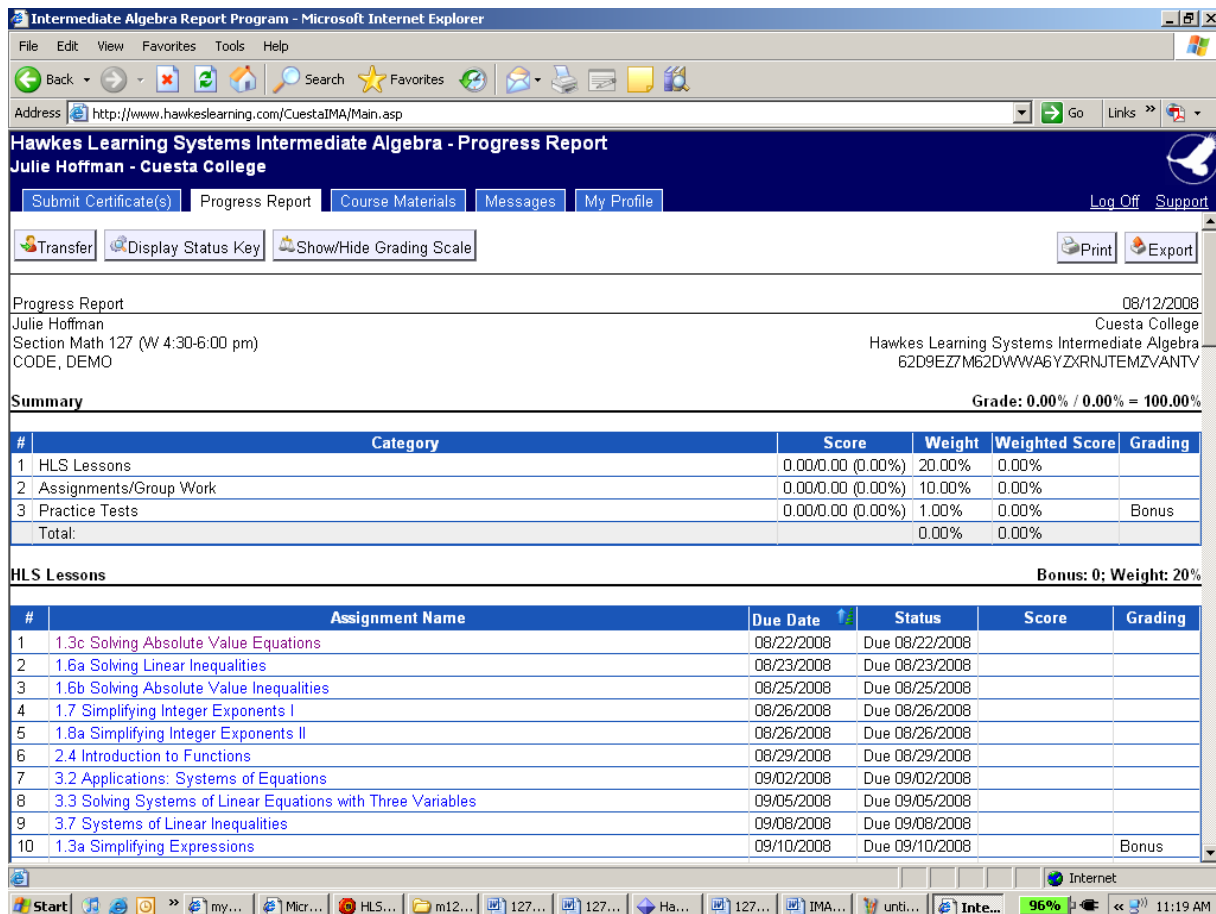
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TO CERTIFY (DO YOUR HOMEWORK QUIZ IN THE SOFTWARE):

- The **Certify** option is where you will complete the on-line homework quizzes. Refer to your Course assignment sheet and schedule or the on-line grade book to see which certifications are assigned and when they are due.
- After certifying, you will be given a certification code. **If you have internet access**, you should receive a message that says your certificate for the lesson has been registered successfully. If you do not receive this message, do the following before the assignment due date:
 - Go to www.hawkeslearning.com/CUESTAIDA and log in using your Access Code.
 - Click the [Submit Certificate\(s\)](#) tab option.
 - If you saved your certification code to a file, click "Browse" to find your code and click "Submit Certificate". If you have a paper copy of your certificate, click the "Type or Paste" tab, select the lesson you have certified in, type in your code and click "Submit Certificate".

ACCESSING COURSE RESOURCES: GRADES, COURSE MATERIALS, EMAIL

- View the Product Tour entitled, "View Your Progress Report".
- Click on "Progress Report" button at the bottom of the HLS Table of Contents Screen, or alternatively, go to the website <http://www.hawkeslearning.com/CuestalDA/> (You will need to type or paste in your course code).



The screenshot shows a web browser window displaying the "Intermediate Algebra Report Program - Microsoft Internet Explorer". The address bar shows the URL: <http://www.hawkeslearning.com/CuestaIMA/Main.asp>. The page title is "Hawkes Learning Systems Intermediate Algebra - Progress Report" for Julie Hoffman at Cuesta College. Navigation tabs include "Submit Certificate(s)", "Progress Report", "Course Materials", "Messages", and "My Profile". There are also buttons for "Transfer", "Display Status Key", "Show/Hide Grading Scale", "Print", and "Export".

Progress Report (08/12/2008)
 Julie Hoffman, Cuesta College
 Section Math 127 (W 4:30-6:00 pm), Hawkes Learning Systems Intermediate Algebra
 CODE, DEMO, 62D9EZ7M62DWWA6YZXRNJTEMZVANTV

Summary Grade: 0.00% / 0.00% = 100.00%

#	Category	Score	Weight	Weighted Score	Grading
1	HLS Lessons	0.00/0.00 (0.00%)	20.00%	0.00%	
2	Assignments/Group Work	0.00/0.00 (0.00%)	10.00%	0.00%	
3	Practice Tests	0.00/0.00 (0.00%)	1.00%	0.00%	Bonus
Total:			0.00%	0.00%	

HLS Lessons Bonus: 0; Weight: 20%

#	Assignment Name	Due Date	Status	Score	Grading
1	1.3c Solving Absolute Value Equations	08/22/2008	Due 08/22/2008		
2	1.6a Solving Linear Inequalities	08/23/2008	Due 08/23/2008		
3	1.6b Solving Absolute Value Inequalities	08/25/2008	Due 08/25/2008		
4	1.7 Simplifying Integer Exponents I	08/26/2008	Due 08/26/2008		
5	1.8a Simplifying Integer Exponents II	08/26/2008	Due 08/26/2008		
6	2.4 Introduction to Functions	08/29/2008	Due 08/29/2008		
7	3.2 Applications: Systems of Equations	09/02/2008	Due 09/02/2008		
8	3.3 Solving Systems of Linear Equations with Three Variables	09/05/2008	Due 09/05/2008		
9	3.7 Systems of Linear Inequalities	09/08/2008	Due 09/08/2008		
10	1.3a Simplifying Expressions	09/10/2008	Due 09/10/2008		Bonus

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3. Under the tab “Progress Report” you can find your grades for all assignments. At the top of the page is a “Summary” that gives grading categories. Click on “Due Date” to sort assignments in each category by due date. I have provided course handouts under the “Course Materials” tab. Click on the “Messages” tab to view and send email to the instructor.

TAKING WEB-TESTS

1. View the product tour entitled, “Use WebTest”. We will use this same system for taking practice as well as graded exams.
2. Click on the button “WebTest” at the bottom of the HLS Table of Contents screen to access this feature.