

## Getting Started Checklist

- Set-up your official Clayton State e-mail account.
- Read your syllabus carefully.
- Purchase your textbook and install the included [MyMathLab](#) (CourseCompass) software. Be sure to install the appropriate plug-ins, also.
- Register for (enroll in) the online portion of your class. Information about this, including your Course ID, is given in the syllabus.
- Install the [Maple](#) software on your computer.
- Make sure that you have some way to print, such as your own printer or CSU's SmartPrint (<http://auxiliaries.clayton.edu/smartprintdownload.htm>).
- On your computer, go into **My Documents** and create a folder called **Math 1112A**.
- Keep copies of all documents that I send to you, or post on the [Math 1112A web site](#), in this folder. When I provide a handout (it will be a PDF attachment) via e-mail, you should **right-click** the filename and choose "Save as". Do not change the filename, but make sure to **save the file** in the Math 1112A folder you created in the previous step. You may then print the file from your computer, if necessary. **DO NOT** print directly from the e-mail—it almost always formats the handouts incorrectly!
- Get a dedicated math notebook, such as a 3-ring binder or a spiral bound notebook. A binder is especially helpful for keeping up with handouts, but a spiral bound notebook with folders works well, too.
- Keep **ALL** of your class notes and work from homework and quizzes in this notebook. Write neatly. Each section of the text and the associated online homework in [MyMathLab](#) should be **attempted before** the class in which we will discuss it. This way, you will be **prepared** when you come into class, and everything will come more naturally. Go over your notes and homework solutions before class so that you can prepare any questions about material you found confusing or difficult.