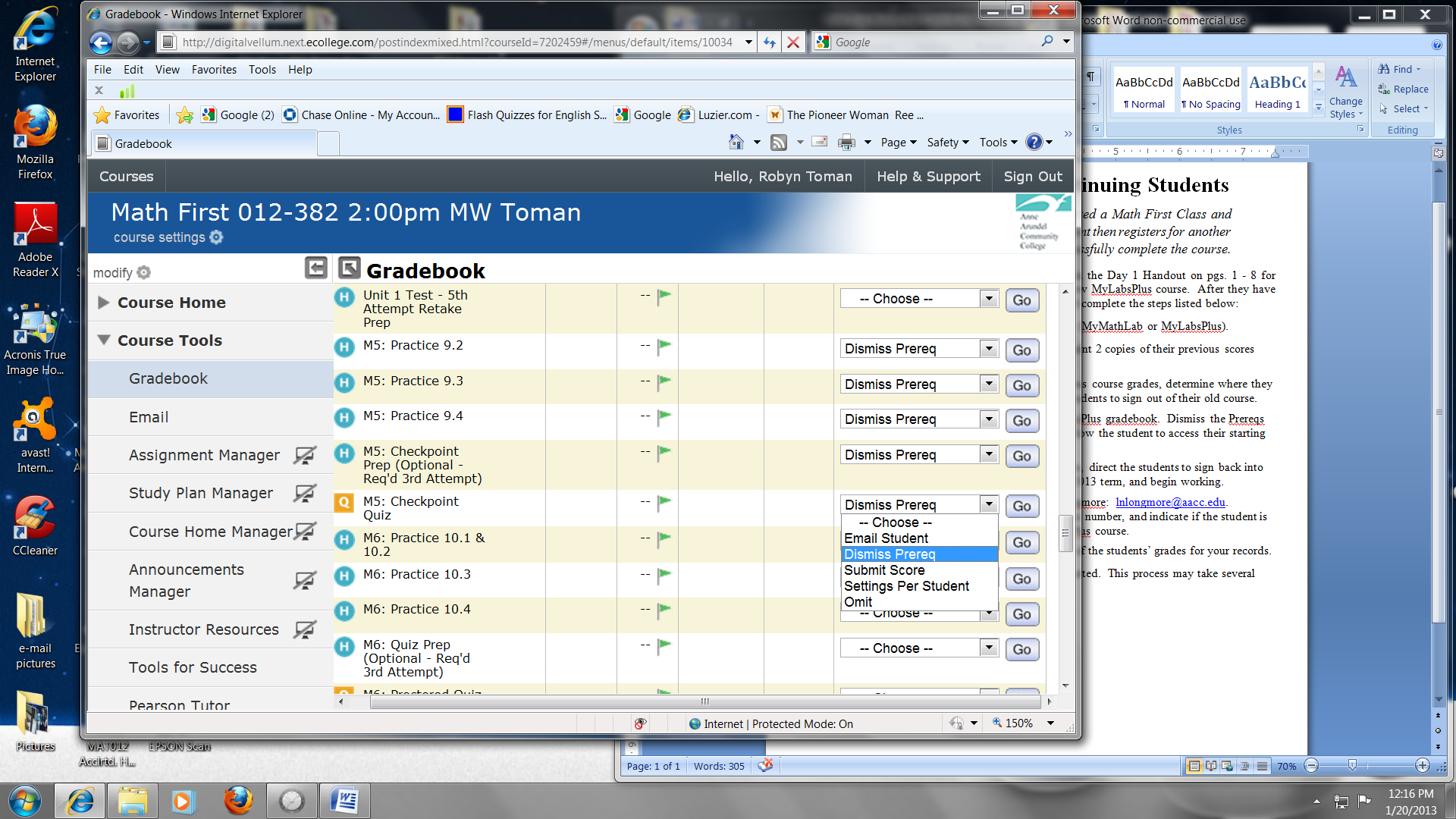
**First Day Procedures for Continuing Students**

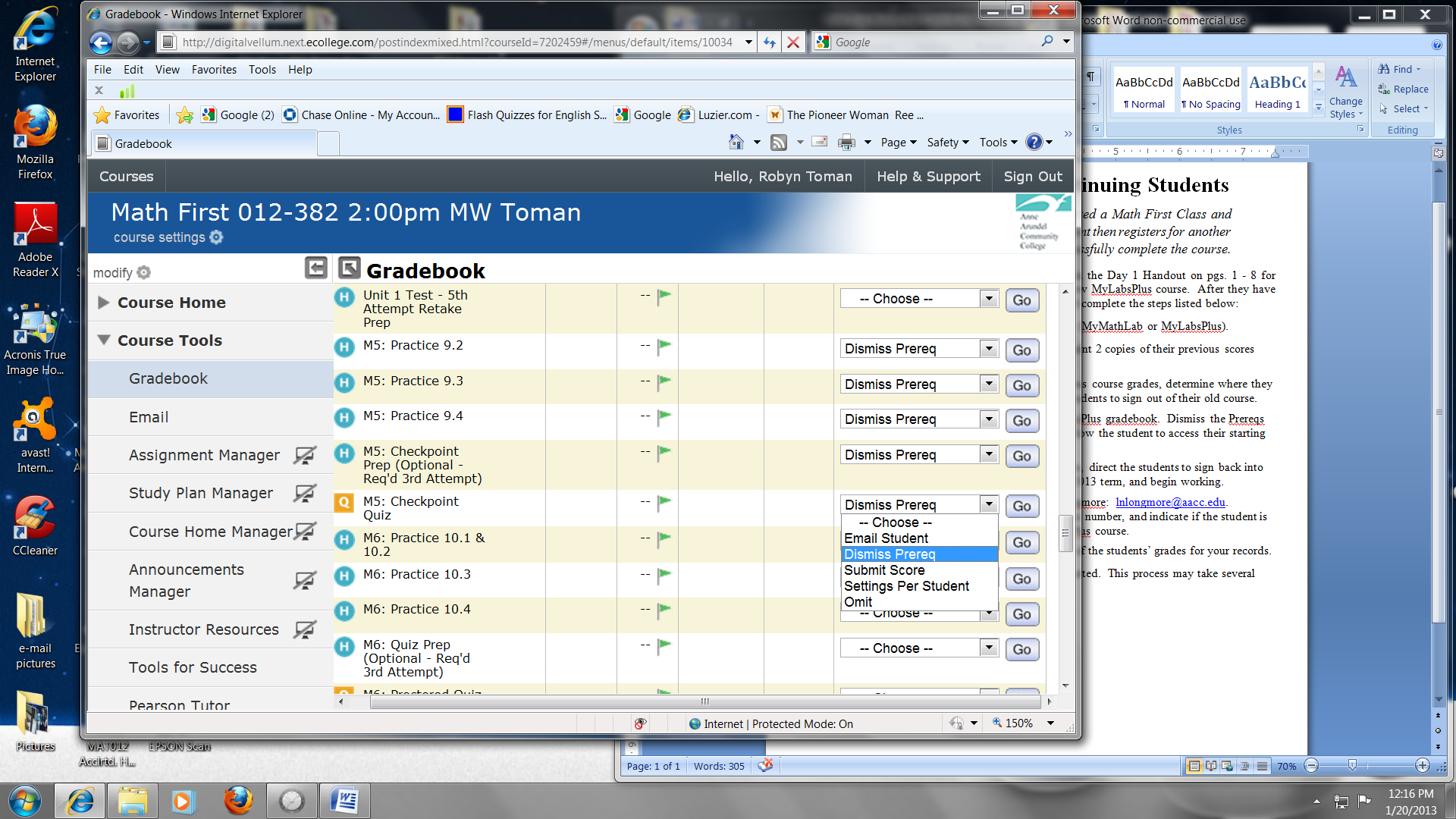
*A Continuing Student is anyone who started a Math FIRS3T Class and received a grade of F, FX, or W. The student then registers again the following semester in order to successfully complete the course.*

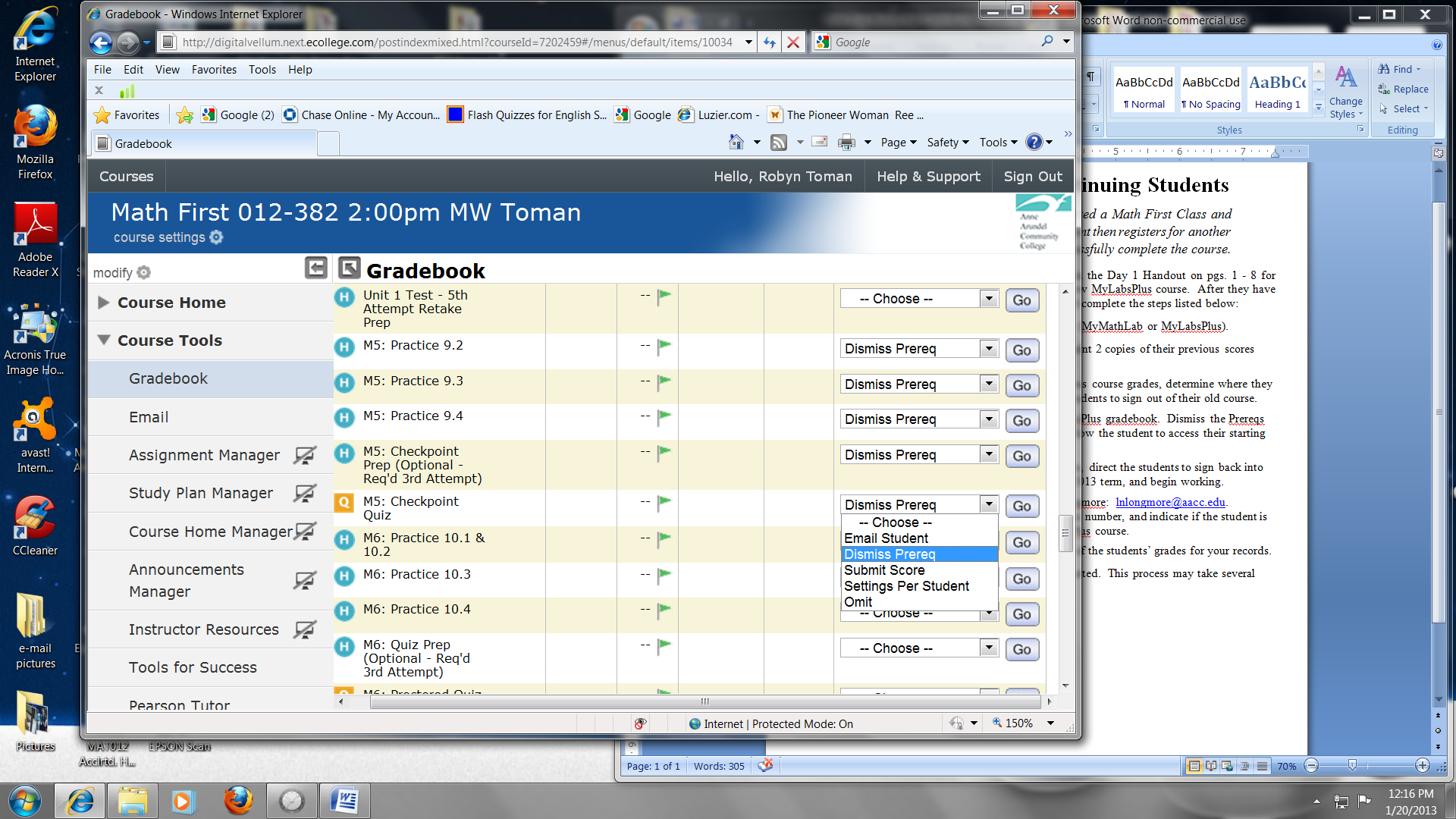
1. Direct all continuing students to log into MyLabsPlus using the same Username & Password as last semester.

1. They should see 2 courses including the new course for Spring 2014, and their previous course from Fall 2013.
2. Direct the student to open the previous course.
3. Have the student click on their **Gradebook** and print a copy of their previous scores (this copy is for Nikki Longmore – if you or the student also want a copy, direct them to print extra sets).
4. After the student has given you the copy of their previous course grades, direct the student to sign out of the old course from Fall and sign into the new Spring 2014 class.
5. Look at the student’s grade printout and determine where they should start working in the new course so you will know what assignment(s) need the prerequisites dismissed. Remember to check that the minimum grades were met: 90% Homework, 80% Checkpoint Quiz, and 70% for Proctored Quiz/Test.
6. Locate the continuing student’s name in your MyLabsPlus Gradebook and scroll down the list to find the last assignment completed from the previous course Go to the **next assignment** where the student will begin working.

From the drop down menu select **Dismiss Prereq** and then press **Go**. This will remove the green prerequisite flag and allow the student to start working on assignments in the new course.







1. After you have dismissed the prerequisites, direct the students to begin working on the assignment for which you just dismissed the prerequisite (no green flag). All of the grades for previous coursework will be imported to the gradebook within the first 2 weeks of class.
2. Please DO NOT import any grades yourself.
3. Your continuing students will be able to work in their new course while waiting for their previous grades to be transferred. Prior to the grade transfer, you may have to dismiss other prerequisites in order to allow continued work in the new course.

1. **On the top of the first page of the student’s printed grades write your name, current course and section number. Give the printed grades to Nikki Longmore in CRSC 190.** Copies of grades can be campus mailed to Nikki Longmore, Math Department. Nikki will notify you once the grades have been imported. If you have any questions contact Nikki at 410-777-2360 and ask for the math lab or [lnlongmore@aacc.edu](mailto:lnlongmore@aacc.edu).