Main Keys to Success

For each lesson, complete the following:
- View the video portion of the course,
- Do Lecture-Tutorials each week as assignment in each lesson,
- Read for understanding the assigned portions of the text.

After completing the requirements for each lesson, do the following:
- Review the lesson objectives,
- Review vocabulary and check for understanding.

If you would like additional help, keep a notebook of questions and concerns. Then, ask your instructor for help.

Time Management

To be most successful in Distance Learning classes, it is important to pace yourself and not get behind. You can do this by setting aside study time each week.

One week is provided to complete the requirements for two lessons. This includes the reading, viewing the videos, and completing the lesson tutorials.

At the end of each week, there is an assignment to submit pertaining to the content of the assigned lessons or previous lessons.

Assignments more than one week late are not accepted, unless specific extensions have been approved.

Thirteen weeks are required to complete the 23 lessons. It's important to go through the course in the time provided. To be most successful in Distance Learning classes, it is important to pace yourself and not get behind. You can do this by setting aside study time each week. Students who accelerate or fall behind are less likely to be successful.

Overview

The overview gives an excellent synopsis of each lesson, so it is important to read them before viewing the video portion of the lesson.

The Videos

The video programs feature leading practitioners, theoreticians, and academics in the fields of astronomy, planetary science, and astrophysics, which describe, and explain celestial objects and events. The videos complement the text with animation and computer graphics, in addition to images from astronomical laboratories and observatories. It is an excellent series, and many test questions come from information given in the video programs.
The Textbook

The textbook, *Explorations: An Introduction to Astronomy*, by Thomas T. Arny, is an excellent college textbook, and it your main source for the content of the lessons. However, the chapters and lessons do not always correspond directly to each other. You will find it important to read and study the text according to the reading assignments as indicated in each lesson.

The Lecture-Tutorials for Introductory Astronomy Workbook

Read the back cover of your workbook and note that most activities can be completed in 10 to 15 minutes. Several activities are assigned each week. There will be quizzes covering the activities done in the workbook. You do not need to submit the pages from the workbook, just complete the quizzes. You may collaborate on activities, but quizzes must be completed independently.

Studying for Tests and Exams

The test and exam questions center on the "Learning Objectives," in the lessons. Because this is a science course, many of the questions pertain to how astronomers have come to understand the universe.

The At-Home Tests are open book and can be done in one sitting or in part during each lesson. You must submit them by the due dates.

The Midterm and Final Exam are closed book, and you will take those on-site without the aid of textbook, videos, or notes. Refer to the exam due dates.

Midterm and Final Exam Essay Questions

The Midterm Exam and Final Exam include short descriptive questions that come from the work done in the *The Lecture-Tutorials for Introductory Astronomy Workbook*.

Computer-Graded Tests

Many classes use computer-graded tests. Special answer sheets and envelopes are provided. Please carefully read all the directions before you fill out the red and white answer sheet. Record your response on the red and white answer sheets using only a number two pencil. Return your answer sheet(s) only in the special envelope. Do not use the special envelopes for other assignments. Note to students: The answer sheet fits in the envelope without being folded.

Please follow these directions to complete your computer-graded quiz:

1. Use only a number two pencil for all information. Mark your answers completely. Erase incorrect answers carefully and completely. Any other approach will delay processing.
2. Write the name under which you are registered on the answer sheet.
3. Identify the course, section and the number of the quiz you are taking (e.g., Test One) on the line marked subject and section number. Your answer sheet
cannot be graded if the test is not completely and correctly identified, and will not be returned to you for correction.

4. **Be sure to enter your ID number** in the boxes on the top right of your answer sheets. Your ID number is usually your Social Security number. However, if you did not use a Social Security number when you registered, you were assigned a nine-digit ID number, beginning with 999. Please use that number as your ID number when you complete this section of the answer sheet.

5. **Never** mark on the line in the left margin. If you do, the electronic scan machine will not accept your form.

6. **For mail-in tests** do not mark in the boxes labeled "test form" and "exam number."

**Explanation of Computer Graded Test Results**

You will receive a one-page report about each test. This student report will have your ID number, name, and course number printed at the top of the form.

The **correct** answers for the tests are printed in the first row under your name and labeled "Test Key."

The next row indicates the item number of each question.

Your answers are in the next row, "Student's Answers." If your answer is correct, an asterisk is printed. If your answer is not correct, your incorrect response will be printed.

Below this section, in the column on the left, is information about the specific test. This column lists the number of possible points, your raw score, the points received on the objective items, and the percent correct.

Information on the right is the cumulative points earned so far in the semester. **This is only for work graded by the computer.** Your instructor keeps the points earned on essay assignments or projects. The "Grade in Progress" only pertains to computer-graded work.