

Set up your email addresses and join this course on OpenLab: see page 2 for more information about how to use OpenLab

- Set your City Tech email to forward to another email address (if you do not regularly check your City Tech email)
 - If you have never logged into your City Tech email, go to <https://mail.citytech.cuny.edu/index1.html>
 - Detailed instructions for accessing your City Tech email can be found at <http://openlab.citytech.cuny.edu/blog/help/accessing-your-city-tech-email-for-students/>
 - To forward your City Tech email to another address:
 1. Sign into your City Tech email account, and click Options.
 2. Click Create an Inbox Rule.
 3. Create a New Rule.
 4. Choose Apply to All under When Messages Arrive.
 5. Select Redirect the Message To under Do the Following.
 6. Enter the email address you would like your mail forwarded to in the To field.
 7. Click OK. This will save what youve done and return you to the New Rule window.
 8. In the New Rule window, click Save.You can test whether or not the new rule works by sending yourself an email. If you receive it at your chosen destination, youre set to go!
Note: Instructions are from <http://openlab.citytech.cuny.edu/blog/help/forwarding-citytech-email-to-another-address/>
- Change or add your email address to your CUNYFirst
 - Log in to CUNYFirst at <https://home.cunyfirst.cuny.edu>
 - Click on “Self Service”
 - Click on “Personal Information”
 - Click on “Email Addresses”
 - Add the email address you will check regularly, if it is not already there on the list
 - Click on the box under “Preferred” next to the email address you want to use
- Register and Join this course on OpenLab
- Go to OpenLab at <http://openlab.citytech.cuny.edu>
- Detailed instructions for signing up on OpenLab are here: <http://openlab.citytech.cuny.edu/blog/help/signing-up-on-the-openlab/>
- Please make sure that your screen name (display name) is a recognizable version of your actual name. Don't get too creative with your display name.
- Once you have registered and logged into OpenLab, search for this course by clicking on “Courses” and searching for MAT1375 (one word, no space in between): in the search results, choose the section that corresponds to the days that your class meets (MW or TTh)
- You will have to make a request to join the course. Do this as soon as possible since I have to accept your request before you will be able to see the course blog and do your online homework!

Once you have joined the OpenLab course, you should always check the course blog for the new post which will go up (normally) by noon every day that we meet. It will contain links to your Warm-Ups and to the WeBWorK, as well as details of the routine assignment and readings, etc. I will also often post notes and other helpful materials.

You can find your course blog by logging into OpenLab and then clicking on “My OpenLab” and then “My Courses”. The recent blog posts are linked just below the course avatar. Or you can go directly to the blog using the address given in the course information sheet: choose the one that corresponds to your class meeting days:

<http://openlab.citytech.cuny.edu/shavermat1375fall2013mw/>

or

<http://openlab.citytech.cuny.edu/shavermat1375fall2913tth/>

(Note the TTh course blog has a 9 instead of a 0 in the year.)

Usually, the online assignments will be due 11 PM the night before the next class meeting after they are assigned. Start working well in advance of the due date and time in case any difficulties arise, so there will be time to deal with them. (Please consult the course information sheet for policy on extensions.)