

Frequently Asked Questions

Class Meeting Attendance FAQs

Do I have to attend class?

- A graded assignment is collected during each class meeting. The only way to earn those points is to go to class on time, remain the whole time, and participate in the class session as instructed.

I missed class because I was sick. How can I make it up?

- We drop one class meeting from your grade at the end of the semester.
- If you have a chronic illness that interferes with class attendance, then it is appropriate to contact CDAR to discuss options at 208-885-6307.

I'm going on a field trip or have other University travel coming up. How do I make up class?

- Finish your weekly notebook before you leave and show the completed week to your instructor. They are available during their office hours, Polya time, and (with enough advance warning) they can make an appointment with you.
- You must submit the notebook before you go.
- You can continue to work on the electronic homework and quiz when you are out of town, but keep in mind that you must meet the due dates posted in MyLab and that you will need an internet connection to do the assignments and quiz.

I am an athlete and must be away for a game. What do I do about missing class?

- Finish your weekly notebook before you leave and show the completed week to your instructor. They are available during their office hours, Polya time, and (with enough advance warning) they can make an appointment with you.
- You must submit the notebook before you go.
- You can continue to work on the electronic homework and quiz when you are out of town, but keep in mind that you must meet the due dates posted in MyLab and that you will need an internet connection to do the assignments and quiz.

I am going to miss class (or I did miss class) for personal reasons. What can I do?

- We drop one class meeting from your grade at the end of the semester.
- If you know **ahead of time** about an absence that is “University excused” as described in the University Catalog General Requirements and Academic Procedures section M, then you can submit your notebook ahead of time. To do this, finish your weekly notebook before you leave and show the completed week to your instructor. They are available during their office hours, Polya time, and (with enough advance warning) they can make an appointment with you.

Notebook FAQs

I'm going to be missing a class. What do I do about making up the Notebook Assessment?

- For a planned absence fitting the definitions in the University Catalog, General Requirements and Academic Procedures, section M, bring your completed notebook work to your instructor during their office hours **before** the class that you will miss. There are no extensions for Notebook Assessments, but one week's Notebook Assessment points will be dropped when final grades are calculated at the end of the semester.

Why did I get a 0 on my Notebook Assessment?

- If it has been less than a few days since your class met, then chances are your Notebook Assessment has not yet been graded. Otherwise, you probably answered the question incorrectly.

When do I turn in my Notebook?

- Your instructor is unable to collect the entire notebook. (Imagine them trying to carry 100 or 200 notebooks!) Instead, they will collect a page or complete an in-class activity each week.
- To have questions answered in the Polya Center, you should have completed that part of the notebook that applies to the problem you are asking about. If they are not completed, the tutor or instructor on duty will direct you to the part of the eText that you need to use to complete the pages.

I don't know what to write down and I keep getting lost in the eText.

- Come to the Polya Center and ask for help. The tutors and staff on duty can help you find the information you need and answer questions about what to write down.
- The tutors and staff can show you how to navigate the eText effectively.

How am I supposed to find the material I need to write down?

- It is in the eText! Come to the Polya Center and a staff member can help you find the information.

Why do I have to fill out the notebook?

- The videos and examples in the eText replace the in-class lectures you would otherwise sit through. The notebook is an outline for the notes you would be taking in class. Completing the notebook gives you the foundation to complete the homework and communicate with the tutors and your instructor about the mathematics you are learning.
- We need a common foundation from which to talk about math.

I'm going to miss class due to University travel (field trip, Athletics) or other excused reason. What do I do about my notebook?

- Finish your weekly notebook before you leave and show the completed week to your instructor. They are available during their office hours, Polya time, and (with enough advance warning) they can make an appointment with you.
- You must submit the notebook before you go.
- You can continue to work on the electronic homework and quiz when you are out of town, but keep in mind that you must meet the due dates posted in MyLab and that you will need an internet connection to do the assignments and quiz.

Homework and Quiz FAQs

I'm going to be out of town due to University travel (field trip, Athletics) or other excused reason.**What do I do about my homework and quiz?**

- Finish your weekly notebook before you leave and show the completed week to your instructor. They are available during their office hours, Polya time, and (with enough advance warning) they can make an appointment with you.
- You must submit the notebook before you go.
- You can continue to work on the electronic homework and quiz when you are out of town, but keep in mind that you must meet the due dates posted in MyLab and that you will need an internet connection to do the assignments and quiz.

I finished my homework assignments and quiz for the week, but I haven't earned all my Polya time. Now what?

- Work ahead! If you find yourself in the position where you're finishing your work early, we encourage you to work ahead. You can (and many people do) finish the entire course as quickly as you want. Talk to your teacher for more details.

I'm going to be gone for a sporting event (athletics)/class field trip. What do I do to get my Homework/Test extended?

- Homework and quizzes can be done anywhere. Plan ahead to make sure you have time to finish them.
- Do your best to take your test before you leave. (This is required when you have several days' advance notice.)
- University travel always comes with advance notice, so submit your travel documentation before you leave and as early in the semester as you possibly can.
- As your travel days approach, remind your instructor. Send an email and/or stop by their office hours to make sure everything is taken care of before you leave.

I was too sick to do my Homework/Quiz. How can I make it up?

- There are no extensions for Homework Assignments or Quizzes, but the two lowest homework assignment scores and the one lowest quiz score will be dropped when final grades are calculated at the end of the semester.

I just needed a little more time to finish and the deadline passed. Can I have an extension?

- There are no extensions for Homework Assignments or Quizzes, but the two lowest homework assignment scores and the one lowest quiz score will be dropped when final grades are calculated at the end of the semester.
- It can be hard to leave some of the work undone, but you can still gain an understanding of the material by completing any missing pages in your notebook and coming to Polya for help. It is likely that you will revisit the material in a later assignment or when you are preparing for the next exam and you will have a chance to practice it again.

Test FAQs

How many parts are there?

- There are two parts. There is a computer part (worth 80% of the test grade) and a written part (worth 20% of the test grade).

Where do I take my exam?

- You take the computer part in the Polya Center and the computer part in your class meeting.
- In the Polya Center, go to the computer side and go to the stop sign. Follow the proctor's instructions.

How many times can I take the computer portion of an exam?

- You may take it up to three (3) times.
- You may only take one (1) per day.
- If you take more than one (1) per day, then you will be assigned the lowest score from that day.

Can I use notes on the exam?

- No.
- We will give you scratch paper and you can write as much as you want **after** you start the test.

How many times can I take the written part?

- The written part is taken one (1) time.

How is my exam graded?

- The computer part is graded based on what you type in the answer boxes. Each box is right or wrong. It is important that you follow the directions written below the box.
- The computer part is worth 80% of your test grade.
- The written part is graded with partial credit and is worth 20% of your grade. The written part is graded by hand and it could take a few business days for it to be graded.

Can I take my exams remotely?

- No.
- All exams must be taken in person.
- All exams require a government-issued photo ID.

I'm going to be gone for a sporting event (athletics)/class field trip. What do I do to get my Exam extended?

- Plan ahead and take your computer test before you leave.
- Email to schedule a make-up written test. Use the utility at <https://sites.uidaho.edu/polyaweb/Login>.
- University travel always comes with advance notice, so submit your travel documentation before you leave and as early in the semester as you possibly can.
- As your travel days approach, remind your instructor. Send an email and/or stop by their office hours to make sure everything is taken care of before you leave.

Can I use my driver's license to take a test?

- Yes. Any valid form of Government issued identification with your name and a photo will work.

How come my test grade doesn't coincide with the grade it shows online?

- Your overall test score is made up of two parts. The computer portion is 80% of your test score, and the written portion is 20% of your test score. If your test score is lower than what you received on the computer part, it is probably because your written test score has not yet been entered.

I made a typo on my Test. Can I get points for it?

- Make sure you actually made a typo. For example, typing parentheses instead of brackets, or forgetting a negative sign is not considered a typo.
- MyLabs is very specific about the answer format. If your answer is not in the specified format, it will be marked incorrect. So, for example, if you typed a double comma or you put a comma in the denominator, please email us. If the error you'd like us to look at is on the third attempt, we will verify your mistake was actually a typo, and may award points at our discretion. If the error is on your first or second attempt, you will be asked to use the other attempts to correct the error. Make sure you've planned ahead to take advantage of all three attempts!

The exam says it needs a password. Where can I find the password? Will you email it to me?

- No, the password does not leave Polya.
- You must go to the Polya Center and take your test in person.

Do you drop the lowest test grade?

- No.
- You may take each computer test up to three times, with a limitation of one time per day.
- Provided you follow all directions (including taking the test only one time per day), you will receive the best of your attempts for each exam.

- The written test is taken one time and is graded with partial credit.
- Your overall test grade is $0.8(\text{best computer test grade}) + \text{written test grade}$.

Polya Time FAQs

What if I earn only half of my Polya time? Do I get half of the points?

- There is no partial credit for Polya Time. You must earn the full amount of required Polya time to be awarded points. If your required time is 150 minutes, and you earn 149 minutes, you earn zero points.

How can I have my Polya Time requirement reduced?

- If you earn an A on a test (meaning both computer and written parts of the test), your Polya Time requirement is reduced to 100 minutes until the next test, when your time requirement is re-set to 150 minutes. If you earn an A on the next test, your requirement will be reduced to 100 minutes again, until the next test. Basically, if you keep earning As on all of your tests, you will only need to spend 100 minutes in Polya.

How can I have my Polya Time requirement eliminated?

- If you earn an A on a test as described in the previous bullet, you are eligible to have your Polya Time requirement reduced to 0 minutes! To have your Polya Time eliminated when you've already had it reduced from the A on the test, you must earn at least a 90% on the weekly quiz to eliminate the time requirement for that week. To keep your time requirement at 0 minutes for each week following an A on a test, you will need to earn at least a 90% on each weekly quiz. *Caution:* the 90% on a weekly quiz eliminates the time requirement for the same week as the Quiz number (not for the next week).

What do you mean “do well” on exams and assignments?

- This usually means a 90% on your most recent exam (including both the computer and written portion) and a 90% on your quiz for that week.

How do I know if my time has been reduced or excused?

- Log in to the <https://sites.uidaho.edu/polyaweb/Login> to check your Polya Attendance details.

My time wasn't properly reduced/excused!!!

- Don't panic! Remember that the grades database only gets updated about once a day, so there will be a delay in adjusting your time. Check back again the next day, and if it's still not right, email us through the Polya Email Utility at <https://sites.uidaho.edu/polyaweb/Login>.
- The scanning program at the front desk in Polya only knows your time requirement. It doesn't know if you earned a 90% on the quiz, so be sure to check your time using the Polya Attendance Details and Scan History at <https://sites.uidaho.edu/polyaweb/Login>.

If I “do well” on Exam 1, but then “not so well” on Exam 2, what happens?

- Your time requirement is determined by your performance on your most recent exam only. So, in this example, your time commitment would go back up to 150 minutes per week (but it will go back down to 100 minutes if you do well on Exam 3).

If I “do well” on both Exams 1 and 2, does that mean my time gets reduced again to only 50 minutes?

- Nope, the lowest your time commitment can go is 100 minutes (unless, of course, it's excused entirely in a given week by doing well on that week's assignments and having done well on the most recent exam).

I got an A on my Test and my weekly Quiz. Why does it still say I have 100 minutes of Polya Time left?

- If you got an A on your test, and an A on the current week's Quiz, then your time for that week is excused. The scanner's computer may still say you have 100 minutes left, regardless if your time is excused. A more accurate way to check your time is to log onto the "check time/grades" site to verify if your time has been excused or the requirement has been set to 100 minutes.

If I earn a bunch of extra minutes this week, do the extras transfer over to next week?

- Nope, sorry. No rollover minutes in Polya!

I finished my homework assignments and quiz for the week, but I haven't earned all my Polya time. Now what?

- Work ahead! If you find yourself in the position where you're finishing your work early, we encourage you to work ahead. You can (and many people do) finish the entire course as quickly as you want. Talk to your teacher for more details.

What can I do to earn Polya time?

- Go to the Polya Center and scan in. Be sure to scan out when you leave. You must have a matched "in" and "out" to earn time.
- If your class has SI-PASS support, then utilize it.
- Get an A on your test and then get an A on your weekly quiz. See your syllabus for more details.

How do I get help?

Where can I find my instructor?

- Your instructor has an office and keeps office hours. Find them in their office at that time.
- Your instructor has Polya floor hours. Find them on the Polya floor at that time.
- Instructors can set up appointments if you can't meet with them during office hours or floor time. Send an email through the form at <https://sites.uidaho.edu/polyaweb/Login>.

My instructor's office is not in Polya. How can I find them?

- Go to Polya and ask a staff member to help you.

I emailed my instructor but they haven't answered. Why haven't they answered me?

- It may take time to answer your email. Often, questions have to be researched.
- Make sure you use the form located at: <https://sites.uidaho.edu/polyaweb/Login>. Any emails sent without using this form will not be read.

How do I get a tutor to help me on the "computer side" of Polya?

- Rattle that red cup around and put it up on the monitor.
- A tutor or instructor will come and help you.

How do I get a tutor to help me on the "study table side" of Polya?

- There is a doorbell on the south wall (the right side as you walk into the area from the computer side). It has a sign next to it saying you should press the button to summon a tutor. Press the button and a tutor will come from the computer side.
- If an instructor has their office door open, knock on it and see if they can help you.
- If nobody comes, pick up your laptop and walk over to the study side to get someone's attention. It could be that the tutors are getting a lot of questions right when you ring the doorbell, and it would work better in that moment to go to them.

General FAQ

How do I email Poly staff when I have questions or concerns?

- All email must be sent through the Poly Email Utility located at: <https://sites.uidaho.edu/polyaweb/Login>. Any emails sent without using this form will not be read.

I lost my Vandal Card. What do I do?

- If you need to scan into the lab to earn your Poly Time, you won't be able to. We drop one week of Poly Time at the end of the semester, so missing one week won't hurt your grade. It is best to purchase a new Vandal Card as soon as you can from the Vandal Card Office.

I want to work ahead. What should I do?

- Start working ahead on your own! If you get to the point where you're ready to take a Test, come into the lab and take it. Email the Poly Lab when you're ready to take the written portion. Once you're a few weeks ahead, contact your instructor, and they will let you know at what point you can stop attending class, and how they will handle your Notebook Assessments. Your instructor may fill out an "early finisher" contract with you.

Can I have a traditional math class?

- Yes, you can use the Review Sessions to have a traditional math class.
- On campus we have "live lectures" twice a day Mondays through Thursdays and once on Fridays. This is just like a traditional classroom with an instructor lecturing on the subject. They are referred to as Review Sessions in the center and you get credit for your time spent in the center when you attend them. Hardly any students take advantage of these lectures, and it is almost one on one personal instruction.
- Remember, in a traditional classroom you only have one chance to hear the information. In a Poly course, in addition to the weekly in-person class meetings, you have short, to the point lectures embedded in the eText that you can watch as many times as you'd like, and whenever you would like.
- You can have the best of both worlds: Review Sessions and targeted, recorded lessons.

What is a Review Session?

- A Review Session is a small lecture session held in the Poly Center on weekdays.
- You can earn Poly time during Review Sessions.
- You can go over and fill out the notebook or homework with an experienced tutor or other staff member.
- We used to call these "Live Lectures" and planned them around the homework topics and deadlines. Very few people used them, so now they are called Review Sessions and can be a lecture or a Question and Answer session, as it suits the participants.

