

Hawkes Guide to Your Course!!

Hawkes software and book are required for your course!!

Before Getting Started:

- Hawkes Course ID: _____
- Instructors Name: _____
- Course Section: _____

Note: Do not purchase used software (from other students or online vendors). The software is licensed to the original purchaser only.

Getting started:

You can install the software on any of your computers or access the software installed on campus computers for your use.

Install The Software:

- Go to: hawkeslearning.com/download
 - Choose the course to download.
 - Select either Student Install for PC or Student Install for Mac and then Run.
 - When prompted for the Hawkes CourseID enter the Course ID above
- Or, Insert the installation disc and follow the on-screen directions.

Get your Access Code:

- To register your license number, found on the yellow sticker on your CD sleeve visit: www.hawkeslearning.com/accesscode and select "Register your license number" (the first option)
- Fill out the form with all of the necessary information.
- Select "Submit" to receive your personalized Access Code.(It has 30-40 digits)
- Your personal Access Code will be displayed on the screen as well as emailed to you. DO NOT DELETE THIS EMAIL MESSAGE. If you lose your code, it will still be in your email.
- Copy the Access Code as it will be necessary to type or paste the code into the software.

Enroll in Your Course:

- Double click on the Hawkes Learning Systems icon from your desktop.
- Type or paste in your Access Code and select “ok”.
- Save your Access Code when prompted to a USB memory stick or to your computer for future use. You will now be able to use the “Load from file” option.
- Select your instructor and section from the drop down menus and click ENROLL

Completing Assignments in Hawkes

All of this can be completed online or offline.

Getting to the lesson

- Click on the Hawkes icon on your computer to enter Hawkes
- Enter your Access Code using a method from above
- Click “ok”
- Click on the chapter you are studying.
- Select a lesson.

Enter Instruction: Presentation of lesson material includes instructional video clips and narration.

- This area in Hawkes covers the instruction for the lesson you are about to complete. It gives examples of problems that you will work on. If you downloaded the full version, the sections will be read to you. Take notes for later use!!!

Enter Practice

- The practice section is important for you to practice the variety of problems that you will encounter in certify.
- While in practice you can get step by step tutorial help on each problem by pressing the interactive “Tutor” button.
- You can email your instructor problems that you are not able to solve and get his/her help by clicking on “Instructor Connect” at the bottom of the page.
- You can ask for additional problems similar to the problem you completed by clicking on “Try Similar”.
- If you want to go to the next problem, you can use the “skip” button.
- The “Submit” button is used to enter your answer.
- There is no limit as to how many times you can work through the practice.

- At the top right, there is a button that you can set to designate the level of difficulty of the practice problems generated. You can select the level and work through each level. The last level is “pre-certify” which is similar to the certification completed for a grade.
- When finished hit the “End Practice” button.

Enter Certify:

- The certification is where you get credit for your homework. You must complete the problems at a 70% to 85% accuracy, depending on the lesson. The number of problems you need to get correct changes with each assignment. If you complete your homework on time in certify, you will get 100% credit on your homework even if you miss a few.
- If you miss too many, you can start all over to do better and still receive full credit if it is completed on time.
- If you start a certify, but do not have enough time to finish it, you can pause it by hitting the “Pause Certify” button and resume it when you have more time. If Offline, you must start it again on the same computer. If online, you can start it from any computer with the Hawkes program installed as long as you are working online. Beware, a different problem will pop up when you start again. Also, you will only be able to pause three times per lesson.
- The certify mode is your assignment. Once you have completed the lesson, a certification code will appear.
 - **If connected to the internet**, you will automatically receive credit in your instructor’s grade book. You can check to make sure it is recorded by going to “progress report” and checking the section to see if it has a “green” check. If you do not automatically see a check, click “refresh”.
 - **If not connected to the internet**, you will need to submit the code to your instructor’s grade book when you are online using the steps below:
 - **Save** the certification code to a memory stick to download when you are online.
 - From a computer with internet access, go to your progress report: course.hawkeslearning.com/your course ID
 - Select the **Submit Certificate(s)** tab.
 - **Browse** to the location where the certification code was saved and click **Submit Certificate**.
 - If you are on your computer you were working offline on and you enter Hawkes when you are online, it will automatically ask if you want to download your certificates. Click that you do and it will automatically download them.

Progress Reports:

- View your progress in the course under the **Progress Report Tab** when you enter Hawkes. It will record your progress in homework, bonus points, tests, and the final exam. It is continually being updated when you complete any of the items listed above.
- Visit your progress report to find:
 - Homework due dates
 - Grade information
 - Course materials
 - Communication center

**You can also download the Hawkes Progress Report app on your smartphone or tablet!*

Technical Support from Hawkes

- Call 1.843.571.2825 from 8:30 – 10:00PM EST Monday through Friday if you are having any type of difficulties. They are there to help you!!
- For a live chat, contact them at www.hawkeslearning.com/chat.
- For video support for all sections go to www.hawkestv.com. Use the middle column and click on your textbook Introductory and Intermediate Algebra. Once there, select the correct chapter and section to view the video.
- Go to www.hawkeslearning.com/student training and you can watch a video to address the problem you are having.

Success in Hawkes means:

- Spend quality time in the INSTRUCT and PRACTICE modes of each lesson before attempting your homework assignments. This can help prevent attempting certify over and over.
- Understand what question is being asked before working through the problem – read directions carefully!
- Commit to study in shorter, more frequent intervals rather than one long period of time.
- Certify independently to test what you really know. **No Notes!!!**
- Explain Error is available in PRACTICE mode. Use this to help you learn from your mistakes.
- Seek assistance from the Interactive Tutor in PRACTICE mode for step-by-step guidance for solving a problem.
- Submit Certificates on time. Just because you complete them at home before the due date offline, they still need to be submitted before the time they are due.