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THE RANKEN STEPS MATH PROCESS

STUDENT SUCCESS CENTER

Before entering Ranken Technical College as a student, most applicants take the COMPASS placement test. Based on the results of this exam, some students are required to complete the STEPS Math program before enrolling in Elementary Algebra. If you test into this category, you need not be discouraged. STEPS is a routine process that allows you to make the first move toward success at Ranken.

The requirements of each major are different. Some will allow you to complete STEPS during the first semester while enrolled in technical courses. Other majors may be more math intensive and, therefore, have different regulations. They may require that you first pass STEPS before enrolling in technical courses. For some students, this requirement means taking a semester of only general education courses. This enrollment enables you to make academic progress and acclimate yourself to the college routine before taking more rigorous technical courses.

STEPS Math consists of 39 lessons that must be completed via an online Inside Ranken course. The program requires completion of a corresponding test for each lesson, and each test must be completed with a 75 percent or better. Most students complete the lessons on their own time via this online course, which may be accessed anywhere with Internet access. However, Ranken also offers a course, Basic Math, with an instructor to help students complete the program.

All students may seek assistance with the STEPS Math program, Basic Math course or any other Ranken course in the Student Success Center (SSC). Assistance is also available by phone and/or email if necessary.

Requirements before getting started with the STEPS Math program:

- 1. Complete your admissions application and any required placement testing.**
Contact the Admissions Office for assistance.
- 2. Pay your \$95 application and registration fee.** Once this fee is paid and you have requested to be enrolled in STEPS Math, Admissions will contact the Student Success Center to have your enrollment completed. You will be able to access Inside Ranken to begin work on the STEPS Math program the next business day after your registration fee is processed. You may speak with Admissions or the Student Success Center to try to identify which business day is applicable to you. Or, you may wait to receive your Inside Ranken user name and password by mail prior to attempting to access Inside Ranken and beginning work on the STEPS Math program.

Follow these steps to successfully complete the STEPS Math program:

- 1. Log onto Inside Ranken (insideranken.org) on any computer with Internet access.** If you do not know your user name or password, try the “typical Inside Ranken configuration:”
 - User Name: First Name_Last Name (i.e., Erica_Ellard)
 - Password: 1) First three letters of the last name in all capitals
2) Last four digits of the Social Security Number
3) First three letters of the birth month in lowercase (i.e., ELL111feb)
- 2. Click on the Academics tab along the top of the screen.**
- 3. Click on the red hyperlink for the course (DEV 1000 0 45).**
- 4. Proceed to the lesson on which you are working if you would like to review that lesson.** You will find the link and the username and password for the link on the main page for the course under the Bookmarks heading.
- 5. Following completion of a lesson or comfort with a lesson, proceed to that lesson’s corresponding test via the Coursework tab.** Access the Coursework tab via the left menu.
- 6. Review the test to ensure completion of that test with a 75 percent or better.** Once you have completed the test, you will click submit in that test window. You will be directed back to Inside Ranken where you will need to click on the link to Expand All Questions and ensure that at least 75 percent of the answers have been marked as correct. A check mark indicates a correct answer, and an X indicates an incorrect answer. If you need help calculating your percentage, please contact the Student Success Center.
- 7. If you have not earned a 75 percent or better on the test, redo the test immediately.** Repeat the test until you have earned a 75 percent or better. Then, proceed to the next lesson.
- 8. Be sure to ask for help.** Try to complete all lessons independently, but do not allow yourself to remain stuck on a lesson for an excessive period of time. The SSC is always staffed with skilled math tutors who are allowed to help you understand the lessons in this program. And, you may seek the assistance of other individuals if you are not working on the program in the Student Success Center. However, we do caution you that you should complete the work on your own and/or with minimal assistance as much as possible. After all, if you have someone else complete your work, you will only be hurting yourself and your chances of academic success later. Overall, you should think of STEPS as less like a test and more like homework.

9. **Work at your own pace.** Allow yourself enough time so that you do not feel pressured to complete the lessons in a hurry. Do not concern yourself with the pace of others. It takes some students days or weeks to complete STEPS while others take months. The important thing is to keep making progress. Remind yourself of the end goal, and remain on task. Please note, though, that if you do not make any progress within three months, you will be removed from the program and any progress you may have made will be lost.
10. **Once you have completed all 39 lessons and their corresponding tests, each with a 75 percent or better, inform the SSC of your program completion.** You will be instructed to contact the Admissions Office, and the SSC staff member, after ensuring that all 39 tests have a recorded score of 75 percent or better, will inform all necessary parties of your STEPS Math completion. At this time, you will be allowed to enroll in your next courses at Ranken.

By following the proper procedures and STEPS Math, you can take the first step of many toward success at Ranken Technical College.

See Admissions, Academic Advising, or the Student Success Center for more details.