

ONLINE ORIENTATION

The enclosed information is required reading by the end of the first day of class. Hopefully it will answer your questions and get you on the right track for successfully completing the course. After reading this document you will need to take the Orientation Quiz in Canvas. The quiz must be taken by the end of the first day of class.

Important Note: The quiz will be available in Canvas one week before the above deadline. If for some reason you cannot access the quiz email the instructor.

Other introduction items to note: This class is full. Students that do not take the orientation quiz by the above date may be marked as a "No Show" and dropped, allowing students on the waiting list to be moved onto the roster.

Students on the wait list must also take the quiz by the due date. If you are a new student or not a continuing student from the previous term, then you may have to wait until you are added to the class before you can log in to Canvas and take the quiz.

For CANVAS, Log in using your student number and birth date. The birth date should be in the MMDDYYYY format. For example, if your birth date is July 7, 1979, then you would enter 07071979.

Once logged in, you should see the Canvas home page.

The opening screen gives you an option to go through the Canvas tutorials. You may want to do that if you have not used Canvas before.

You should see the Canvas home page with your courses to the right of the vertical selection bar. If not, click on the Dashboard icon, and they should appear.

Click on this course, and the options appear. Right now, you will only need to work with the Assignments and the Quizzes sections.

Please note that while viewing pages on the Canvas website, your display resolution should be set to 1024 X 768, or higher, which all of you should have at least that by now. Canvas is best used in either Chrome or Firefox. Canvas has problems in IE or Edge.

On the class website you will find important information, resources and links for completing the class. The first thing you should review is the course syllabus which is located on the Syllabus page. Click the Syllabus link to view this important information.

If this is the first time using Canvas, then you will want to go through the Student Tutorials that are located on the initial screen.

Prerequisites and Recommendations Prerequisites: technically none.

Be self-disciplined: you need to read and do your assignments weekly and read the announcements and your email every day.

Be proactive --- it is your job to check the class website on a weekly basis for the class work due each week. Don't rely on me to remind/tell you each week what to do. I will send out reminders to get you started and for the exams. But it is your job to get in to the class website and do the work.

You need a computer that has: an Internet connection, Microsoft Word or other word processor, Microsoft Office Professional. A web browser, such as Chrome or Firefox.

Data Files: The required data files are included with each assignment in Canvas

An email account. Make certain that my emails do not go to your spam folder.

If you don't have any of these things or you are having problems with your computer, that's OK. You can use the lab computers at the college, MCIS, Learning Resource Center, or Innovations lab.

Plan ahead and work ahead if at all possible. If you have problems with your computer you can come to campus and use the computers here. My response to your computer problems will typically be: Use the computers on campus.

The textbook for the class is listed on the syllabus.

The instructions and deadlines for each lab assignment will be posted to the class website in Canvas on the Assignments page.

You will do your lab assignment and then upload the required file(s) for the specific lab assignment to Canvas.

The assignments have strict deadlines. The assignments must be submitted on the due date before 11:45 PM Pacific Standard Time.

Late assignments may have points deducted

Note: No assignments will be accepted after the final exam date.

Grading process: after the assignment has been graded please check your score of the specific assignment from the Assignments page. Near the end of the course please be sure to check all of the scores in the Gradebook. I try to do the grading at least once a week. Please give it a couple of days before you email me about a missing grade.

Important Note: Please buy the books before the class starts. This is especially important if you are buying the books from an Internet store. The bookstores on the Internet are notorious for promising the books in time and then they arrive late. Also, please buy the software ahead of time as well. It usually takes 2 weeks to get the software. While waiting for the software, you may have to plan on coming to campus to do your work in the computer labs. One good place for students to obtain the full MS Office suite is www.collegebuys.org at a very good price. You will have to provide verification of your student status.

Check the syllabus for weekly chapters to read, labs due, number of labs, number of tests, and the grade point structure.

You will be uploading files to each assignment in Canvas. You will NOT be emailing me your assignments. Please go through the Assignments tutorial found on the Welcome page on Canvas to learn how to submit assignments.

Checking Your Lab Assignments: Thoroughly check your lab assignments before submitting them to me.

Academic Honesty/Dishonesty Policy

Please be sure to read the college's Academic Honesty/Dishonesty Policy found in the catalogue. A copy of the catalogue is located at www.cerritos.edu. How does it apply to this class? Well first off make sure you are taking the tests and not someone else. Secondly, for the homework assignments make sure you create your own files from scratch and do your own typing. I know some of you work together, share books and computers. That's OK. What is not OK is having one person type up the assignment and then submitting that file for multiple students. Trust me I have ways of figuring it out if you are cheating in this manner. Statistically, no two assignments will have the same keystrokes, even if the tutorial instructions in the lab book are followed precisely. If I determine that you are cheating, then I will take one of the following actions as stated in the college's honesty/dishonesty policy:

One or more of the following actions are available to the faculty member who suspects a student has been cheating, or plagiarizing:

- Review-no action.
- An oral reprimand with emphasis on counseling toward prevention of further occurrences.
- A requirement that work be repeated.
- A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
- A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
- Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.

Announcements

Please check the class website every day for announcements. Recent announcements will show on the right-side of the home page. Announcements are time sensitive. They typically are available for about a week.

Email Communication

Attendance is emailing me once a week with the what you are working on for that week.

Please check your email every day.

I may send you an email that is time sensitive and so you must check your emails daily to be sure you don't miss an important message.

It is your responsibility to keep up with the emails.

I don't send out that many emails, but when I do my expectation is that you have read them.

When sending an email to me: On the Subject Line be sure to put the Class Number, like CIS 201-[ticketnumber] .

Make sure you sign your email with your name as it appears on the class roster your student ID in the email message. Your email address does not always show who the email is from.

If the question is about an assignment please attach your assignment file to the email. Be sure to CC (courtesy copy) yourself on every email.

VERY IMPORTANT: if you do not receive email from me on a regular basis, then there is a problem. Important messages will also be in the Announcements on the class website. Be sure to read the Announcements daily if you are not getting email from me. Email problems could be due to the following: The email address is incorrect. Verify that the email address is correct in your MyCerritos account and in Canvas.

If your email system thinks my email is spam and it is filtering it out, then put my email address in your address book as a "safe" address.

Check your Junk email folder. Sometimes your email system will think my email is junk mail.

First Day's Homework

Make sure your MyCerritos account and Canvas accounts have your current email address. Go through the Student Tutorials mentioned earlier, especially the Assignments tutorial and the Assignments and Quizzes tutorials.

Take the Orientation Quiz via Canvas. Login to Canvas, go to our class site, click the Quizzes link, and then click the Orientation Quiz link to start the quiz.

The quiz is due at the end of the day of the Orientation day by 11:45 PM Pacific Standard Time
Questions or need help?

If you are having technical problems or need assistance with Canvas, then please contact the Academic Support Center at:

During business hours: (562) 860-2451 x2404

Monday - Thursday, 7:30 AM - 9:00 PM, Friday, 7:30 AM - 3:00 PM

Email: TNStudentHelp@cerritos.edu

Also, I suggest that you put the above email addresses in your list of contacts.

If you are having problems specific to an assignment, then you may email me your questions.

Please include the file with the question by attaching it to the email. I read my email daily and will try to get back to you within 24 - 48 hours.

Contact Information: Email me

Face-to-face is by appointment only.