

Name:

DVC ID#:

Getting Started Online

Computer Science First Day Checklist


Comsc-110-5045, Comsc-110-5046 and Comsc-150Jx-5043

Welcome to the first day of this online class! Everything in this class is done entirely online – lectures, assignments, Q&A, support, quizzes, and exams. Complete the following 3-page checklist *right away* so that you are prepared to participate without delay. Print it, use the ’s to mark your progress, and send or deliver a copy with your name and DVC ID to the instructor: Robert Burns, DVC, 321 Golf Club Road, Pleasant Hill, CA 94523.

1. Using links on the home page of the class website, <http://cs.dvc.edu>, (or its backup, www.rdb3.com) locate and download the **syllabus** and the **course outline**. Read and study them now. Listen to the orientation audio MP3, and read its PDF transcript, using the links provided at the top of the online syllabus. All done.
2. You will need **email** in order to participate in your online class. Use any email address you want to, for participating in this class. But all I have now is your “portal” address – the one with insite.4cd.edu. You’ll be instructed below to enter your preferred email in your “**profile**” on the class website, and to join the course’s Google group with as many addresses as you like. But you’ll need to use your portal address for logging into the MSDNAA link that lets you download Microsoft titles for free while you are enrolled in the class.

Be sure that your email account allows messages from rburns@dvc.edu, vcolber@dvc.edu (*110 only*), dblackburn@dvc.edu (*110 only*), and from comsc110@googlegroups.com or comsc150j@googlegroups.com. These emails are for the instructors managing these online courses, and the Google group is used for classroom discussions and for student questions. I understand.

3. You will need a **class website account** in order to sign in to the website and see the class materials that are there. *One* of the following should apply to you:
 - a. *If you are waitlisted for the class*, you will not be able to obtain a password and sign in. If space becomes available within the first week of the class, you will be invited via email to join, using your portal email address. That’s me.
 - b. *...or you already have an account for this website from a previous class* -- apply for a new password by using the “Can’t remember your password? Click here to get a new one” link on the sign in page. A new password will be sent to the email address associated with your “**Profile**”. When you receive the new password, sign in with it, and immediately use the “Change Password” link to change it to a password of your choosing. (This process extends your password’s life to 6 months.) I renewed my password.
 - c. *...or you do not already have an account* -- sign in with your 7-digit student ID (which should appear on your registration receipt), and a blank password. If you are able to reach the home page without an error message, then you are in fact enrolled. As directed, use the “**Profile**” link to confirm your name and email address, and to choose notification options. After you click the “**Save/Confirm profile**” link, the system will choose a password for you and send it to your email address. When you receive the new password, sign in with it, and immediately use the “Change Password” link to change it to a password of your choosing. Your password will be good for 6 months. Done – profile confirmed.
4. Make sure that you can receive email from the class website, by receiving your new password. This is not sync’d with your portal password. If you ever **forget your password**, use the “Can’t remember your password?...” link on the sign in page to get another one. If that absolutely does not work, contact your instructor who can get a temporary (1-day) password for you. I know what to do if I forget my password.

5. **Browse** the class website. Locate the clock, synchronized to the DVC network. Check out all of the links on the home page. Especially make sure that you can find the lab assignments done, lecture notes done, and online quizzes done.
6. Lectures are done via **audio MP3s** and their associated **PDF transcripts** attached to the course outline. As the semester proceeds, a red icon  will appear next to the date of the lectures — usually Mondays, Wednesdays, and Fridays. You will click these icons to listen to and/or read the lecture for that day. There are 3 lectures per week (usually). You can listen at your leisure, but you only have a window of a couple of days for each before the next one comes along. So don't get behind! For visual references, use the links in lecture notes. The lectures will direct you to the notes and the links. Find the introductory lecture and listen to it now. (*If this is not yet available, look for it on the first day of classes*). I have listened to an online lecture.
7. Buy or order the **textbook** from the DVC bookstore. You will need it to prepare for lectures, and to do your lab assignments. It will also be useful as a reference during exams. I have a book (4th edition).

You can access PDF versions of the first chapters of the textbook via the department home page (www.dvc.edu/org/departments/computer-science), “Textbooks, etc” link. That should get you through the “last day to drop a course” date. I found the chapter PDFs on the www.dvc.edu website.

The textbook is also available in online form via a link on the class website. You do not have to sign in to the textbook's website if you have already signed in to the class website, nor do you need a separate account. But the textbook website has “black-out” days during midterm and final exams, so make sure you get a printed copy from the DVC bookstore. I found and accessed the online book.

8. Find the “Your SP2012 online quizzes” link, and use it now to take the sample quiz. Done
9. Find the “Submit/review your SP2012 work” link, and use it now to submit a file to your personal “workInProgress” folder. See if you can submit some small file, download it to your desktop, and then delete it. Done – I uploaded and retrieved and deleted a file.
10. If you have not already done so as a result of an email invitation at your Insite portal address, use the “Class online discussion groups” link to **join** the discussion group for this class using your “**Profile**” email. This feature is email-based, using “Google groups”. You do not need a Google or GMail account, and it does not generate spam. You may have already been invited by email to join the group – respond if you have not already done so. I'm in the group.

Students should direct questions about lab assignments, and **requests for help**, to the Google online discussion group. Computer science professors monitor the activity in the group, and answers questions there. But it is also possible for students to answer the questions of other students, and to help them via the discussion group. For questions that other students should be able to answer, a professor may not answer right away so that students have a chance to answer instead. Of course, any incorrect information in answers by students is noticed and corrected, if not by other students, then by a professor. This feature of the class provides 24/7 help, and lets the whole class benefit from the Q&A that takes place in the group. Understood.

The online discussion group is *not* for help in debugging code. Get debugging help in person from the instructor or tutor during their office hours. I will not post code to the group for others to debug for me.

For really difficult debugging problems, see your professor. Be sure to post files with which you need help to your workInProgress folder, because your professor will not handle removable media like flash drives or discs.

11. Read the **reading assignment** for this week Done. Check the course outline for the material (that is, book chapters and lecture notes) to be covered in the first lecture, and read that material now Done.

Quizzes should be taken *after* you read the assigned material and *before* listening to the lecture on that material. That way you will get the most out of the lecture. All except the first quiz contain review questions from the previous week's material. Quizzes are timed, and you only have a few minutes to complete them.

I understand that quizzes are to be taken before attending lecture.

To make sure your computer works with quizzes, try the **sample quiz**. You may take and retake the sample quiz as often as you like. I've taken the sample quiz.

12. Work on the first **lab assignment**. Check the course outline for the due date – assignments are to be submitted by midnight of the evening of the due date. Store your incomplete work in your workInProgress folder.

I started work on lab 1.

13. Points are deducted for **late lab work**, per the syllabus. I understand late lab assignments lose ten points.

Work that is not fully correct will be returned for redo with a two-point deduction for every time it has to be sent back until it's correct. I understand that incorrect lab assignments lose two points. I also understand that lab assignments that are not made fully correct within a month of its due date will receive zero points.

When you submit lab work to the class website, it gets **time stamped**. If you can see a time-stamped file under your "Submit/review your SP2012 work" link's list, then your professors can see it as well – even if it is late. But they do not look in the workInProgress folders, so submit your work to the proper folder as designated in each lab assignment. I understand that I am to submit work to specified folder, using file names as specified.

14. You may follow the Comsc 110 class in either C++ or Java, but it depends on the section of the class in which you are enrolled. You should be enrolled in section 5045 if you wish to follow this class in C++, or 5046 for Java. Comsc 150jx is only in Java. If you want to switch 110 sections, you will need to use the normal procedures that DVC Admissions has for doing so. I am enrolled in the correct section.

15. Take the survey at www.surveymonkey.com/s/sp2012comscPre, which you will be asked to repeat at the end of the semester. The purpose is to measure student learning. I completed the survey.

16. Using the "You might be a programmer if..." link, download and install a C++ or Java compiler. Using the "*more free downloads...*" link. Done Download and install the "JNotepad" code editor Done. Or if you already have an ANSI-standard, 32-bit C++ compiler and/or code editor that you prefer, or an IDE, you may use that. That's me. I'm using _____.

17. This is an online class, but it is *not* self-paced. All the requirements are listed in the course outline. Make sure you know when to read, listen to lectures, take quizzes, and submit lab work. Also make sure that you know how to use the online discussion group for help. Remember not to contact the instructor via email to explain the requirements of an assignment – use the online discussion group instead. I will use the online discussion group for help understanding the lab assignment requirements.

18. For face-to-face help, visit Prof. Burns during his office hours, or make arrangements with him to visit his Comsc 210 or 266 class. You can also make an appointment via email with the department's tutor, Yosuf Ebrat, yebrat@dvc.edu for a time convenient to you. I understand.