***Documentation Packet [ 01 22 08 25 ] Aug 22nd 2025***

|  |  |
| --- | --- |
| Student Name: |  |
| Goals:  1. Set up equipment for the year 2. Get familiar with class processes | Events:  1. None this week. |
| Included Documentation  1. Set Up Lab Machine 2. Set Up Laptop 3. Orientation [Juniors] 4. Reflection | Required Documentation:  1. Senior Signed [Juniors] 2. Junior Completion [Seniors] 3. Reflections |
| Changes/Notes: | |

# Set Up Lab Machine

On your lab machine:

1. If you do not have a DocPac binder, find an empty black binder in the front of the room and a label. Label it and place it back on the shelf.
2. Log in to the IT Academy Domain with your credentials
   1. **Username**: Firstname.Lastname
   2. **Password**: *You selected this last year. If you have forgotten, contact the teacher to have it reset.*
3. Download, install, and log into **Github Desktop**
   1. This is the same account you used in 9th grade. Do not use a personal account or email.
4. Fork the **docpacs2526** repository from the **csmith1188** user account’s repo list.
5. Clone your fork of **docpacs2526** to your local hard drive in you **Documents** folder.
6. Download and install **Visual Studio Code**.
   1. Install Github Copilot
   2. Install any other extensions you may need. Recommended:
      1. Banner Comments
      2. Blockman and indent-rainbow
      3. Snippets and language support for EJS, ExpressJS and NodeJS
      4. Git Graph and git-blame
      5. Winter is Coming
7. Start the process to sign up for Github Education using your school account.
8. Log into Github Copilot in VSCode when verified.
9. Sign into OneDrive. Create a folder for this class/year.
   1. ***DO NOT SYNC YOUR DOCUMENTS/DESKTOP/PICTURES!!!***  
      This will cause issues with syncing Github.
10. Log into Formbeta and join the class

# Set Up Laptop

Follow steps 3, 5, 6, 8, and 9 of **Set Up Lab Machine** on your school laptop.

# Orientation [Juniors]

Ask a senior to help you complete the following prompts:

**When are new assignments given, and how do you get them?**

|  |
| --- |
|  |
|  |
|  |
|  |

**What do you do if the instructor has not printed this week’s DocPac, or you have lost your copy?**

|  |
| --- |
|  |
|  |
|  |
|  |

**When are assignments due?**

|  |
| --- |
|  |
|  |
|  |
|  |

**How do submit assignments?**

|  |
| --- |
|  |
|  |

**How often do we use Schoology?**

|  |
| --- |
|  |
|  |

**What are your two primary goals in this class?**

|  |
| --- |
|  |
|  |
|  |
|  |

**How/when is homework assigned?** (there is a “but” in this answer)

|  |
| --- |
|  |
|  |
|  |
|  |

**What is the primary method of communication between you, the instructor, and other classmates?**

|  |
| --- |
|  |
|  |

**What must you do if your assignments will be late, or you will be absent?**

|  |
| --- |
|  |
|  |
|  |
|  |

**What is are “Included Documentation” and “Required Documentation”?**

|  |
| --- |
|  |
|  |
|  |
|  |

**What are ways to earn silver pogs?**

|  |
| --- |
|  |
|  |
|  |
|  |

# Reflection

**What was/were a serious obstacle(s) to your success in this class last year? What are things you plan to do differently to overcome this?**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**What opportunities might you have missed to advance your career or develop a skill over the summer?**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**What are obstacles this year that are new? What will you do to avoid them becoming a problem for this class?**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**What do you hope to accomplish this year in school or in Computer Programming class? How do you plan to achieve it?**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# A picture containing text, monitor, screen, clipart Description automatically generatedGrading

|  |  |  |
| --- | --- | --- |
| 10 | You went above and beyond expectations. You applied knowledge that was not taught in this class in addition to what was taught. Additional rewards are given | * ***If the assignment does not have its own rubric, it will default to the rubric on the left.*** * All assignments start at 10/10 possible points * 1 point is deducted per infraction   + Lateness   + Mistakes   + Unprofessionalism   + Not following instructions * Outstanding submissions can reward pogs |
| 10 | You performed as well as can be expected for this class. You show a complete understanding and made no mistakes. You have mastered the subject. |
| 8 | Assignment is complete. You show a good understanding of the subject, but there are mistakes or minor incorrect details. You are ready to move to new subjects. |
| 7 | You show and understanding of the subject, but there are serious errors, or there are pieces you can practically use without understanding them. Remediation needed. |
| 6 | Assignment is incomplete but/or you showed that you understand at least the fundamentals of the subject. Assignment is low effort. Serious need of remediation. |
| 5 | You show minimum effort, assignment is incomplete, or have serious mistakes. You did not demonstrate that you understand the content or purpose of the submission. |
| 0 | The work was not submitted, damaged, seriously incorrect, or unprofessional. The submission is rejected. |

**When finished all assignments this week, have a senior Print, Sign, and Date below:**

|  |  |  |
| --- | --- | --- |
| Print | Sign | Date |

# Senior Signed [Juniors]

This will be graded by the teacher by inspection on Monday, Aug. 25th

|  |  |  |
| --- | --- | --- |
| **1** | Lab Machine was set up |  |
| **2** | Laptop was set up |  |
| **3** | Github Education application was started |  |
| **4** | Orientation Complete and Accurate |  |
| **5** | Reflection Completed |  |
| **6** | Senior Printed name, Signed, and Dated Junior’s DocPac |  |

# Junior Completion [Seniors]

You will be graded based on the grade of the Junior whose DocPac you have signed.

|  |  |  |
| --- | --- | --- |
| **1** | Lab Machine was set up |  |
| **2** | Laptop was set up |  |
| **3** | Github Education application was started |  |
| **4** | Orientation Complete and Accurate |  |
| **5** | Senior Printed name, Signed, and Dated Junior’s DocPac |  |

# DocPac and Reflection *DocPac Submission Rules, DP09*

|  |  |  |
| --- | --- | --- |
| **1** | DocPac is turned in on time |  |
| **3** | a. DocPac is neatly folded |  |
| **3** | b. DocPac is not stained or damaged |  |
| **3** | c. No doodles, scribbles, or unnecessary writing |  |
| **4** | d. Answered each question in each prompt fully (no short answers) |  |
| **4** | e. Spelling and handwriting |  |
| **4** | f. No repeated answers from other DocPacs |  |
| **4** | g. Did not paraphrase assigned work |  |
| **6** | You are prepared to justify the use of any AI (you know what it does and why) |  |