CIS 300: Computer Information Systems

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	Office Hours: MW 12:30pm – 1:30pm, or by appointment
	Free Tutoring: REACH **http://www.reach.louisville.edu/tutoring/computer/**

Homework Instructions

Homework Assignments are intended to help you refine the skills required to complete each of the supplemental Labs and respond to questions on the Tests and the Final Exam. Therefore, you should allocate sufficient time to properly complete each assignment.

Homework Assignment Checklist

1. You should complete all Homework Assignments either individually or in teams of two (2) students.

2. Use Internet Explorer 7 to go to the **BB > Assignments > Homework** folder. Download (to your PC hard drive or USB thumb drive) all files associated with each Homework Assignment by right-clicking each filename and using the "Save Target As…" option. This will ensure that you have a working copy of each assignment, just in case Blackboard becomes unavailable during the semester. Note that each Excel Homework Assignment will have a solution file (in Excel format with protection) available for students to review before submitting their own Homework Solution file.

3. When opening the Homework Assignment templates remember to respond "No" when presented with a dialog box asking you if you want the file opened using a "Read Only" format.

4. You should save your Homework solution file (to be submitted for grading) in Office 2007 format.

5. You should name your Homework solution file beginning with the first initial and last name of each team member, followed by a dash, followed by the text "HWx-Solution" where "x" is the Homework Assignment #. For example, if your team was working on Homework Assignment 2 and the team members are Joe Smith and Sarah Johnson then you would name the file "JSmithSJohnson-HW2-Solution.xls". Make sure you capitalize the first name initials and last names.

6. Each team should submit **only** one (1) Homework solution file (with the proper naming convention) for grading. The Homework solution must be submitted digitally, by the scheduled due date and time, using the respective **BB > Assignments > Submit Work Here** folder. All solution files submitted for grading must also include the name of each team member in the "**Assignment Materials – Comments**" area of the respective **BB > Assignments > Submit Work Here** item. In addition, the cover page (Team ID worksheet) of each Excel solution file submitted must include this information. Note that if you submit an assignment without your name, you will not receive credit for your work.

7. Always check to ensure that Blackboard has an exclamation mark ( ) or a check mark ( ) in **BB > My Grades** for each assignment that you submit. If a **dash** (-) or an "**Attempt in progress**" icon ( ) is showing, then Blackboard has not successfully stored the Homework solution file and you must attempt to re-submit it by following the instructions noted below.

8. If technical issues preclude you from submitting your completed assignment into the designated folder in Blackboard, you should log out, close your browser, and repeat the process again. If further efforts fail **then contact the UofL IT Help Desk** (**cobhelp@louisville.edu, (502) 852-7997**) to report the issue you are having. If the Help Desk is unable to assist you or resolve your issue in a timely manner, then you should email the Homework

solution file(s) with an appropriate explanation to the professor **prior** to the time that it is due. Do **not** use Digital Dropbox.

9. Students will be awarded full credit if they complete an entire Homework Assignment or half credit if it is partially complete or has a substantial number of wrong answers. A score of **zero** points will be given to students who do **not** submit a solution file for review or who submit a solution file that has the vast majority of responses incorrect.

10. Always keep a back-up copy of your work! Keep a separate back-up copy of all important class files on a USB thumb drive.

11. Technical issues **will not** be accepted as a valid excuse for submitting any assignment after the due date as published in the Course Schedule and posted in the Assignments folder of Blackboard!

12. Do **not** wait until the last minute to submit an assignment into Blackboard. You should be aware that Blackboard is generally unavailable during the following times:

    a. Thursdays 3:30am – 4:00am for recycling
    b. 10:00pm every Friday until 2:00am on Saturday for scheduled maintenance, and
    c. Sundays 1:30am – 5:30am

13. Homework Assignments WILL NOT be accepted late. All Assignments are due on the dates indicated on the Course Schedule posted in Blackboard, unless otherwise notified by the professor. Assignments that are not submitted by the due date and time specified in the Course Schedule **will not** be accepted unless specific proof of an extenuating circumstance (as noted in the Course Syllabus) is provided.

14. **Good Luck!**