Assignment-1: Cloud-Native Office Productivity Tools

Instructions:

1. *This is an individual homework. Each student must submit his/her solution using the dropbox.*
2. All submissions are to be via the Moodle Submission System; no other way of submission is accepted.
3. *All submissions must be submitted through the dropbox by the due date or by the closure date, Clouse Date allows 3 days for late submissions.*

Purpose and Objective

The purpose of this assignment is to demonstrate the capabilities of SaaS cloud computing productivity software.

Success Criteria

Deliver the requirements based on the capabilities of Google Workspace services.

Keywords

Cloud computing, SaaS, IaaS, PaaS, public cloud, private cloud, community cloud, hybrid cloud, Windows, action center, desktop, snip, sketch, file, explorer, docs, slides, drive, sites, translate, calendar.

Readings

- **Cloud Computing Definition (https://nvlpubs.nist.gov/nistpubs/legacy/sp/nistspecialpublication800-145.pdf).**
- **Office Chapter 1 (Operating Systems & File Management, Microsoft Teams, and Common Features).**
- *Google Docs:* How to use Google Docs
- Google Sheets How to use Google Sheets
- Google Forms How to use Google Forms
- Google Slides How to use Google Slides
- Google Sites How to use Google Sites
- Google Drive How to use Google Drive
- Google Calendar: How to use Google Calendar
- Google Meet: How to use Google Meet
- Microsoft Teams: https://www.microsoft.com/en-ca/microsoft-teams/group-chat-software

Format and Files Submission

- *You should submit an assignment report in Word File Format or Acrobat Reader File Format.For this assignment you should submit your report/screen snapshots, the Algoam.png file (Requirement B.6), and the .ppt file of your PowerPoint presentation (requirement 1.2.6).*
- *All files must be submitted through Moodle (Assignment 1 dropbox).*

Your solution for every assignment should be formatted as the following:

1. Open Microsoft Word, click File ➔ Blank Document.
2. Save the file as Assignment #, your name (i.e. **Assignment 1, your name**)
3. Starting at the top of the page, type the following information at the top of the blank page:

   o **Your Name.**
   o **Your Student Number.**
   o **Your section (COSC1701-003).**

4. On the 4th line at the begging of the line, Type ==== (followed by a new line control character, the Enter-key).

## Part A: Operating Systems and Cloud Computing   20%

A. Define the following terms:
   a. Operating System.
   b. Application Software.
   c. Cloud Computing.
B. Identify cloud computing characteristics.
C. Identify cloud computing deployment models.
D. Identify cloud computing service models.

E. Open the Snip and Sketch (Use the Windows+Shift+s keys):
https://support.microsoft.com/en-us/tips/home/windows-keyboard-shortcuts#screencapture

1. Open a new browser session.
2. Retrieve the homepage of Algoma University www.algomau.ca
3. The snip and sketch tool to capture the image shown on the Algoma University's homepage.
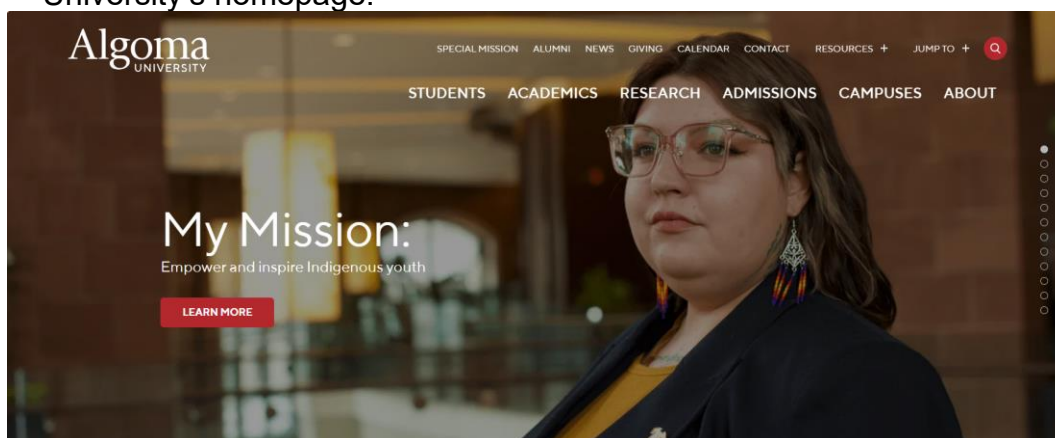
4. Embed the image in your report as Q1F.

5. Save the image in .png file format => open the Paint program, paste the image in Paint and save the file as Algoma.png.
6. Upload and submit the file Algoma.png to Moodle.
7. Save the assignment report.

1.1   Click on Use [Google Translate](#) to translate the following statement from French to English, or click the Google App icon ⋮⋮⋮

*"Bienvenue dans notre université."*

1.2   Using Google Slides, create a presentation that introduces Google Translate that conforms to the following specification:

1.2.1   The presentation is based on the Swiss template of G Slides.

   o *From G-mail Click the appns icon* ➔ *Click* ⋮⋮⋮ *, select Slides.*
   o   *Click Template Gallery, under personal, double-click on the Your Big Idea template.*
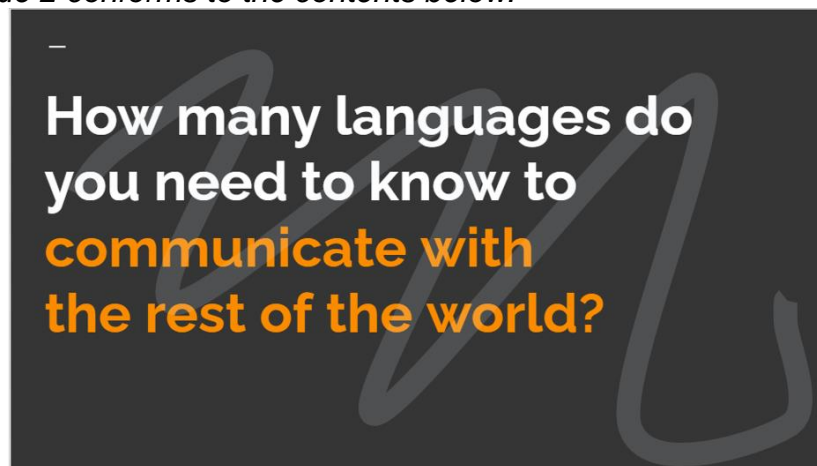
1.2.2   Create Slide 1
   o *Slide 1 should be formatted as the following, specify your name:*
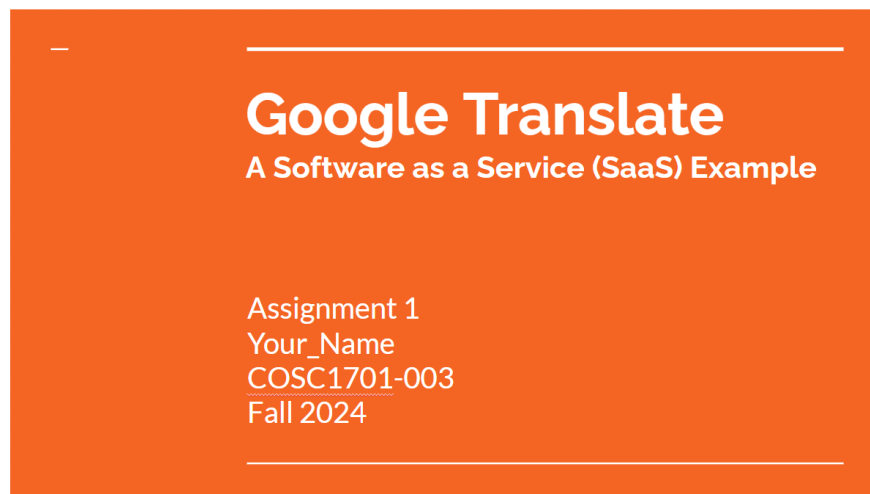
1.2.3   Create Slide 2
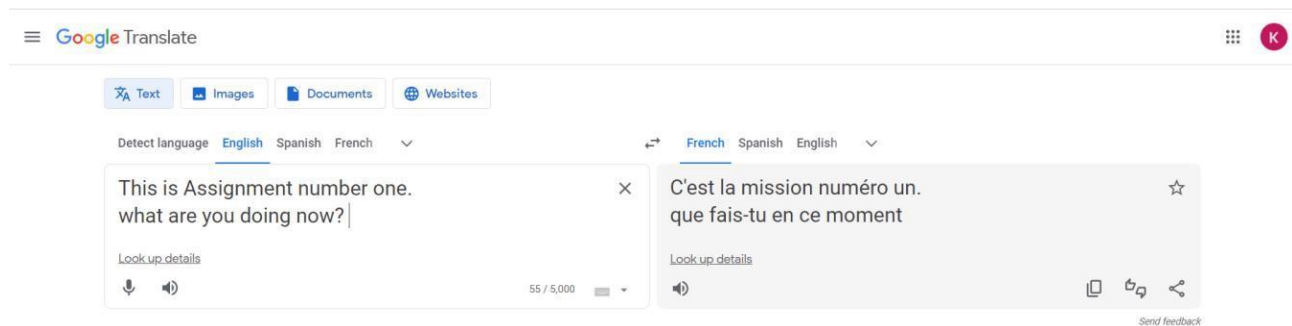   o *Slide 2 conforms to the contents below:*
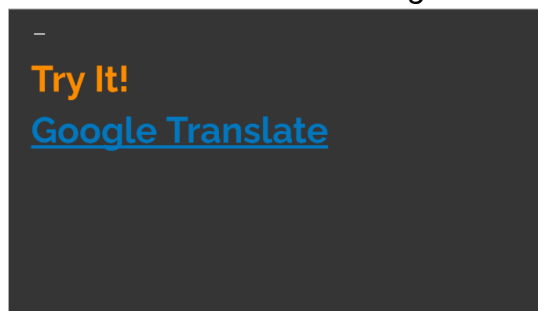

1.2.4   Create Slide 3

- o *Slide 3 contains the result of translation (step 1.1) as well as the caption: Google translate support 108 languages.*

1.2.5 Create Slide 4
- o *The Slide must conform to the following where Google Translate is a*

- o *Text: Google Translate.*
- o *URL/Hyperlink: https://translate.google.ca/*

1.2.6 Download the file as Microsoft PowerPoint (.pptx)
- o *File ➔ Download ➔ Microsoft PowerPoint (.pptx).*
  Remember to include this file in your submission.

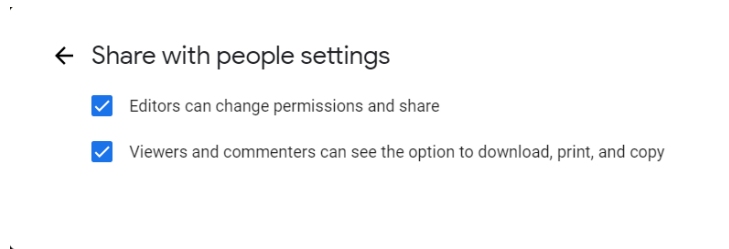### *1.2.7 Publish the file to the web:*
- o *File ➔ Publish to the Web ➔ Select Link*
  Include the Link in your Report.

1.2.8 Share the file based on a sharing link capability:
  ➔ Share

o **Configure access privileges as:**

← Share with people settings

☑ Editors can change permissions and share

☑ Viewers and commenters can see the option to download, print, and copy

1.3   Click on ⠿ ➔ select Google Drive

1.3.1   *Create a new folder on Google Drive and name it COSC-1701-Winter24.*
   o *Use (+) to add the folder ➔ Folder ➔ Create*

1.3.2   *Save the PowerPoint presentation to the folder.*

1.4   Create a Personal Portfolio site based on the Portfolio template:

1.4.1   Click ⠿ ➔ click Sites ➔ click Portfolio
            Customize your site, your site must include images and hyperlinks.
   o Update the values of name, role (i.e. student), and location.
   o Replace the picture with any picture of your preference.
   o You must edit the homepage and replace the image with another image.
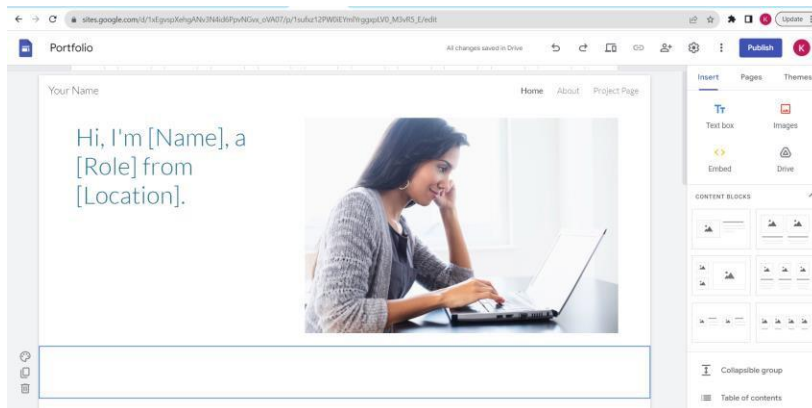
1.4.1.1   The Homepage.
   o Homepage must include the Slideshow that you have created in 1.2.
1.4.1.2   The About page, include your name, your major, and anything that you want to
            share (something like favourite sport, activities, or foods).
1.4.2   Click Publish
1.4.3   Fill-in a web address that identifies your site.
1.4.4   Click View Published Site (Arrow-down by the Publish button) or
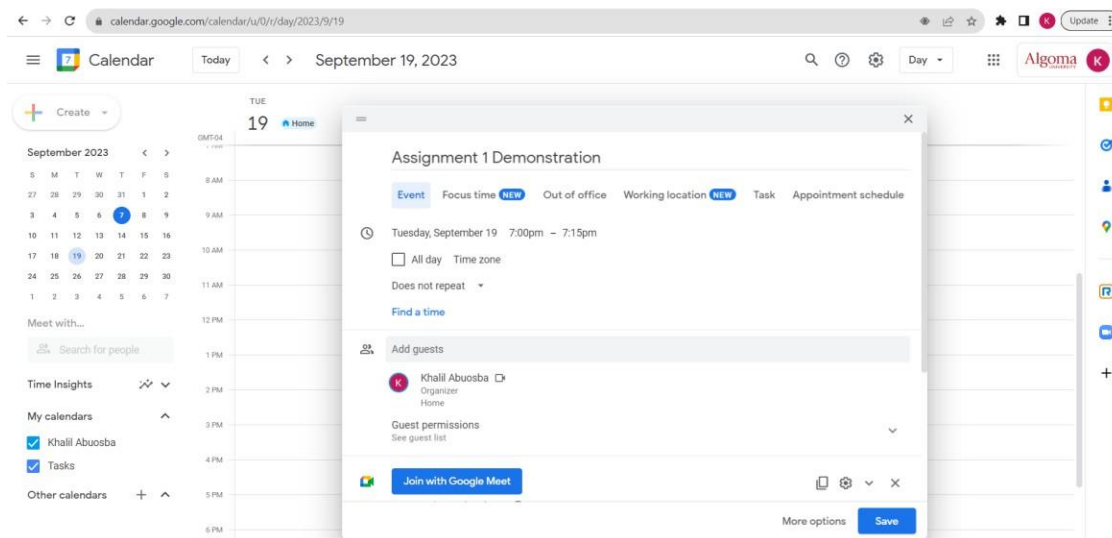
1.4.5   Click ➔ 🔗   to copy the site link.
1.4.6   Include the URL address for your site in the report.

1.5   Schedule a Video Meeting on May 20, 2024 at 7:00 pm

1.5.1 Click ⠿ and select Calendar.

1.5.1.1 Create the event: "COSC1701-003 Assignment 1 Demonstration" set for September 21, 2024 at 7:00 pm.

1.5.1.2 Click Add Google Meet Conferencing.

1.5.1.3 Double click on the meeting event of the calendar.

1.5.1.4 Select Guests

1.5.1.5 Click Add Guests

1.5.1.6 Specify e-mail address such as your personal e-mail address or any other address that would be receiving your invitation; you may use khalil.abuosba@algomau.ca.
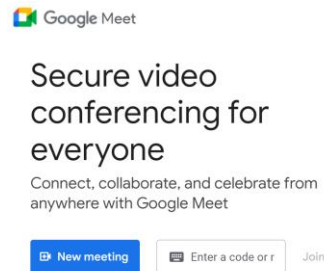
1.5.1.7 Save

1.5.1.8 Send Invitations

1.5.1.9 Read the invitation in your e-mail client.

1.5.1.10 Include a screen snapshot of the invitation in your report.

You may also schedule the meeting as the following:

    a. Click on Google Apps ➔ Google Meet:

    b. Select Scheule on Google Calendar, add title, time, and date.

Part C: Google Forms (Online Surveys: Data Collection and Analysis) 30%

The purpose of this assignment is to introduce you to the process of data collection and form design process. You must submit **a report** that documents the form design, as well as the **collected data in a .csv file format** .

You are assigned to create a survey that addresses the preferences of students about learning through online courses.

Using Google forms design the survey that collects the information proposed by the questions that are listed below.

4.1   Use Google Form to design your survey, make sure that you are logged in to Google Workspace using your Algoma's email address: https://docs.google.com/forms/u/0/lso

4.2   Start Blank form.

4.3   Add name of the form.

4.4   Add a description line.

4.5   Insert a logo for the survey.

4.6   Add the 5 questions listed in the attached pdf file to the survey.

4.7   Email your survey to multiple users to collect 4 or more responses. You may fill out the form yourself if your time does not allow you to collect real data. You may send the invitation to your email address and respond to the invitation 5 times by selecting different answers each time. You may also email me the survey link (khalil.abuosba@algomau.ca).

4.8   In your Google Form platform, click on responses to observe the responses distribution graphically.

4.9   Document your survey questions using screen snapshots.

4.10   Document the response analysis charts using screen snapshot.

4.11   Embed the screen snapshots of 4.8 and 4.9 above in a single pdf file and upload it to Moodle.

4.12   Download the **responses in an Excel file** and upload it to Moodle.

You may refer to the following videos for addressing the features of Google Forms (https://edu.google.com/for-educators/product-guides/forms/?modal_active=none):

1.   What is Google Forms:
     https://storage.googleapis.com/onboarding_media/onboarding_v2/week4/lesson4_1_introduction.mp4

2.   Accessing Google Forms:
     https://storage.googleapis.com/onboarding_media/onboarding_v2/week4/lesson4_2_accessinggoogleforms.mp4

3.   Creating Google Form:
     https://storage.googleapis.com/onboarding_media/onboarding_v2/week4/lesson4_3_creatingagoogleformquiz.mp4

4.   Sharing a Google Form:
     https://storage.googleapis.com/onboarding_media/onboarding_v2/week4/lesson4_4_sharingagoogleform.mp4

5.   Viewing Responses as summary:
     https://storage.googleapis.com/onboarding_media/onboarding_v2/week4/lesson4_5_viewingstudentresponsesasasummary.mp4

6.   Viewing Responses Individually:
     https://storage.googleapis.com/onboarding_media/onboarding_v2/week4/lesson4_6_viewingstudentresponsesindividually.mp4

Online Courses Survey

Aim of this survey is to analyze online learning preferences at Algoma university

Email *

Valid email

This form is collecting emails. Change settings

Samples of Survey Questions

Which of the following best describes your main reason for attending courses on campus? *

○ Quality of Education

○ Interaction and meeting others

○ On Campus Living

○ Be a part of the traditional education model.

○ Other...

Comparing to in-person/on-campus mode, you would rate your current experience as _____ *

○ Satisfactory

○ Unsatisfactory

○ Better than in-person mode

○ Worse than in-person mode

○ Other...

If you have preference to schedule online courses, your highest preference of online courses availability would be for the _____ semester/term *

○ Fall (September-December)

○ Winter (January-April)

○ Spring (May-June)

○ Summer (June-July)

○ Spring/Summer (May-August)

○ Compressed 6-Week courses

○ Other...

Assuming that you are a full time student, what would be your preference in registering of online courses vs in-person courses? *

○ One online course out of five courses

○ two online courses out of five courses

○ Three courses out of five courses

○ All courses are online

○ Four online courses out of five courses

○ Other...

Do you believe that online learning is more motivating than on-campus learning? *

○ Strongly Agree

○ Agree

○ Neutral

○ Disagree

○ Strongly Disagree

Are you Male or Female? *

○ Male

○ Female

○ Prefer not to say