APS 145
Familiarizing with Online Learning Environment
-Students-

Contents

Getting Started

Welcome to APS145. This document serves as a familiarization tour on the online learning environment for APS145.

Course Format: Group Based workshops each week (except for Week-1 & 12). The workshops are based on developing Pseudo-Code and Flow Charts (Your Professor will explain these terms in Week-1). Each week is devoted to problem sets.

Workshops are pre-released one week prior to your class and you are required to online-collaborate with your group members to find solutions. (Your professor will create groups in Week – 1 and let you know)

Each week two people from the group have to do a video presentation on the solution as well. (Everybody has to do at least one presentation during the semester).

Classes: Main mode of course delivery will be via Microsoft Teams. Every week during your class date/time, your professor will initiate a Microsoft Teams Meeting at the beginning of your class. He/ she will take few minutes to explain the workshop or any other matters (Except for Week-1 – Week-1 will be an Introduction class) after which you are required to online-collaborate *(encouraged to collaborate earlier since workshops are pre-released one week prior)* with your group members to formulate solutions.

After you complete the solution, you can request the professor through MS Teams (described below) to take a look, while one person can present the solution as well.

1: Install MS Teams (One time)

Synchronous (real Time) course delivery for APS145 will be via Microsoft Teams. Microsoft teams will be used to address the entire class or groups in real time.

Download and install MS Teams (Desktop application preferred, but web and mobile is available as well). https://inside.senecacollege.ca/its/services/office365/teams/

2: Login and join your class (One time)

Login using your Seneca account. Now join your class (known as a Team in Microsoft Teams) using a "code" shared by your professor as an announcement in Blackboard. (Login to Blackboard, under announcement you should find this code).

How to join MS Teams using a Code:

Click Teams ⚏ on the left side of the app, then click Join or create a team at the bottom of your teams list.

Go to Join a team with a code (the second tile), paste the code in the Enter code box, and click Join.

Now you have joined your class, to your left on MS Teams, you will see what are known as "Channels" in Microsoft team. Channels are used to organize communication. There are two types of channels in your APS145 class. Channel "General" which you are already inside once you enter the Team and then number of other channels knows as group channels.

3: Familiarizing with Your MS Team Environment

General Channel

"General" channel is used by your professor to address the entire class. At the beginning of each class session you are required to join a meeting scheduled by your professor (Accessible via calendar or Meetings post under Post Tab) using this channel to discuss the workshop or any other concerns after which students are asked to work in groups using their designated group channel.

Group Channels

Students are organized to different groups 3 times a semester (from week2-4, Week5-7 and Week 8-11) and will be working on workshops together. Group channels are used to support your communication with your professor and other group members.

Files Tab

You can access weekly workshops in blackboard (posted as an announcement) or under the Files tab/ Workshop-# inside channel "General" as PDF documents.

Students are organized to different groups 3 times a semester (from week2-4, Week5-7 and Week 8-11). Using the excel sheet inside this tab, find your group # under the relevant Week column. Group Channel with this group number is used for group communications.

				WARNING		
				ANY changes (to any cell) of this worksheet will automatically u		
				Always COPY VALUES the results (including names) to the "Gro		
2						
3						
4	Group Assignment : Random Generator					
5	Group Size: 7			Enter The Date (in Orange Cell Below) To Create A New Random Grouping		
6				Week 2-4	Week 5-7	Week 8-11
7	Last Name	First Name	Group #			
8	Lname1	Fname1	2	6		
9	Lname2	Fname2	5	1		
10	Lname3	Fname3	1	2		
11	Lname4	Fname4	2	5		
12	Lname5	Fname5	4	3		
13	David	Perera	5	2		
14	Lname7	Fname7	1	3		
15	Lname8	Fname8	6	5		
16	Lname9	Fname9	6	6		
17	Lname10	Fname10	2	3		

APS145 requires group collaboration on developing pseudo code and flow charts for a given problem. There are many tools that could be used here. Microsoft teams provide the ability to use some of these tools (Apps) inside MS Teams Channels for synchronous (real time) collaboration. Pseudocoding tab (if available) is a text based editor just like a Notepad or Word.

Your Professor will use this tab inside the "General Channel" (or using other Pseudo coding tools with screen share in MS Teams) to demonstrate how to develop a pseudo-code to a problem or to show-case a pseudo-code for a workshop.

You and your group members (after assigned to a group- using group tab (above)) can move to the designated "group# channel" and can use its Pseudocoding tab to develop pseudo-code collaboratively in real time.

Click this to access the mini channel for group colloboration related to pseudocoding
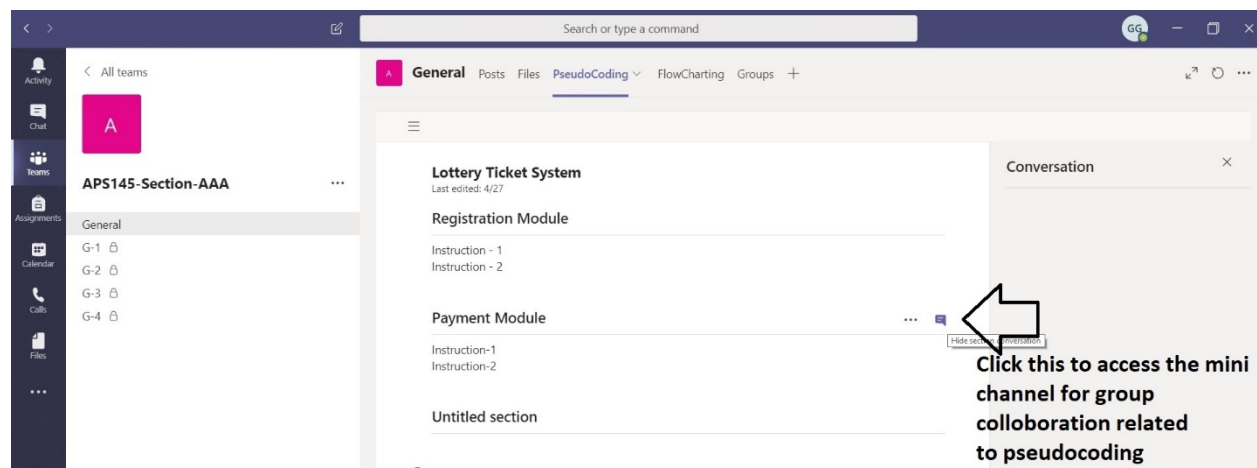
Note: Apps have their own collaboration space (for "chat, video call) like a **mini channel** accessible using a chat like icon to the right of the app. It is advisable to use this "mini channel" to organize communication related to the App inside the channel

FlowCharting Tab (General Channel only)

A flowcharting app called Lucid chart (or your professor might choose other flowcharting tools like draw.io) will be used by your professor to illustrate how to develop flow-charts.

 FlowCharting Tab (if available) in "General Channel" will have Lucid Chart App integrated. LucidChart App is not available by default on group channels and can be easily integrated by students for synchronous collaboration (Explained below under "how to collaborate on workshops")
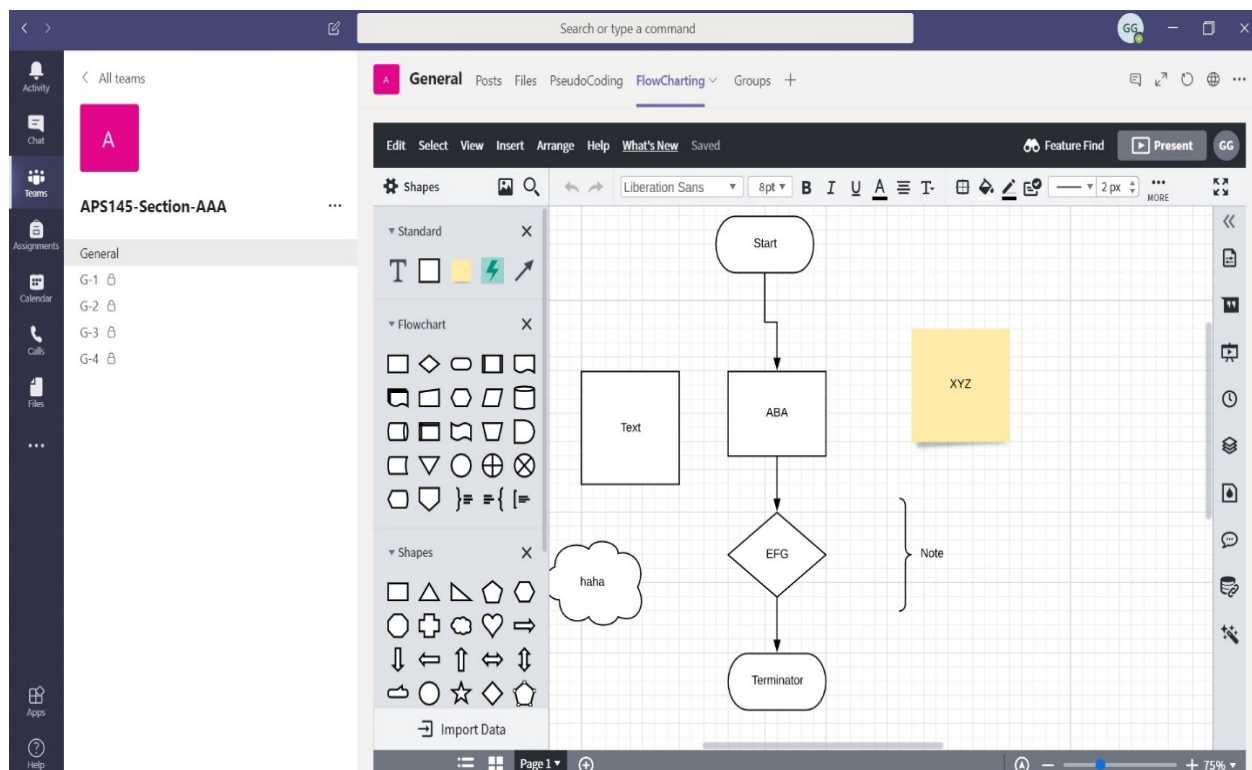
Note: PseudoCoding and Flowcharting tabs in the "General Channel" will only be used by your Professor to demonstrate how to develop Pseudo Code/FlowCharts in Week-1 lecture or show-case solutions for workshops. You should not use these tabs for editing but only for viewing what your faculty makes available for you to see.

Group Notes Tab (Group Channels only)

After completing a workshop, use this tab (Inside your group channel) to add workshop related information such as:
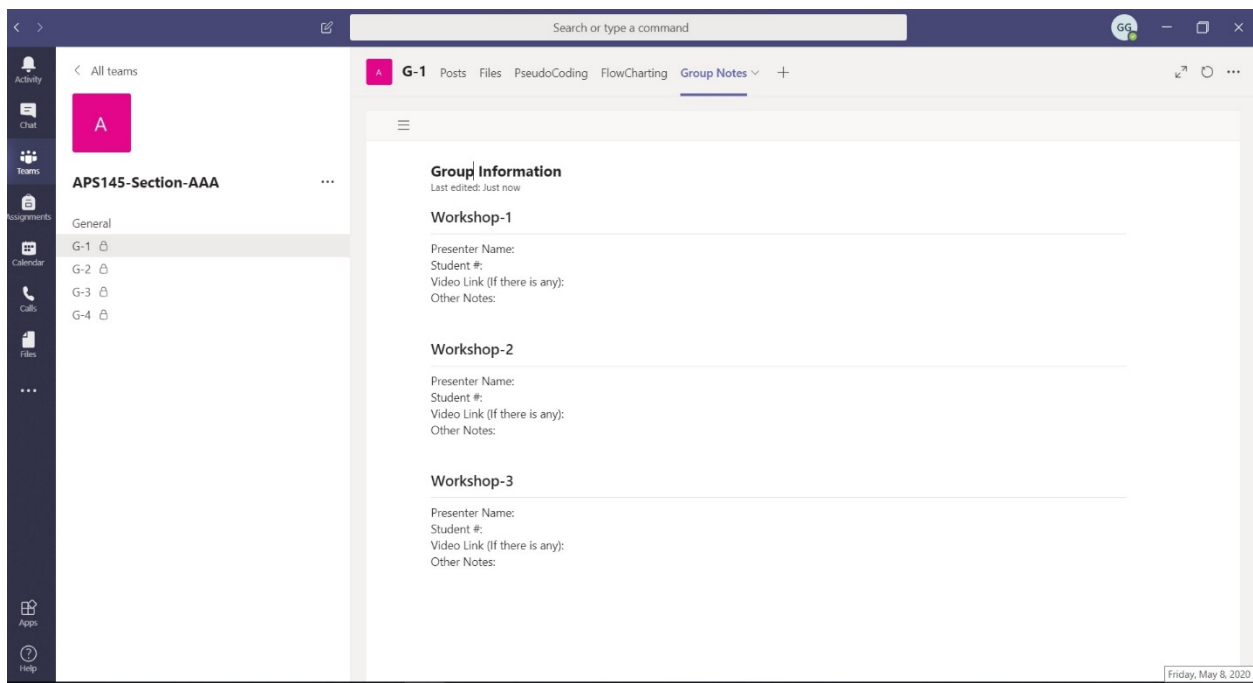
Workshop XX
Presenter Name:
Student #:
Video Link (If there is any):
Other Notes: (Where to find workshop solution files)

Note: Make sure to place the above information under the correct workshop number

4: How to join regular classes

At the beginning of each class session you are required to join a meeting scheduled by your professor. This Meeting is accessible under General Channel's scheduled Meetings (under the post tab) or accessible via the calendar tab on the left. You will normally receive a reminder to join 10 minutes prior. Select the meeting and join, you can interact via voice/video with your class.

5: How to collaborate on workshops

After finding your group number you can collaborate with group members under the group channel designated to your group number (e.g: Group 6).

After the initial briefing by your faculty inside channel "General" you/ other group members should move to the relevant group channel and initiate a live video/voice session (This could be initiated by one person and the rest can join).

This live/video session could be initiated for either

1. Group Channel (Click "Meet Now" video Icon on the bottom of post tab)
2. An App like PseudoCoding Tab for Pseudo code collaboration or Flowcharting tab for Flow chart Collaboration (e.g: Click the chat like icon to initiate a micro channel and then select meetNow)
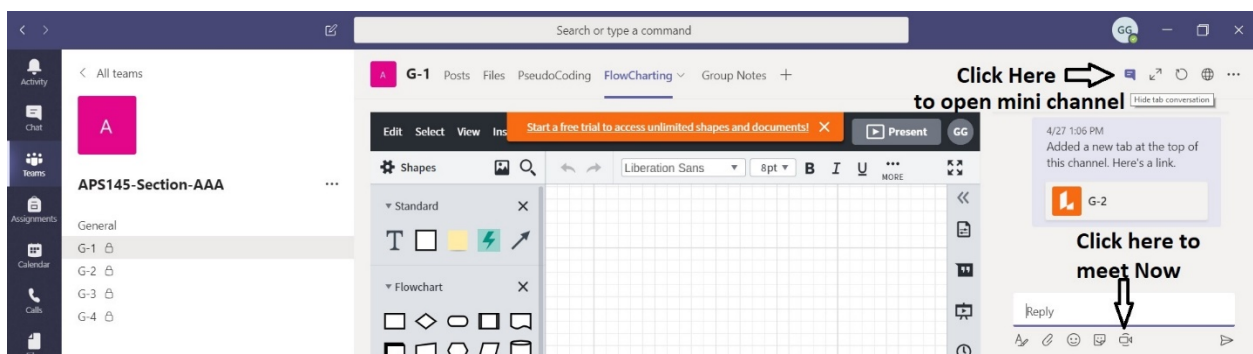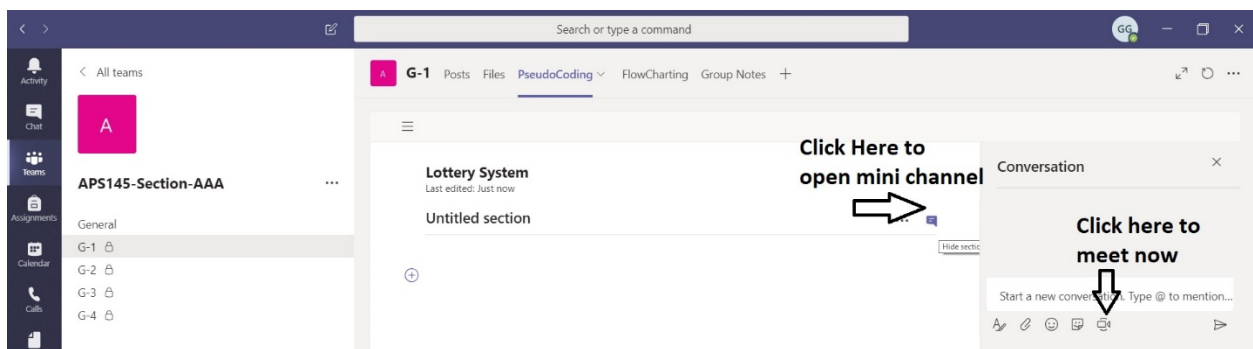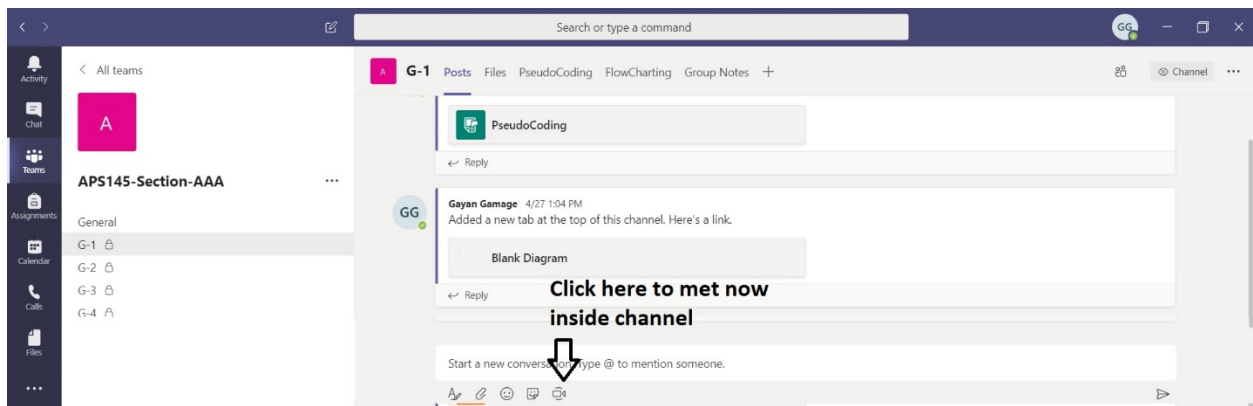
By default Lucidchart is not available inside your channel, but you can easily integrate one as a tab inside your group channel.

Adding LucidChart to your Group Channel

Lucid Chart has a free tier which allows 3 free flowcharts per account. Everyone in the group has to create Lucidchart accounts. One person from the group should add one of his/her flow-chart documents (Not the complete account) as a tab inside his/her group channel for synchronous collaboration. Here are the steps to integrate "Lucid chart" to a group channel.

- Sign up for a free –tier account on Lucid Chart here and Create a flow chart Document (Learn how)
  (Everyone in the group has to create Lucidchart accounts, but only one person need to follow the following instructions to add one of his documents to this channel for collaboration
- Go to your group channel
- Click the (+) sign on the top right corner
- A window appears with (multiple app icons) to add as a tab
- Select LucidChart and provide a name "FlowCharting"
- Log in to Lucidchart now inside MS-Teams and select the document you created previously (or you can create a new document here as well)
- Others in your group can now join using this shared document and develop flowchart together.

You can also use other mediums for synchronous or asynchronous collaboration as well. But in any case your (one for the group) solution (Pseudo code and flow chart) must be available as a file or screen-share or through inbuilt apps (like Lucid Chart) to your professor for grading at least one hour prior to the end of the class. Here are some other tools you can use.

PseudoCode: MS Word, Notepad etc.

FlowCharts: MS Word, draw.io, lucidchart.com etc.

You can use screen share in MS Team or other Video/Chat apps for collaboration in this case. If you have a solution as a document (Jpeg, Word) make sure to upload it to MS Team files under your channel inside the correct workshop folder and post a note under Group Notes tab. You can also present the solution to your professor using screen share in MS Teams as well (You are allowed to use other video/chat apps for group collaboration, but faculty interaction should always be through MS Teams)

The workshop is pre-released one week prior and you are encouraged to collaborate earlier (before your class date) using the above (or any) tools to develop the solution (You can schedule group meetings under calendar -> new meeting in MS teams under your channel).

6: How to do Presentations

Offline Presentations

You should create a video of your presentation offline but it has to be available before the end of the day of the day after the workshop (as the workshop is pre-released 1 week ago and there was ample time for collaboration and preparation). There are a number of ways to create and share a video of the presentation. Here are some.

1. Present the solution to your group members in the group via MS Teams video chat and record that on MS Teams. This video will be available in the group's post tab in few minutes after recording ends.
2. Using Smartphone apps/video recording if presenters do not have any slides or material to show in the video and share on youtube or MS Team Channel's Files
3. If there are slides or other material that he/she would like to use for the presentation you can use any screen capture software e.g: Snagit and share on youtube or MS Team Channel's Files

In any case the presenters are required to add his/her information including a link to the video file under their channel's (Group-Notes Tab > Workshop# -> Presenter Name/Student#/ Video Links)

General Guidelines for Presentation (Both real time and offline):

1. Less than 5 Mins
2. Use of Presentation slides optional (E.g: MS PowerPoint, MS Word, PDF, JPEG Etc. Maximum 7 slides) -
   a. Slide1: Introduction to problem
   b. Slide2/3: Pseudocode
   c. Slide 4/5: Flowchart
   d. Slide 6: Alternate uses
   e. Slide 7: Differences
   f. Slide 8: Comparison
   g. Slide 9: Conclusion
3. Voice should be clear

7: Grading/ Feedback

Feedback/grading to workshops and online presentations will be given via MS Teams on the day of the class. You can request feedback via email/chat for offline-video presentations after grading is complete.