



HACKWAGON  
• ACADEMY •



# DATA SCIENCE 101: ADMIN BRIEF

# AGENDA

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- Payment policy and instructions
- Attendance Policy
- Make up policy
- Grading for certificate
- Hackwagon Credits
- Prize redemption
- Feedback





# PAYMENT POLICY

Students will have to payment for the course first, after the course ends, the government will reimburse the subsidy amount back to your bank account. This would take around 4 weeks.

WEEK	REQUIREMENTS
1	All students are required to make payments for the <b>remainder of the course fees (\$1900*) by lesson 2 (30<sup>th</sup> May 2020)</b> of the course
2	Students who fail to make payments will receive a warning text/ call from the Hackwagon administrator
3	Students who still fail to make payments by lesson 3 of the course, will have their Elearn account frozen



# PAYMENT INSTRUCTIONS AND ADDITIONAL HELP

The following are the steps you need to take to make payments:

STEPS	SPECIFIC DETAILS
1	Please make the bank transfer to: <b>OCBC Business 712-069-69900-1</b>
2	<p>Please take a screenshot of payment transaction and submit it to the <b>Manage Registration Portal (MRP)</b> which is located in <u><a href="#">your email</a></u> sent prior to class.</p> <p><b>Open your email → Look for MRP → Click on Manage Registration → Finance → Upload your screenshot</b></p> <p>You can also access MRP via the following ways, if you are having issue locating the email mentioned above.</p> <ol style="list-style-type: none"><li><b>Open Elearn → Finance Tab → Direct to <a href="https://join.hackwagon.com/manage">join.hackwagon.com/manage</a> → Choose your class → Upload your screenshot</b></li><li><b>Go to <a href="https://join.hackwagon.com/manage">join.hackwagon.com/manage</a> → Choose your Class → Upload your screenshot</b></li></ol> <p><i>*If you encounter any issue with login, please reset it under <a href="https://join.hackwagon.com/forgot_password">https://join.hackwagon.com/forgot_password</a></i></p>

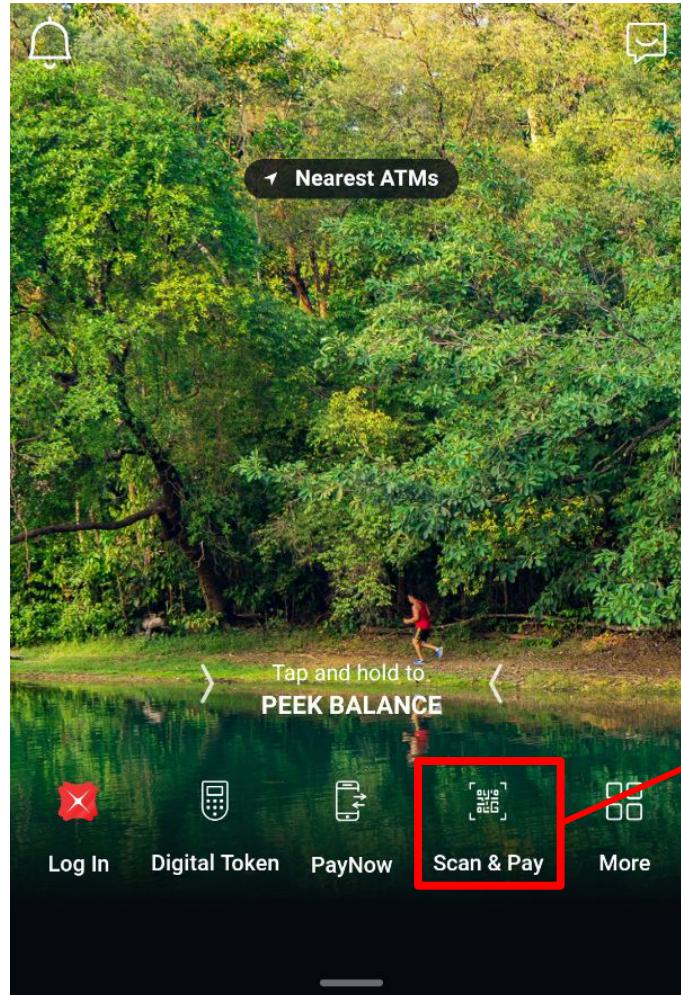
The following are additional resources you might need:

RESOURCE TYPE	RESOURCE
Guide on how the claim will be made after the course	<a href="https://www.imda.gov.sg/-/media/imda/files/industry-development/individuals/critical-infocomm-technology-resource-programme-citrep/citrep-guides/icms-claim-application-individual.pdf?la=en">https://www.imda.gov.sg/-/media/imda/files/industry-development/individuals/critical-infocomm-technology-resource-programme-citrep/citrep-guides/icms-claim-application-individual.pdf?la=en</a>
Hackwagon Admin Line	<p>Please call the following number if you need any help:</p> <ul style="list-style-type: none"><li>• 68169196</li></ul>



# QR CODE FOR PAYNOW

You can make payment via Paynow App:



Click here



# QR CODE FOR PAYNOW

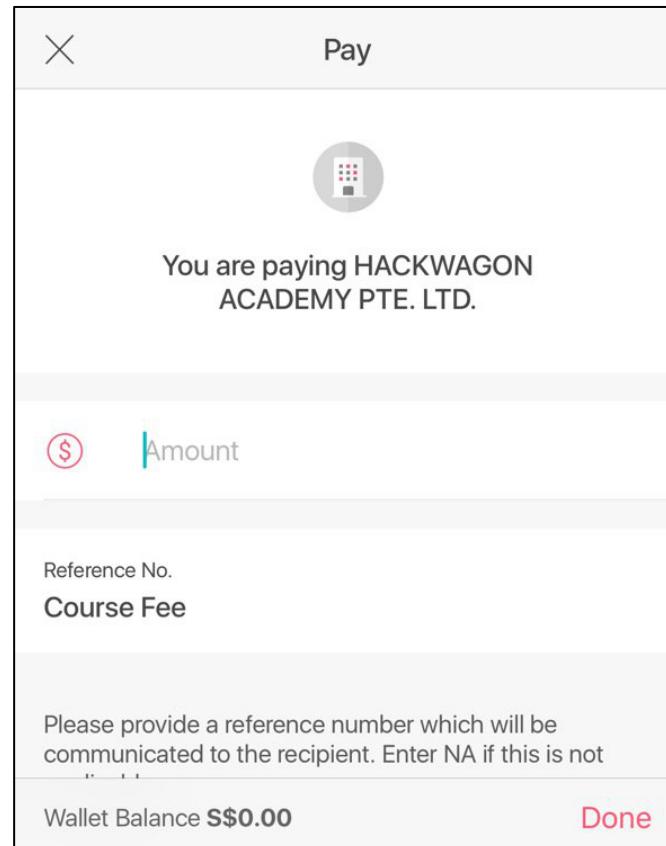
You can make payment by scanning the QR Code below :





# QR CODE FOR PAYNOW

Input the course fee amount and you are done!

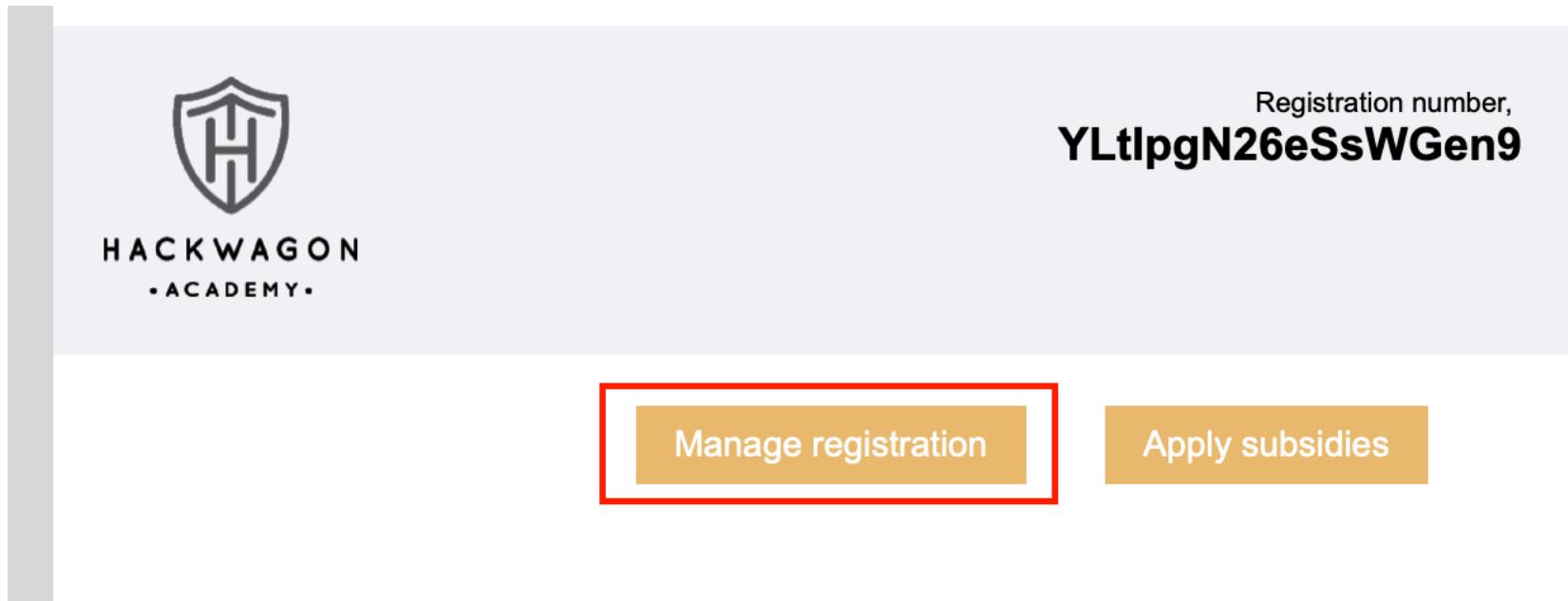


**\*Do take a screenshot of the approved transaction as a record**



# UPLOADING SCREENSHOT ON MRP

You can upload the screenshot to your manage registration portal (MRP). The link can be found in the email sent to you during your registration process.



For accessing MRP via **email only**, click on the **Manage registration**



# UPLOADING SCREENSHOT ON MRP

For everyone, you can upload the screenshot to your manage registration portal (MRP) once you reach the below page :

The screenshot shows the Hackwagon Academy Manage Registration Portal (MRP) interface. The top navigation bar includes tabs for Personal Details, Class Details, Subsidy, and Finance. The Finance tab is active, indicated by a highlighted orange bar and a dollar sign icon. Below the tabs, the word "Finance" is centered. A sub-section titled "Course Fee Breakdown" displays a table of fees:

Item	Amount	Status
DS101 Course Fees	\$2,000.00	Unpaid
Course Deposit	-\$100	Paid
<b>Outstanding payable</b>	<b>\$1,900.00</b>	<b>Unpaid</b>

Below this, a section titled "Course Billing" contains the text: "Payment for the course has to be made between the first and the third lesson of the week." A callout box provides a "Billing Announcement": "You only need to make payment when class has commenced. You need not make payment yet. Meanwhile, before class begins, simply check out the administrative instructions sent out to you via email."



# GROUND-RULES FOR CLASS

## Always be on time for class!

We will always start our class on time, and so if you are late, you will miss out on critical parts which will make it very difficult for you to catch up in the class (this effect is especially compounded in programming-related classes). Do come in at least 15 minutes earlier for your meals to minimize disruption to the class time.

## Don't leave class before the stipulated ending time

Don't short change yourself by leaving early. You miss out on important content. Also, at the end of our class we usually have a competition where you can win attractive prizes! If you leave the class for **more than 30 minutes**, you will be marked **absent**.

## Submit your homework on time!

You would be penalised for late submission of homework:

- < 1 lesson late, you will receive 50% of your achieved score for that particular homework
- > 1 lesson late, you will get 0 for that particular homework

## Always clarify your doubts. Don't be shy!

We at Hackwagon believe that there is no such thing as a 'stupid' question. This is a safe zone for everyone. Raise your hands, and ask questions if in doubt. If you are shy, then approach the TAs and ask for help. We are here to help everyone get to the light at the end of the tunnel.

## Code of Academic Integrity

Plagiarism of any form is strictly prohibited. Do not submit an assignment that is not done by you and consult the TAs if you have any doubts. Hackwagon reserves the right to make decision on the final scoring of any assignment suspected of plagiarism.



# ATTENDANCE TAKING

## Online Attendance Taking

Attendance taking will now be conducted online during the lesson itself. The instructor will be sharing 3 passwords during the lessons, at which you are to record your attendance via the steps provided. The attendance taking system will be disabled within 30 minutes after the end of lesson, so please enter the 3 passwords by then.

To record your attendance:

1. On the elearn portal, click on Attendance



2. Select your class

A screenshot of the elearn portal's "Attendance Taking" section. The top navigation bar includes a shield icon, a square icon, and the title "Attendance Taking". Below this, a sub-header says "Take your attendance here". A large input field is labeled "Select your class". Inside this field, there is a list of classes: "DS101 Introduction To Python Programming" (selected), "Wed 1 Apr - 4 Apr 2020 12:00 pm - 03:00 pm". To the right of the class list are four small calendar icons for April 1, 2, 3, and 4. The background of the page shows a dark sidebar on the left with various icons and a main content area with some text and images.



# ATTENDANCE TAKING

## Online Attendance Taking

Attendance taking will now be conducted online during the lesson itself. The instructor will be sharing 3 passwords during the lessons, at which you are to record your attendance via the steps provided. The attendance taking system will be disabled within 30 minutes after the end of lesson, so please enter the 3 passwords by then.

To record your attendance:

3. Enter the 3 passwords as required

The screenshot shows a web-based attendance system. At the top, there's a header with a shield icon, the day 'Wed', the date range '1 Apr - 4 Apr 2020', and the time '12:00 pm - 03:00 pm'. Below the header, there are four numbered buttons (1, 2, 3, 4) in a row. The main area is titled 'Mark your attendance' and contains four sections, each representing a lesson:

- Lesson 1**: Date: Apr 1, Time: 12:00 pm - 03:00 pm. It has three input fields for Pin 1, Pin 2, and Pin 3, each with a 'Verified' status indicator (checkmark). A 'Submit' button is located below these fields.
- Lesson 2**: Date: Apr 2, Time: 12:00 pm - 03:00 pm. It has three input fields for Pin 1, Pin 2, and Pin 3, each with a 'Verified' status indicator (checkmark). A 'Submit' button is located below these fields.
- Lesson 3**: Date: Apr 3, Time: 12:00 pm - 03:00 pm. It has two input fields for Pin 1 and Pin 2, both with a 'Verified' status indicator (checkmark). A 'Submit' button is located below these fields.
- Lesson 4**: Date: Apr 4, Time: 11:40 am - 02:40 pm. It has two input fields for Pin 1 and Pin 2, both with a 'Verified' status indicator (checkmark). A 'Submit' button is located below these fields.

# FORMING GROUPS

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For the coming lessons, you will be assigned to a designated Teaching Assistant. This Teaching Assistant will be your main point of contact throughout your time with us at Hackwagon

Please locate your name to find your designated grouping and click on the link to join the Telegram group

The rationale for splitting the class into groups is for the teaching team to give a more dedicated support on your learning journey with Hackwagon



## TA

Kei Wen

@Kwtam

## Telegram Group Link

<https://t.me/joinchat/ArzBlxe4-qQILXXX5uZuqA>

## Team Members

Su Myat Noe Htet,  
Keriyn Chua Huiping

Toh Yi Fan

Hazel Tan Xing Ru  
Chen Jie

Marcus Tan

Huang Zhiyuan  
Chye Shu Li

Chng Yu Xuan  
Seah Gang Xin

Rachael Mak Jia Wei  
Lee Gui Yong  
Low Feng Yuan



## TA

Wei Ming

@leewm95

## Telegram Group Link

<https://t.me/joinchat/ArzBlx1eiR9iux3e6FUFnA>

## Team Members

Tan Chyun Yih

Ye Yint Paing Oo

SOH SHI NAN

Lee Hui Min

Chua Wei Yin

Sushanth Thirthapad Babu

Tay Hui Wen

Ng Zi Hao Joseph

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Shuek Jin Hao Ezra

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## TA

Zhi Xin

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## Telegram Group Link

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Felicia Chia Shing Leng

Raymond Lee Jia Hong

Tan Jing Ning

LIM YI HENG

Teh Jun Jing

Teo Hui Qi

Sze To Ming Tong, Windsor,

Ng Zi Wei



## TA

Yu Siang

@chanyusiang

## Telegram Group Link

<https://t.me/joinchat/ArzBlxNBQwsYNZ3HPo4xPQ>

## Team Members

Hew Ying Xin

Ho Kai Xin, Teresa

Sammi Hew

Lim Shu Qing

Quek Yong Jie Joshua

LEE YING BIN

Leo Hui Qi, Joanne

Tan Ying Xuan Claudia

Sin Yu Ang Desmond

Tan Hui Xin, Izabella

Stephanie Zhang liwen



# MAKEUP POLICY

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## **Students are required to attain 75% attendance**

The IMDA is strict in their stance that only students who **attain 75% attendance (6/7 lessons attended) and above** will be subsidised for their course fees. Students who are absent without a valid reason will be marked as absent, and only absence with a make up slot registered will be considered as attendance.

## **There will NO makeup lesson for this run.**

In the midst of COVID-19 situation, we will **NOT** be able to support any makeup. If required, feel free to seek out TA for support or help. We will offer alternative solution to students who missed their class due to valid reasons.



# NEW COVID-19 MEASURES FOR CLASS

## **Physical Class are converted to online classes!**

As part of social distancing measure, we have put in place 2 options for trainees to take their online class:

### **1. Online Conference Lesson**

Students can tune in to watch the live stream of their designated instructor. During the live stream, you will be able to ask questions online as per normal class. Instructors and TAs will be active to answer any queries.

### **2. Recorded lessons**

At the end of live-streaming, we will release a recorded lesson for trainees. This offers flexibility to watch lessons at your own comfortable time and pace. Students will be able to access the recorded content through our eLearn portal.

## **Online consultation outside of class timing**

Beginning from the 2nd week, we will be holding TA consultations slot during the week. Do discuss the timeslot with your dedicated TA to work out a timing that is suitable to you.



# GRADING FOR HACKWAGON CERTIFICATE

We want our students to really acquire real technical skills, and to do that, making a conscious effort to work on the homework is a must. Thus to encourage our students to consciously work on their homework, each homework will be graded, and will ultimately translate to the grade of certificate you graduate with

GRADE OF CERTIFICATE	REQUIREMENTS
Certificate of Participation	This is the basic grade of certificate that will be awarded to all students
Certificate of Merit	This will be awarded to students who managed to score $\geq 60\%$ across all the graded component of the course
Certificate of Distinction	This will be awarded to students who managed to score $\geq 70\%$ across all the graded component of the course



# LAB WEIGHTAGE

Grading components breakdown :

Lab	Weightage
Lab 1	10%
Lab 2	10%
Lab 3	10%
Youtube HBO	20%
Airbnb	50%

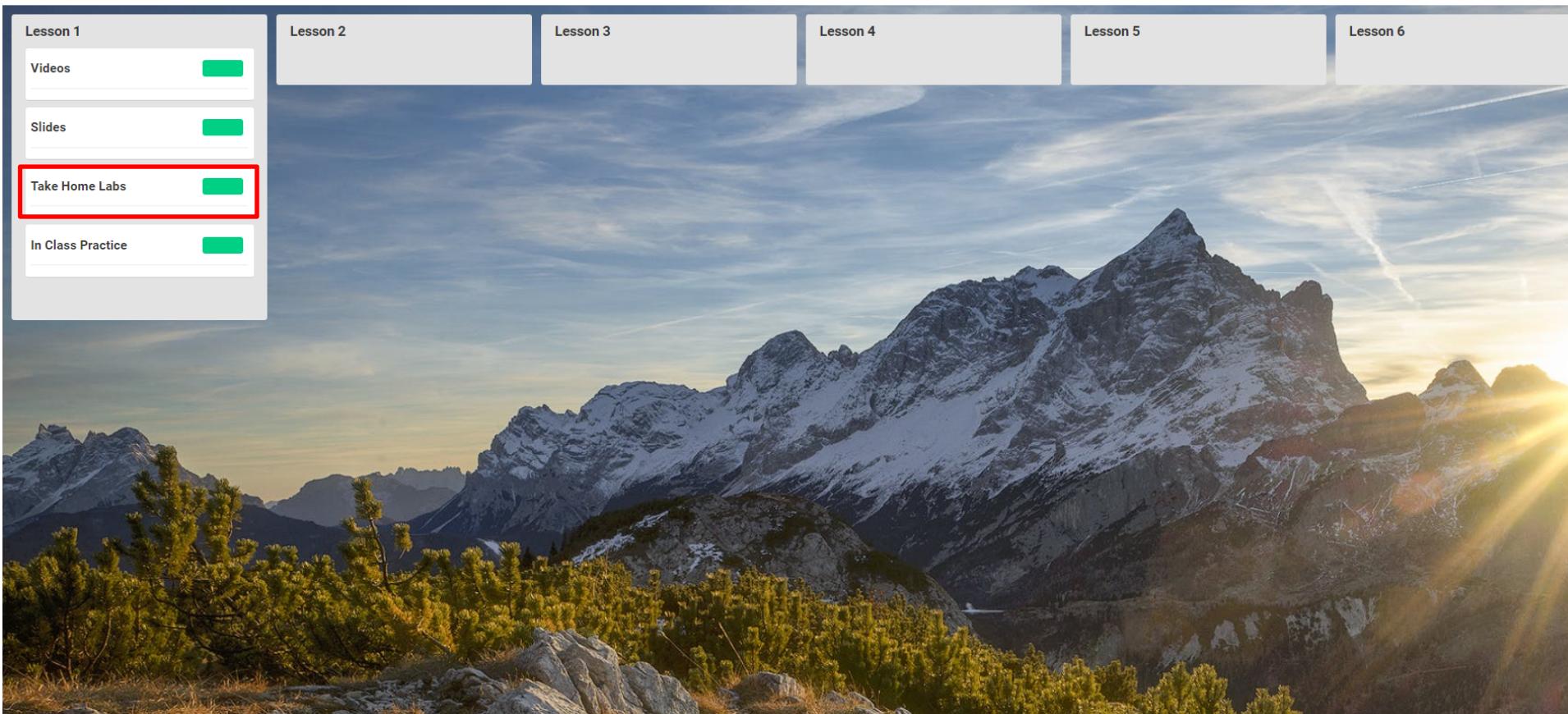
# LABS



To download the labs for each lesson go to, <https://elearn.hackwagon.com/student/boards/YoQAApQZzmEvnyKe>

## DS101: Introduction To Python Programming

Welcome! This is where you can access all your course materials!



The image shows a screenshot of a course management system interface titled "DS101: Introduction To Python Programming". The interface is set against a scenic background of snow-capped mountains at sunset. On the left, there's a sidebar for "Lesson 1" containing four items: "Videos" (green button), "Slides" (green button), "Take Home Labs" (button with a red border), and "In Class Practice" (green button). The "Take Home Labs" button is highlighted with a red box. Above the sidebar, the text "Welcome! This is where you can access all your course materials!" is displayed. To the right of the sidebar, there are six large, empty boxes labeled "Lesson 2" through "Lesson 6".

# LABS



DS101: Introduction To Python Programming

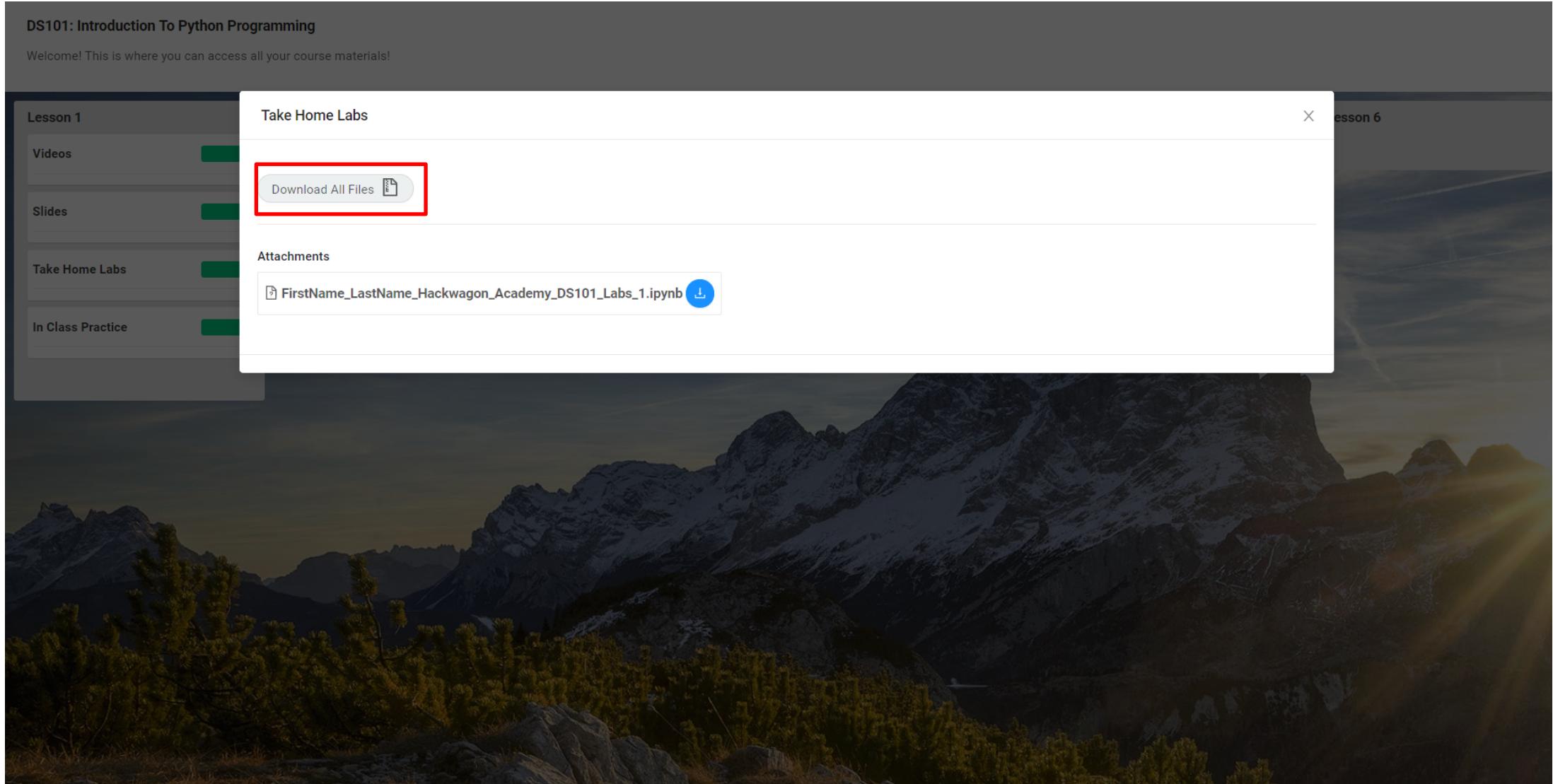
Welcome! This is where you can access all your course materials!

Lesson 1      Take Home Labs      Lesson 6

Videos      Download All Files      Slides

Take Home Labs      Attachments

FirstName\_LastName\_Hackwagon\_Academy\_DS101\_Labs\_1.ipynb



A modal window titled "Take Home Labs" is displayed over a dark background image of a mountain range at sunset. The modal contains a "Download All Files" button, which is highlighted with a red rectangle, and a file attachment for "FirstName\_LastName\_Hackwagon\_Academy\_DS101\_Labs\_1.ipynb". The background image shows snow-capped mountains and a bright sun setting behind them.

# LAB SUBMISSION

A screenshot of the Hackwagon Academy dashboard. On the left, there's a sidebar with links: Home, Courses, Attendance, Careers, Finance, Wallet, and Rewards. The main area shows a search bar at the top. Below it, a box titled "My DS101 score" is labeled "Hidden" with a "Show" button. A section titled "Homework due" shows tabs for DS102, DS101, DS102, and DS101. Under the DS101 tab, there's a note about re-submission overwriting previous submissions and a deadline for late submissions. Below this, there's a "Upload assignment:" section with a red-bordered input field containing the placeholder "Please select assignment to upload". At the bottom, there's a dashed box with a file icon and the text "Drag your assignment to this area to upload" and "Support for single upload IPYNB. (Max 10mb per file)".

HACKWAGON  
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Search...

My DS101 score  
Hidden  
Show

Homework due

< DS102 DS101 DS102 DS101 >

Upload your assignment submission below  
**Note:** Re-submitting overwrites your previous submission.  
Any re-submission beyond the deadline can be considered late.

Upload assignment:  
Please select assignment to upload

Drag your assignment to this area to upload  
Support for single upload IPYNB. (Max 10mb per file)

1. Please remember to rename the file before submitting (w/ your **FULL NAME**)
  - <First\_Name>\_<Last\_Name>\_DS101\_Lab\_1  
e.g. john\_doe\_DS101\_Lab\_1
2. Select the correct assignment number
3. Drop the IPYNB file into the dropbox
  - Do not drag directly from Jupyter notebook, find the physical file in your computer & drag it to dropbox
  - You can submit as many times as you like before the deadline, we will only mark the latest submission.



# HACKWAGON CREDITS

All of you would have a Hackwagon Wallet when you created your E-Learn account

A screenshot of the Hackwagon Student Dashboard. At the top, there is a navigation bar with links: Home, Courses, Attendance, Referrals, Careers, Wallet (which is highlighted with a blue underline), and Rewards. To the right of the navigation bar is an email address: kyle@hackwagon.com. Below the navigation bar, the page title is "Student Dashboard". In the center, there is a section titled "Wallet" with four buttons: "Pay" (blue circle with a yen symbol), "Request" (blue circle with a speech bubble), "Top up" (blue circle with a plus sign), and "Request Inbox" (blue circle with an envelope and a red notification dot). Below this, there are three main sections: "Wallet Balance" (\$0.00), "Weekly Transactions" (Received \$0, Spent \$0), and "Withdrawals/Deposits" (Withdrew \$0 this week, Deposited \$0 this week). At the bottom, there is a "Recent Activity" section with a "No data" message and a "Show more" button.

<https://elearn.hackwagon.com/student/wallet>

## How to Earn Credits?

Basically, at the end of our each lesson, all students will take part in a competition based coding game. The fastest person to get the correct answer will win, and hence will be awarded Hackwagon Credits



# HACKWAGON CREDITS

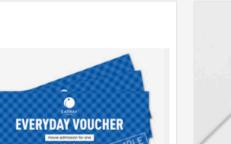
Hackwagon Credits can be used to exchange for prizes:



**HackRewards**  
Excel in classes and get rewarded

Rewards

[Merchants](#) [Rewards](#)

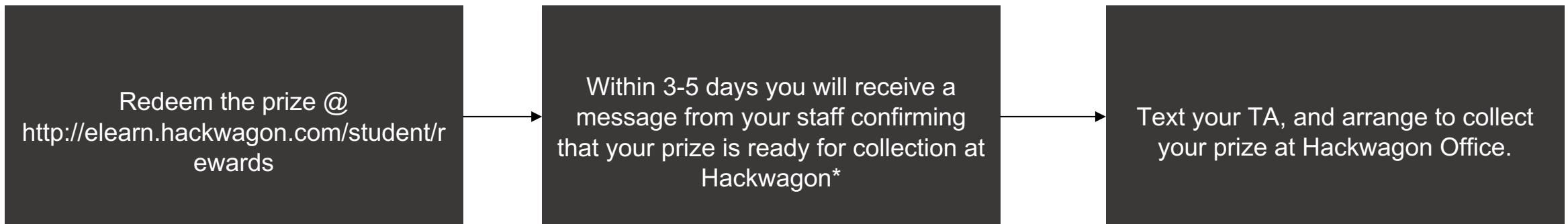
 Grab promo code	 CapitaVoucher	 KD-08S Wireless ...	 Movie Tickets	 Xiao Mi 10000Ma...	 E58 WiFi Camera ...
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<https://elearn.hackwagon.com/student/rewards>



# PRIZE REDEMPTION

The following are the steps you need to take to redeem the prize:



*\*For redemption of virtual codes, our staff will send you the promo code via text*

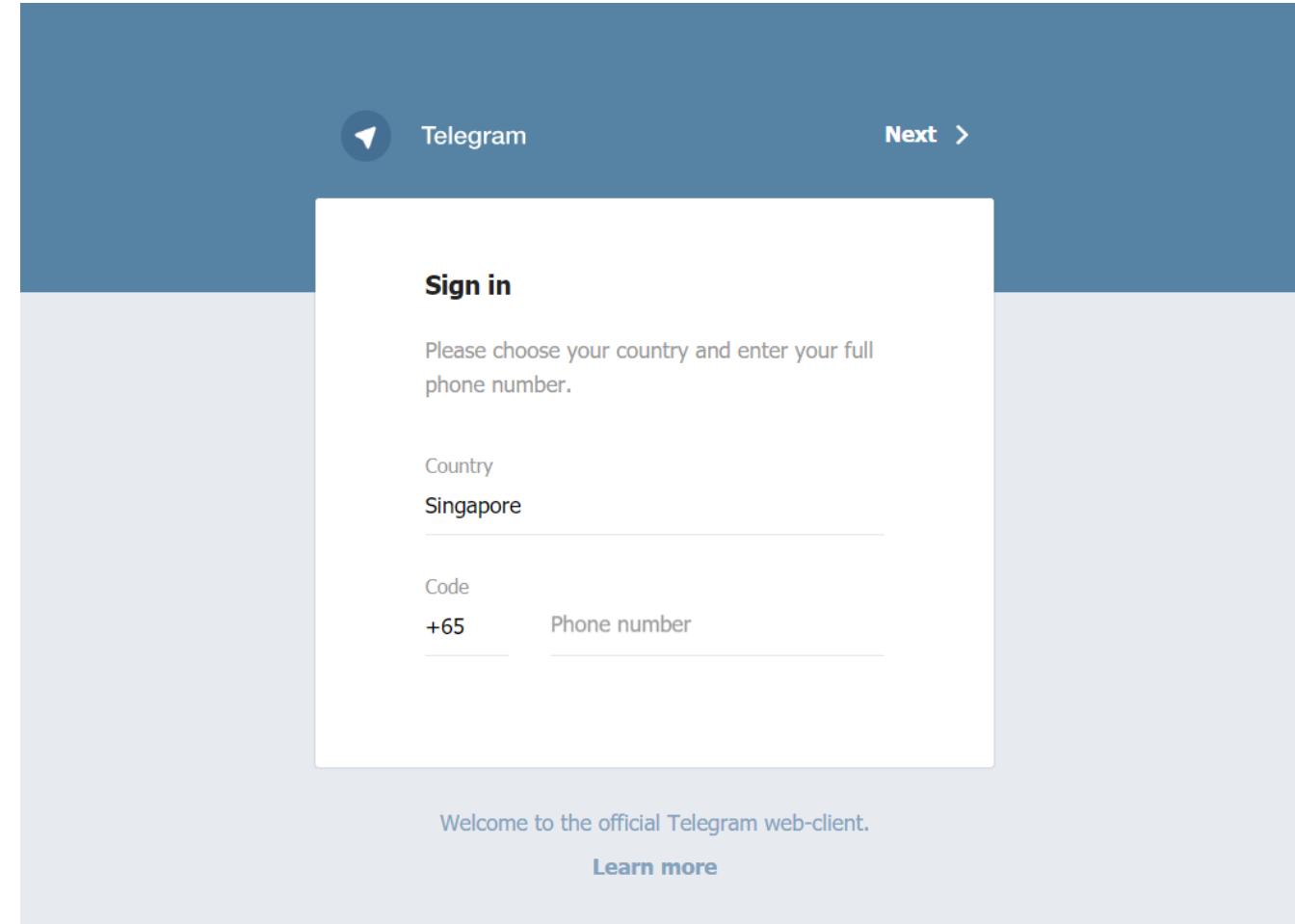


# TELEGRAM USERNAME

We will be using telegram as our main tool for communication, this is how you set username for it :

Go to  
<https://web.telegram.org/#/login>  
Or Telegram App on your laptop

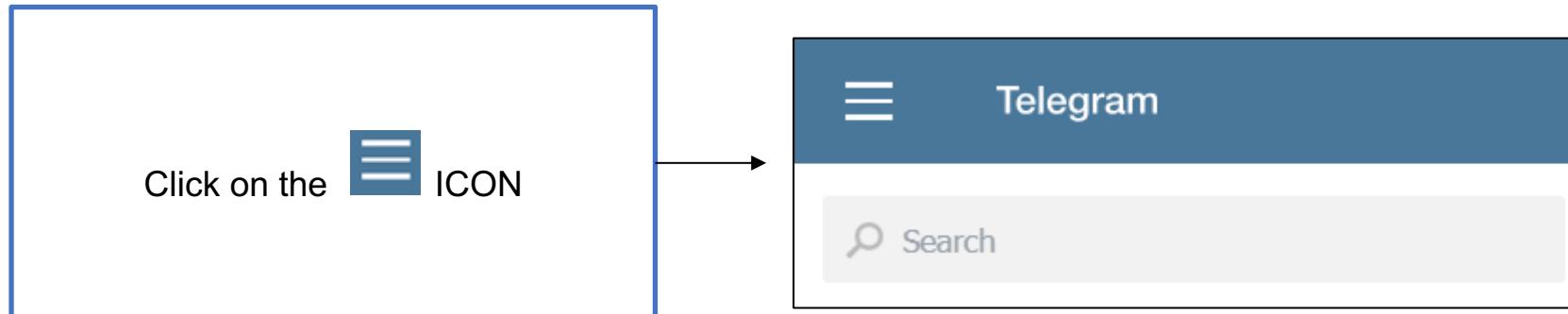
Sign in with your phone number





# TELEGRAM USERNAME

We will be using telegram as our main tool for communication, this is how you set username for it :



Click on the  ICON

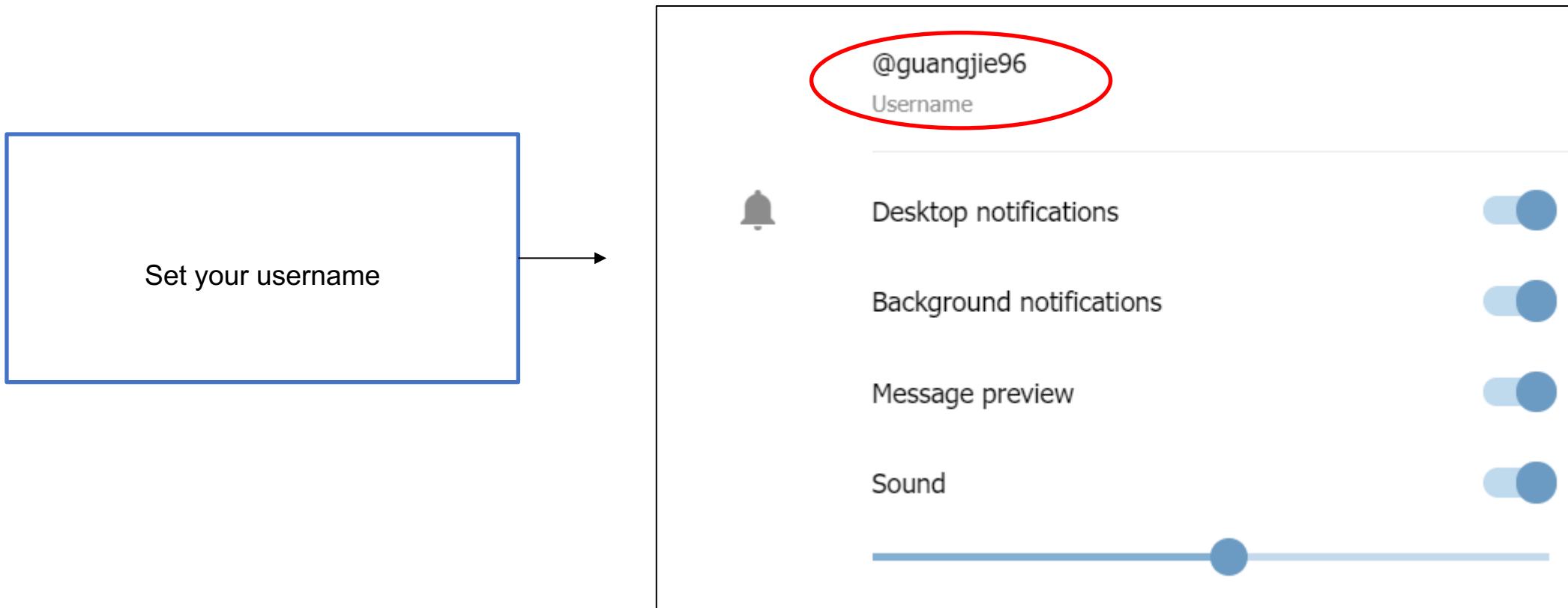


Select "Setting"



# TELEGRAM USERNAME

We will be using telegram as our main tool for communication, this is how you set username for it :



Reference Link : <https://www.youtube.com/watch?v=F5UfUPQizwl>



# LESSON FEEDBACK

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As part of Hackwagon culture to constantly improve ourselves. We would like students to help us by providing your valuable feedback to us at the end of each lesson.

We would use this feedback to track your attendance as well.

<https://elearn.hackwagon.com/student/weekly-survey/ck8edzz0m1f260745qmzm9jlg>