exercise 01: Using the course lms



Application Development



Name: <your name goes here>

**Purpose**: The purpose of this assignment is:

* For you to practice using the course’s Learning Management System (LMS) website.
* To help you find key information in the LMS.
* To help you organize where you save your completed exercise and project work files on your system.
* To provide you with practice downloading exercises, renaming them, inserting information into them, saving them, and uploading the results back to the LMS to submit your exercise work.

Perform each of the following activities. It is important that you perform these steps in the specified order. If you have questions, issues, or doubts, please ask for help and do not just guess.

1. Create a course folder ('app\_dev1' (for Application Development), for example) on your system. This is the root folder underneath which you will store all of your course deliverables. Make sure you know where (which folder) your course deliverables are being saved to, so you can find them later. If you don't know how to do this, ask a classmate or your teacher.
2. Underneath the app\_dev1 folder, create the following folders:
   * 'exercises'. This is the folder where you will be storing all of your work for each class exercise (both code and documentation) as you complete the course.

Underneath your 'exercises' folder create a folder called 'exercise01' to contain today's work. You will have to make folders for all of the exercises eventually, but for today you just need to create the one for exercise01.

* + 'projects'. This is the folder where you will be storing all of your work for each class exercise (both code and documentation) as you complete the course.

You will have to make folders for all of the projects eventually, but you won't be working with project files today. So for now, you don't need to create any specific project folders.

* + 'assessments'. This is the folder where you will be storing all of your work for each class exercise (both code and documentation) as you complete the course.

You will have to make folders for all of the assessments eventually, but you won't be working with assessment files today so for now you don't need to create any specific assessment folders.

* + A sample folder structure would look like this:
    - App\_Dev 1
      * Exercises
      * Projects
      * Assessments

1. Open the LMS for this course and obtain this assignment by performing the following activities:
2. Start up your favorite Internet browser.
3. Enter: "http://moodle.icarnegie.com/” (without the quote marks).
4. Log into the LMS using your StudentID and password.
5. Click the “Application Development" link in the list of courses to display the main page for the **course**. On this course main page, you will find:
   * Information about your professor
   * A course overview
   * A brief description of the course work
   * An introduction to the course's projects, followed by a brief description of your work for each of the course projects.
   * A list of folders that contain course level material (for example, the course syllabus and schedule).
   * Links for each project.
   * Drop box links where you upload your project, exercise and assessment answers.
6. Click the triangle next to Project #1 on the left side of the screen to expand the folder. You should see links to project materials and assessments.
7. Click the 'Project 1 Materials' link associated with the first project and you will see the main page for that **project**. On this project main page, you will find:
   * An email from your manager describing your assignment for this project.
   * A list of the files you will need for this project, and for each class session associated with this project.
8. Click the 'C01\_YourID\_Exercise01.docx' link to open this file (yes, this file that you are now reading) in Microsoft Word.
9. Change the name at the top of this document from “<your name goes here>” to your name.
10. Save this document so that the filename starts with your student ID and is followed by “Exercise01.docx”. For example:
    * + "azrimsek\_exercise01.docx"
11. Answer the following questions by typing your answers underneath the questions below. All information may be found in the LMS materials, so please review the whole list of questions then look through the LMS for answers.
    * What is the URL for your LMS?

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* + Describe where you would find your manager's email for project #1:

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* + How many classes are associated with project #2?

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* + What is the name of project #2?

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* + When is project #2 due (hint - look in the course syllabus)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Provide the required information:
   * The final exam is worth this percentage of the entire course grade:
   * The mid-semester exam for this course is on what date:
   * The number of exercises in this course are:
   * What is the time and date on which Project Number 1 is due:
   * How many quiz grades are dropped when computing the course grade:
   * If a project is submitted 90 minutes late and the score - had it been turned in on time - would have been 93%, what will the score for this late submission be:
   * If a project is submitted on time and would have earned a mark of 87%, but the student failed to properly name the folder with his or her Student ID prior to compressing (zipping) the folder, what mark will be earned: \_\_\_\_\_\_\_\_
   * If your course average was 73%, but you scored only an average of 59% on the quizzes, the midterm, and the final, what grade will you receive: \_\_\_\_\_\_\_\_\_
   * What is the policy for late work? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   * How many “grace” assignments will you get over the course? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   * Does class participation have an impact on your grade? If so, how much of an impact? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Read your manager's email for Project 1 and summarize what it says about where you will find the Project 1 requirements:
3. Find and familiarize yourself with the Help and Hints for Project 1. Once you have familiarized yourself with the Help and Hints documents, briefly describe how you will know when you are finished with Project 1:
4. Submit your work to the LMS.
5. Make sure that you have changed the name at the top of this document from “<your name goes here>” to your name.
6. Make sure that you have saved this document correctly:
   1. Make sure that the filename starts with your student ID and is followed by “Exercise01.docx”. For example:
      1. "azrimsek exercise01.docx"
   2. Make sure that you are saving your document to the exercise01 folder in the file structure you created in steps 1 and 2.
7. Exit out of Word and navigate to the folder where you have saved this document.
8. Compress your Word document file into a zip archive file. To do this, you will need to have an archiving program installed on your computer. Apple computers come with an archiving utility already installed, but many Windows computers do not.

If your Windows computer does not have an archiving program installed, you can download and install Izarc from www.izarc.org. This document assumes that Windows users have Izarc installed. If you have a different archiving program installed, then your archiving steps may be different.

* 1. Right click your saved exercise01 file and select 'Compress File' (Mac) or 'Izarc->Add to Archive File' (Windows).
  2. Note that if you want to archive multiple files just select all of the files you want to include in the archive, right-click your collection of selected files, and then select 'Compress File' (Mac) or 'Izarc->Add to Archive File' (Windows).

1. Next, upload your archive file to the LMS. To do this:
   1. Log into the LMS (if you aren't already) using your StudentID and password.
   2. Navigate to the main page for your course and click the 'exercise1 Drop Box’ link.
   3. Click the 'Upload a file' button. Note that the button may say 'Upload files' instead. Either way, click the button.
   4. Click the 'Choose a file' button
   5. Click the Upload a file' link
   6. Click the 'Browse' button and navigate to the folder where your archived file is located.
   7. Once the path to the archived file is in the Attachment: text box make sure that your name is listed correctly, and then click the 'Upload this file' button.
   8. When the LMS has finished uploading your file, you should see it listed in the drop box area.
      1. If you don't see this, then you haven't uploaded your file correctly, and you need to go back and upload it again.
      2. If you do see your file listed in the drop box area, click the 'Update this file' button.
2. To verify that the submission of your deliverable to the drop box was successful:
   1. Navigate to the main page for your course and click the 'exercise1 Drop Box’ link.
   2. In the upper right hand corner of the screen, click the 'View 1 submitted assignments' link.
      1. If the file(s) you have submitted are not there, then try again starting with step 8e.
      2. If the file(s) you have submitted are there then you have successfully completed the first exercise. Congratulations!