

# IT 320 Class Objectives

And information on purchasing your  
web host and domain

# IT 320 Class Objectives

- Review of class policies – safety and expectations
- What skills will I acquire in this class?
- What are the learning objectives of this class?
- Activities, Assignments, Extra Credit & the Final Project
- How will I learn this stuff?

# Class room Safety

- Do not prop the **classroom** door open
- If you see a student at the door that can not gain access, alert the instructor
- Please do not open the door for anyone you don't know is in the class
- In the unlikely event of an emergency, stay calm, listen and follow the instructors instructions as we either hunker down or evacuate the building
  - If we evacuate we will regroup at a designated location
- Anyone attending class that night, please sign the attendance sheet. The instructor must account for everyone in attendance.

# Class Attendance

- In-Class Students are expected to attend each class and to remain for the duration.
  - In-Class students attend class & take the attendance quiz
- Distance Learning students watch the recorded lectures and take the attendance quiz before the next class.
- The overall grade for participation (attendance) drops  $\frac{1}{2}$  letter grade after any absence.
- Three absences for any reason, **whether excused or not, may** constitute failure for the course.

# In-Class Student Attendance

- In-Class Students that arrive late or leave early
  - Coming 15 minutes late or leaving 15 minutes early constitutes an absence for the student.
- The overall grade for participation (attendance) drops after any absence.
- Three absences for any reason, **whether excused or not**, may constitute failure for the course.
- **If you are sick or have an emergency that requires you to miss class or an assignment, contact the Dean of Students. They will explain how to get the absence approved by DePaul.**
- Remember to sign in when you arrive to class
- Do not leave after the break (that counts as missing class)

# Do not come to class if you are sick

- Before class, send the instructor an **email** that you are sick and will not attend class.
  - Please **email missing class notification, not TEXT.**
- Please do not miss class and not inform the instructor, you will lose points and it will affect your class grade.

# Resources when you are sick and miss class

- There are many resources at DePaul to help you be a successful student.  
if you are missing classes, I recommend you use the **Absence Notification** offered through the Dean of Students Office.
  - It is an official notification that will allow you to keep your personal information confidential.
  - **Here is a link to Absence Notification:**
  - [student-affairs support-services - absence-notification](#)

# Students with Disabilities

- if you register with the Center for Students with Disabilities, you will receive academic accommodations and other services to support you as a student.

**Here is a link to CSD:**

[https://offices.depaul.edu/student-affairs/about/departments/  
Pages/csd.aspx](https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx)

- If you have questions regarding either services or want to discuss your situation, Associate Dean JoAnne Zielinski would be a good person for you to meet as she handles all student issues at CDM.  
You can contact her at [zielinski@cdm.depaul.edu](mailto:zielinski@cdm.depaul.edu).

# Contact Associate Dean JoAnne Zielinski

- If you have questions regarding either services or want to discuss your situation, please contact Associate Dean JoAnne Zielinski.
- Dean Zielinski handles all student issues at CDM.
- You can contact her by email at  
[zielinski@cdm.depaul.edu](mailto:zielinski@cdm.depaul.edu)

# All Students Take the Attendance Quiz

## Distance Learning Students

- Please take the attendance quiz as the attendance policy applies to all students in this class

## In-Class Students

- Please sign in when you arrive.
- If you are late, **its up to you** to remember to sign in with the instructor at the break or end of class

# In-Class Discussion

- Student participation in class discussions will be measured in two ways.
  - First, students are highly encouraged to ask questions and offer comments relevant to the day's topic.
    - Participation allows the instructor to “hear” the student’s voice when grading papers.
  - Secondly, students will be called upon by the instructor to offer comments related to the reading assignments.
- Students must keep up with the reading to participate in class discussion.

# Attitude

- A professional and academic attitude is expected throughout this course.
- Measurable examples of non-academic or unprofessional attitude include but are not limited to: **talking to others** when the instructor is speaking, mocking another's opinion, **cell phones ringing, emailing, texting, sleeping** or using the internet whether on a phone or computer.
- If any issues arise a student may be asked to leave the classroom.
- The professor will work with the Dean of Students Office to navigate such student issues.

# Be Present and Professional

- Do not work on other class assignments
- Do not work on previous class assignments for this class
- **We work on our class activities in class.**
  - Please work along with the class or at your own pace
- Disruptive students may be asked to leave the classroom.
- The professor will work with the Dean of Students Office to navigate such student issues.

# Cell Phones/On Call

- If you bring a cell phone to class, it must be off or set to a silent mode, unless we are doing an CMS site demo on Mobile device compatibility
  - Please put your cell phones away.
- Should you need to answer a call during class, students must leave the room in an undisruptive manner.
- Out of respect to fellow students and the professor, texting is never allowable in class.
- If you are required to be on call as part of your job, please advise me at the start of the course.

# Assignments are due on Time

- If you run into problems and contact me at least two days before the due date, I may grant an extension.
- If you get an extension, the assignment is due on the extension date.
- Extensions are granted for extenuating circumstances.
- Extensions are not granted due to lack or planning or poor time management
- Extensions are not granted after an assignment is due or on the day its due
- There are no extensions on the final project.
  - You have several weeks to get it done.
  - It should only take you several days to complete and test it.

# There are no extensions on the Final Project

- There are no extensions on the final project.
- The Final project has its own section on D2L
- The Final Project can be done individually or in groups
  - If working in groups, one final project template is submitted to D2L and it contains the names of the participants and what parts they worked on and or tested.
  - Groups must be formed and register with the instructor by the end of class on Week 9 (Module 09)
  - You can work in groups
  - All group members receive the same grade

# Sometimes you just can not get an assignment done on time

- I understand that sometimes you just can not get an assignment done on time.
- Do not give up.
- Do the assignment at get partial credit.
- Even If you submit late, I will still grade it. **The later it is the less points you get.**
- Late assignments are penalized points based on how late they are.
- If you are late, let me know by email, and be prepared and gracefully accept the deductions.

# Late Submission Deductions

- Activities or assignments submitted **past their due date and time** will receive the following percentage point deductions in addition to any error deductions:

*Less than 1 hour late -3 points*

*Between 1 and < 12 hours late -10%*

*Between 12 and < 24 hours (1 day) late -20%*

*Between 24 and < 36 hours (1.5 days) late -30%*

*Between 36 and < 48 hours (2 days) late -35%*

*Between 48 and < 60 hours (2.5 days) late -40%*

*Between 60 and < 72 hours (3 days) late -45%*

- Between 3 days and < 1 week: Max available 50%
- Between 1 week and < 2 weeks late: Max Available 40%
- More than 2 weeks late: Max Available 30%

# Course work will be weighted as follows:

## **Attendance Quizzes:**

10 attendance quizzes accounting for 10% of grade

## **Activities:**

All 10 activities are optional – we will do them in class

## **Homework Assignments:**

8 assignments accounting for 60% of grade

## **Final Project:**

The final project accounting for 30% of grade

**Extra Credit:** Up to 50 points

# IT320 Extra Credit Voucher template

- If while reading a presentation, or doing an activity or assignment, you notice a misspelling, or a typo, or a bug, report it with this form and get extra credit points toward your final grade.
- Bugs are awarded points on a first come first served basis.
- Once a bug is reported, it will be listed on D2L as reported and again when its fixed.
- Please do not send text messages about bugs or typos.
- Please use this voucher form to report all presentation, activity and assignment bugs.
- Fill this form with you name, class type designation and contact information and information about the bug, typo, or problem.
- Copy and paste the form content into an email body and send it to the instructor.
- The instructor will review your claim information, and send you back a word document attachment email.
- Post the attached email document to the **D2L Extra Credit Section**.
- In the document, you will find the number of extra credit points awarded.
- When you submit the attached document to D2L, the instructor will award your earned points.

# BUG REPORT EXTRA CREDIT VOUCHER FORM

===== BUG REPORT EXTRA CREDIT VOUCHER FORM=====

Student Name:

Student Number:

Class designation: In-Class or Remote (select one)

Your Email:

Your Phone:

Complete this section for a problem with a presentation:

Module Number:

Presentation Name:

Slide Number:

Information about the bug or typo:

Complete this section for a problem with an activity:

Module Number:

Information about the bug or typo:

Complete this section for a problem with a assignment:

Module Number:

Information about the bug or typo:

# IT320 CMS Assignments

- Grade percentage break down
  - Attendance Quizzes: 10 attendance quizzes accounting for 10% of grade
  - In class activities: 10 activities (**ALL ARE OPTIONAL AND RECOMMENDED**)
  - Homework Assignments: 8 assignments accounting for 60% of grade
  - Final Project: A final project accounting for 30% of grade
  - Extra Credit
- 10 Activities – 1 each week (**ALL OPTIONAL**)
- 8 Assignments – 1 each week
  - **Check** D2L for due dates and times
- 1 Final Project (Using Drupal)

# The Letter Grade Breakdown

<b>Letter Grade</b>	<b>Percentage Points</b>
A	100 - 97
A-	96.9 – 90
B+	89.9 - 87
B	86.9 - 83
B-	82.9 - 80
C+	79.9 - 77
C	76.9 - 73
C-	72.9 - 70
D+	69.9 - 67
D	66.9 - 63
D-	62.9 - 60
F	Below 60

# For In-Class Students

Miss Class or Late to Class → Lose Points

- In class students: If you miss class you will lose points. If you **do** miss class, please watch the recorded class and take the color quiz by its due date to reduce your point deduction.
- In class students: If you come to class late , you will lose points

# How to Get Low Grade in IT 320

- Do not regularly check D2L for assignment updates and notices, due dates and times.
- Do not take the attendance quizzes.
- Do not turn in assignments on time.
- Submit incomplete assignments without comments on any issues you may have had.
- Don't attempt to contact me when you have issues that prevent you from completing an assignment on time.

# How to Fail IT-320

- Use a webhost that you can not or prefer not to grant me access to
  - I wont be able to help you if you have issues dealing with the file system or email.
- Use a cheap or free webhost that does not support 1 click install or **does not support multiple WordPress and Drupal websites.**
- Use a webhost account that only allow you to create WordPress sites or only 1 CMS site.

# What is a missed class

- For **distance learning** its not watching the recorded class and not taking the attendance quiz by its due date
  - So please watch the recorded class and take the color quiz ASAP
- For **in-class students** its not coming to class and not following up with the Dean of Students to get your absence approved.
  - If you do miss class, please watch the recorded lecture and take the attendance quiz anyway

# About Absences & Missed Classes

- If you are sick – let me know and get a doctors note to the Dean of Students ASAP to validate your absence
- If there is an emergency (of any type) deal with it first
  - Make sure to eventually get the appropriate documents to the dean of students.

# About Grades and Missed Classes

- If you miss 5 or more classes you may fail
- Each un-approved absence reduces your grade

# About Incompletes

## Important:

- An incomplete is given only for an exceptional reason.
- Any such reason must be fully documented (by the student) before an incomplete can be given.
- All incomplete requests must be approved by the Dean/Associate Dean.
- A copy of this request will be placed in the student's academic file and the student will be notified of the result via email.
- All remaining requirements must be completed with the original instructor.
- You must have a passing grade to get an incomplete.
- They are for emergency use, for when you find yourself in a situation and you can not complete the course and only have an assignment or two left unfinished.

# In-Class Transfers to Remote Section

- You signed up for the class with the best intentions, and now you can not get time off from work or the commute is longer than you expected...or your car keeps breaking down...
- If you have trouble getting to class on time or getting to class at all, **consider transferring** to the distance learning section.
- You find yourself falling asleep in class or would just rather be anywhere else during class
- Even if its full, I will try to make the transfer happen, but you have to talk to me early on in the quarter, within the first 3 weeks.

# What skills will I acquire in this class?

- You will learn how to build CMS website in two popular CMS(s), **WordPress and Drupal**
- You will learn how to develop an information taxonomy
- You will learn the PHP programming language
- You will enhance your SQL and Relational database skills (or learn them from scratch)
- You will learn enough PHP to code and deploy a WordPress custom plugin

# IT 320 Learning Objectives

- Know how to configure up to 2 CMS(s) well
  - Have familiarity with developing website with 2 CMS tools
- Know how to develop for CMS
  - Know how to define a CMS related problem
  - Know how to develop a CMS taxonomy
  - Know how to select a CMS platform
  - Know how to extend CMS using plugins and modules
- Understand how to manage a CMS environment
  - Understand how to manage a webhost account
  - Understand how to install and configure plugins
  - Understand how to install and configure complex modules
  - Understand how to clone and migrate a CMS, single server site migration and cross server migration

# More IT 320 Learning Objectives

- Know how to manage a MySQL database using a RDBMS named phpMyAdmin
- Know how to extract and display database table information on a CMS web page
- Be able to read and modify PHP code as needed
- **Be able to work with design specifications to create working CMS websites**

# How will we learn all this stuff?

- This is a class of doing, not in book learning
  - If you decide to do the minimal, you get the minimal out of it.
  - If you decide that *this is a course that will give me some very useful skills for both personal and professional work, so I am going to dive in and try the hard stuff*, then you get a lot of out it.

# How will we learn all this stuff?

- We will create multiple CMS websites using two CMS tools.
  - WordPress
  - Drupal
- We will read additional articles and e-book chapters on how these CMS tools work.
- We will learn how to build and manage the CMS websites we create.

# IN-CLASS ACTIVITIES

- The more time you spend working with a CMS the easier it is to learn it.
- We will practice what we cover in class in a lab class room.
- Remote students can follow along at your own pace and I recommend you do the all the activities and examples as you watch the lecture or as soon as possible after watching.
- Doing the activities will help you complete the assignments.

And what will be the focus of your learning?

- How to use tools like WordPress, and Drupal to create and manage content management systems
- How to administer user accounts
- Implementing role based security
- Moderating a CMS site

# My Role In The Process

- Provide clear and concise assignments
- Provide easy to read and follow assignment instructions
- Provide Example PHP and SQL code
- Provide example websites for you to compare to your site in progress
- Provide all the content and images that you need to complete the assignment
- Provide quality questions that test your understanding of the material
- Provide quality activities and work with you in class

# And...

- Provide informative lectures
- Be available for assistance during office hours
- Be available via text messaging & email for questions
- Be available for remote help
  - We can solve **issues** over the phone if I can login and access your site and web host

# And its not just assignments

- To learn how to create CMS websites, you have to understand their interactive nature
- You also have to understand how to manage this interactive nature
- That means you have to learn and understand how to EXTEND CMS(s) interactive nature

# Your Role in the Process

## is to BE PREPARED

- In-Class Students
  - Come to class, **be on time, stay for the whole class**
  - Return from Break ON-TIME and ready to work
  - Download and extract the current module Assignment and Activity documents and assets to your personal device
  - Pre-read the Assignment and Activity Instructions
    - Be prepared to ask questions about the Activity and Assignment
  - Download and extract the current lectures from D2L (PDF or PowerPoint **zip files**)
    - Quickly review them before class

# Your Role in the Process

## **is to BE PREPARED**

- In-Class Students
  - Access the class D2L site daily, check for announcements and updates
  - Submit completed **assignment templates** to the correct D2L section as **Word or PDF**
    - Do not submit ZIP, RTF or Apple Pages files
    - **If you submit PDF to D2L, include your site name, admin login and password as comments in D2L for each assignment**

# Your Role in the Process

## IN-CLASS STUDENTS

- Work with me as we do activities in class
- Pre-read assignment instructions before class
- Ask questions about the assignments
- Download all activity content as soon as you arrive in class
  - I recommend printing the instructions and checking off tasks as you do the activity
- Take the attendance Quiz during class
  - Ask for todays color if I don't volunteer it at the beginning of class

# Assignment Quizzes – The Color Quiz

- I will tell the in-class students each weeks module color after the break and write the color on the white board at the end of each class.
- Take the attendance quiz on D2L and enter the color.
  - You get two chances to take the color quiz.
  - The quiz is available at the start of each module (class) and is due before the start of the next weeks module (class)
  - **Module 01 is not a color – it's a YES or No question about how to get help in this class**

# D2L Dropbox – Attendance Quizzes

## Take it Each Week

COURSE HOME | CONTENT | DISCUSSIONS | DROPBOX | GRADES | CLASSLIST | MORE ▾

Quiz List

Help

Current Quizzes

Attendance Quiz 10 ▾  
Nov 13, 2014 5:45 PM - Nov 20, 2014 5:45 PM

Select  
More > Quizzes

Attempts

Past Quizzes

Attendance Quiz 01 ▾  
Sep 11, 2014 6:00 PM - Sep 18, 2014 5:45 PM

Attendance Quiz 02 ▾  
Sep 18, 2014 6:00 PM - Sep 26, 2014 5:45 PM

Attendance Quiz 03 ▾  
Sep 25, 2014 6:50 PM - Oct 3, 2014 5:45 PM

Attendance Quiz 04 ▾  
Oct 2, 2014 6:45 PM - Oct 10, 2014 5:45 PM

Attendance Quiz 05 ▾  
Oct 9, 2014 6:45 PM - Oct 17, 2014 5:45 PM

Attendance Quiz 06 ▾  
Oct 16, 2014 6:45 PM - Oct 23, 2014 5:45 PM

Attendance Quiz 07 ▾  
Oct 23, 2014 6:45 PM - Oct 30, 2014 5:45 PM

Attendance Quiz 08 ▾  
Oct 30, 2014 6:45 PM - Nov 6, 2014 5:45 PM

Attendance Quiz 09 ▾  
Nov 6, 2014 6:45 PM - Nov 13, 2014 5:45 PM

Attempts

# Your Role in the Learning Process

## [IN-CLASS STUDENTS]

- Start work on Homework Assignments ASAP
  - Do not wait until the day its due to start
- Work together to Help Each Other
  - You all are your best source for quick and expert help
  - I'm your next best resource. I can help using Skype or Google+ Hangout.
  - I can also login to your account and help you fix problems, **but I will need the site URL and the admin login and password.**
  - **I don't mind helping!**
  - The TUTORS are a great source for help, but you have to work with them at DePaul, 1 on 1 and most do not know PHP or CMS

# Remote Students

- You have the same responsibilities as the In-Class students, except you don't come to class
  - DOWNLOAD & extract the lectures and review them
  - Please watch the recorded lectures ASAP
    - Please do not fast forward to much, except during the boring parts
  - Look for the Color Quiz at the end of the lecture and take the attendance QUIZ ASAP
  - Do not wait until the day before assignments are due to start working on them
  - Submit the assignments to the assignments D2L section
    - **Do not submit ZIP files or Apple Pages files**
  - Access the IT320 D2L site daily checking for announcements and updates

# Assignments in IT320

- In this class I provide assignment instruction and template documents in D2L.
- **Follow the instructions in the instructions doc** and record your answers and screen captures in the template
- Fill out the template top and bottom information blocks
- Submit completed templates to the dropbox on D2L. There is a link to each assignment dropbox on D2L
- Home Work Assignments and In Class Activities are different tasks.
  - Each has its own set of instructions
  - Assignments have an accompanying template file and Activities do not.
  - Assignments are required and Activities are optional

# Need More Info on Assignments

- For additional information on how to do assignments in IT320 with details about the instruction, template and submitting to D2L, please watch the module 01 training video **“Instructions for doing assignments in IT320”**
- OR
- Ask me! Send me an email with your questions.

# All Students

- Except for the first module, All modules have reading assignments.
  - Please read the assignments!
- Each D2L Module has copies of the lectures, the activities, the assignments, and **TRAINING Videos**.
- These short but very detailed videos are a great way to *get up to speed* or *review* the concepts and skills we are learning in class. **PLEASE WATCH THEM!**

# IT-320 Student Responsibilities

- Keep track of the assignments are due dates and times
- Keep track of the assignments you turn in
  - If you submit assignments to the wrong section, I will ask you to re-submit to the correct section.
  - I will not grade assignments posted to the wrong D2L section
  - I will try and let you know that you submitted to the wrong drop box. Its in your best interest to give me multiple ways to contact you quickly.
    - Provide your email and or cell number

# All Students

- If you run into trouble with an Activity or Assignment please follow these steps (continued):
  - If a training video exists, watch it and follow along.
  - Review the presentations (PowerPoint or PDF) available from D2L
  - Review the recorded lecture (If you think this will help)
  - Contact the instructor for help – Email & use the Issue Resolution Template (IRT) in your email body
  - Make an appointment for office hours or remote help

# All Students

- Please let me know about ISSUES and PROBLEMS ASAP
- If you run into trouble with an Activity or Assignment please follow these steps:
  - TRY to solve the problem, **but do not drive yourself crazy doing so.**
    - Set realistic timeframes for when to stop trying and ask for help.
    - Don't get frustrated, **contact ME or another student or a Tutor** and get the help you need to solve the problem
  - If possible, skip ahead and keep going with the assignment

# Team Work is Encouraged in IT320

- Work together if you like doing so
- Use D2L to Everyone turns in their own template to the D2L Dropbox
- Collaborate – help each other and you will all do better
- Use the D2L Discussion boards to exchange names and contact Info and post questions for the class to address
- Start a SLACK site and use it to collaborate

# About the Assignments

- Please read the entire assignment (Activity and homework) documentation before I review it in class and before you start working on it
- I will review assignments in class, on the day they are assigned.
- I will then go over any questions you have about the assignment before we do it
  - Again, please read the assignment documents in advance of class.
  - Be prepared to talk about what we are about to do!

# Read the Assignment Documents

## Before Starting the Assignment

- Read all assignment documents before you start working on it
- If you read the instructions and the template you should get a pretty good idea of how long the assignment takes and what screen captures are required
- Follow the instructions and record screen captures in the template file

# About Assignments

- Assignments are submitted to the D2L Dropbox
- I am providing templates for each assignment
- **Using the template is required, not optional.**
- The template will have tags for your name, student ID, and other information.
- Please download and use the assignment templates.
- I will grade assignments that are submitted using the template.
  - There are Microsoft Word versions available
  - Contact me ASAP if you do not have access to Microsoft word

# Activities and Assignments

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- Activities are OPTIONAL
- Activities are not submitted to a D2L Dropbox folder
  - A common mistake is to submit the **activity** to the **assignment** Dropbox
    - If you do this, and I catch it in time, I will ask you to resubmit.
    - If you submit to the wrong assignment number, I wont find it in time and you may end up with zero points for the assignment

# Please Follow The Assignment Instructions

- Activities and assignments have instruction documents
  - Please follow them
  - I'm human and a bad speller, and I make mistakes
  - When you find one, let me know by filling out a BUG REPORT EXTRA CREDIT VOUCHER FORM

# Assignment Documentation

- Each assignment will have the following docs:
  - **Assignment Instructions** – Contains the assigned tasks and the step by step instructions you follow to complete them
  - **Assignment Template** – Download it, rename it, then add content and screen captures to it, then submit it to the D2L dropbox.
    - Once in D2L, I review it and grade it.
  - **Assignment Rubric** – A brief ~~expiation~~ explanation of how to lose points on an assignment by not completing tasks or not including information on the assignment template.

# Assignment Content

- Most assignments will have additional content & asset files
- Assignment Website Content – The page content, SEO, and image information
  - Assets Folders – containing website images and additional content in either word documents or text documents
  - Additional folders – additional material on the assignment

# Most Common Problems Document

- Some assignments have an additional document named “**Most Common Problems**”
  - Read it before you start working on the assignment.
  - It’s loaded with useful information from previous classes about actual problems reported and how they were fixed, either by the instructor or the student.
  - In some cases it has the solution to an assignment PHP problem.

# IT320 Training Videos

- Most modules have training videos
- They are short MP4 videos you can download and watch
- They are intended to fill in the gaps between understanding a concept and actually doing it

# Please Collaborate with Each Other

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- Please do collaborate on **activities** and assignments
- Collaboration is not required, but please feel **free** to work with each other and help each other out.
- **The final project will be easier if you work together.**
  - You will each turn in a Final Project solution, but you can work together on the research, design, and development portions of the project.
  - You can work in teams of up to 3 students, 4 if at least 1 is a distance learning student.

# Activity and Assignment Corrections

- All corrections are posted on the IT320 D2L site NEWS section, as I find them or I am notified about them.
- Please check the class D2L site front page News, especially before you start filling out the template file.
- If you see a note that I have updated the template or assignment, please download a new copy.
  - You may find you will have less to do!

**News** | ▾

**Module 08 Issues and Answers** ▾


Posted Oct 30, 2014 5:20 PM

**Activity 08**

- (1) Page 1, 9. a: Use the link from (from, not form)
- (2) Page 9, Screen capture numbers were wrong, please get a new copy f the instructions and template.  
Here is the corrected order

**NOTE – The idea is to add the role table records first, then delete them**

- [C3] About this module
- [C4] Insert Into Roles Table
- [C5] Delete Role Table Records
- [C6] Read + Display Roles Info
- [C7] Read and+ Display System Info

Questions #12 & #13 please write PHP DB statements, just like we went though in class. So not write SQL statements. I updated the instructions to make this more clear.

**Assignment 08**

- (1) Please make sure that the line 146 on the container\_info.module ends with a semicolon.  
If it doesn't, please code-edit the file add one before you enable the module.
- (2) There are no hints at the bottom of the assignment instructions. They were moved to a document named "IT320 assignment 08 Common problems.docx" on Module 08 assignment section
- (3) I have adjusted the Template screen shots, reducing the number and making their descriptions better (more clear). Ver 3.4

**(4) In step 9 I identified the SQL file correctly, step 10 file name is a typo. Here are the corrected instructions:**

- 1) Download the supplied "idj\_container.sql" file from D2L to your desktop
- 2) From phpMyAdmin RDBMS, select your sites database and import (create and populate) the two new tables using the "idj\_container.sql" file.
  - a) The provided ".sql" files, are configured to use the "idj\_" prefix as your table prefix
  - b) Importing will not populate the table with the record data.
  - c) The ".sql" files were created using empty data files.

18 - Sentence is cut off, here is what it should be

**Updates** | ▾

There are no current updates for CONTENT MANAGEMENT SYSTEMS - 2014-2015 Autumn

**CDM Lectures** | ▾

**IT-320-701**
**Online Lectures**

- |                |  |  |  |
|----------------|--|--|--|
| 10/30/14 17:45 |  |  |  |
| 10/23/14 17:45 |  |  |  |
| 10/16/14 17:45 |  |  |  |
| 10/09/14 17:45 |  |  |  |

**CDM Proctored Exams** | ▾

**BYOD** | ▾

Please be sure to bring your own laptop or Notebook to the first class.

Your device must be able to connect to the DePaul secure WIFI.

# Rename Each Template Before Submitting the Template to D2L

- Rename the template file, **pre-pending** your full name (first + last) to the template file
  - The first assignment template is named
    - IT 320 Assignment #1 Template.docx
  - If your name is John Smith, you will submit a template file named
    - **John Smith IT 320 Assignment #1 Template.docx**
  - **There are deductions for not naming your files correctly.**
  - **That's a silly way to loose points.**
  - **Please name your template files correctly.**

# Rename Template Before Submitting to D2L

- Templates that are not named correctly will have points deducted from them (they will be graded)
- Templates that are not Word or PDF format will not be graded.
- I will contact you and ask you to re-submit an approved format (word or PDF) by the due date and time for full credit

# Acceptable Template Formats are Word and PDF

- Microsoft Word documents
- Adobe PDF
- **NOTE: IF you are using Mac Pages, export your template file as a PDF and submit the PDF to D2L**
  - Mac pages users, export to PDF and submit the PDF to D2L. Please put your site name, admin user name and password as comments on your D2L submission
- **Do not submit Mac PAGES document to D2L**
- Do not submit Rich Text Documents (**RTF**) to D2L
- Do not submit documents ~~form~~ from Google docs.

# Submit the Template (of Approved Format) to the D2L Dropbox

- A renamed and completed assignment template  
**word document or PDF**
- By completed I mean you answered all questions  
and included all requested screen captures

# SCREEN CAPTURES

- Please reduce the width of your web browser so that you show as much page content as you can, and use a screen capture tool like SNIPPING tool (windows) or Snagit.
- Please do not take full screen captures, only capture the web browser and its content.

# Please no full screen captures pasted into your assignment templates

- Don't copy and paste full screen shots into the template document
- Use a snippet tool or partial screen capture tool
- Full screen captures are very large in size and will significantly slow down the review and grading process

# IF YOU'RE RUNNING WINDOWS 7

- Please use either the snipping tool or purchase a copy of Snagit

# Mac Capture

- COMMAND – SHIFT – 3
  - Full screen shot
- COMMAND – SHIFT – 4
  - Select area to capture and its saved to the desktop
  - Image is saved with the file name
    - “Screen Shot YYYY-MM-DD at HH.mm.ss AM | PM.png”

# Or Purchase and Use Snagit



The image shows a screenshot of a software application window for Snagit. The window has a dark blue header bar with several small yellow icons. Below the header, the TechSmith Snagit logo is displayed. The main title "Try Snagit 13 Today!" is prominently shown in large white and red text. In the center is a large blue square containing a white stylized letter 'S'. Below this, descriptive text reads: "Create remarkable looking images and videos with Snagit screen capture and recording!". At the bottom left is an orange button with the text "Download Free Trial". At the bottom right is a black button with the text "Buy Now". The background of the window features a faint, semi-transparent image of a smiling man.

Try Snagit 13 Today!

Create remarkable looking images and videos with Snagit screen capture and recording!

Download Free Trial

Buy Now

# TechSmith has versions of Snagit for Mac and Windows

## Choose Your Version

### Snagit 13 (Windows)

This is the most recent version of Snagit for Windows. Use the links below to access Snagit's tutorials and help documentation.

[Tutorials](#)[Help Documentation](#)

### Snagit 4 (Mac)

This is the most recent version of Snagit for Mac. Use the links below to access Snagit's tutorials and help documentation.

[Tutorials](#)[Help Documentation](#)

### Snagit 12 (Windows)

This is the previous version of Snagit for Windows.

[Tutorials](#)[Help Documentation](#)

### Version 3 (Mac)

This is the previous version of Snagit for Mac.

[Tutorials](#)

# Please don't take Full Desktop Screen Captures

- Don't copy and paste full screen shots into the template document
- Use a snippet tool or partial screen capture tool

# Example of a Good Screen Capture

Reduced browser width, partial screen capture

The screenshot shows a Drupal 7 website titled "My Drupal 7 Fresh Install". The header features a logo of an armadillo and social media links. A navigation menu includes "HOME", "TT55", and "ABOUT". The "ABOUT" page content includes a "Business Address" section with address details and hours of operation. A note at the bottom advises against including the text below on a site and provides a link to Wildlife Rescue of Austin Texas.

My Drupal 7 Fresh Install

HOME TT55 ABOUT

**Business Address:**  
Armadillo Video Game Resale Shop  
Westgate Mall  
7701 West Interstate 40  
Amarillo, Texas 79121  
Phone: 888-999-1111 (NOTE - this is not a real phone number)

**Hours of Operation:**  
Mon–Wed: 10:00am–9:00pm  
Thursday: 10:00am–6:00pm  
Fri–Sat: 10:00am–9:00pm  
Sunday: 12:00pm–6:00pm

**NOTE: DO NOT INCLUDE THIS CONTENT ON YOUR SITE.**  
*In the text below, there is underlined text, Wildlife Rescue in Austin Texas.*  
Please make that underlined text a link to Wildlife Rescue of Austin Texas: <http://www.austinwildliferescue.org/>

# Example of a Bad Screen Capture

Browser is full Screen, there is too much empty space

The screenshot shows a Drupal 7 fresh install website titled "My Drupal 7 Fresh Install". The page features a header with a logo of an armadillo, a navigation menu with links for HOME, TT55, and ABOUT, and social media sharing icons. The main content area includes a "User login" form on the left and an "About" section on the right. The "User login" form has fields for Username (mchase) and Password (\*\*\*\*\*). The "About" section contains business address, hours of operation, and a note about not including content. Two red double-headed arrows on the left and right sides of the content area indicate the excessive white space on either side.

**User login**

Username \*  
mchase

Password \*  
\*\*\*\*\*

> Create new account  
> Request new password

**Log in**

**About**

**Business Address:**  
Armadillo Video Game Resale Shop  
Westgate Mall  
7701 West Interstate 40  
Amarillo, Texas 79121  
Phone: 888-999-1111 (NOTE - this is not a real phone number)

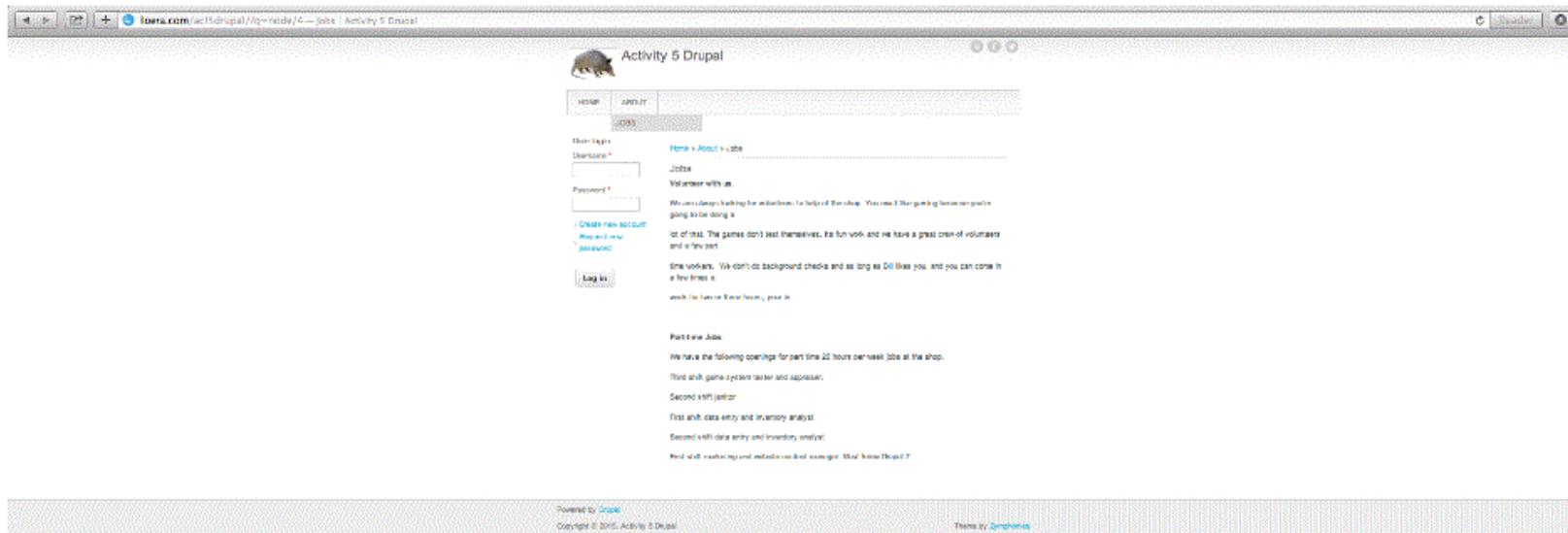
**Hours of Operation:**  
Mon-Wed: 10:00am-9:00pm  
Thursday: 10:00am-6:00pm  
Fri-Sat: 10:00am-9:00pm  
Sunday: 12:00pm-6:00pm

**NOTE: DO NOT INCLUDE THIS CONTENT ON YOUR SITE.**  
*In the text below, there is underlined text, Wildlife Rescue in Austin Texas.  
Please make that underlined text a link to Wildlife Rescue of Austin Texas: <http://www.austinwildliferescue.org/>*

**About**  
The Armadillo Video Game Resale shop raises funds for [Wildlife Rescue in Austin Texas](#). We do this by accepting used video game and game system donations and reselling them to the public. Video games are sold for \$2 to \$5 each and game systems are sold for \$15 - \$50 each. We also allow local customers to post games and game systems for sale on our bulletin board. We hold the games and game systems in our shop, and when someone buys the game or game system, we take 20% of the sale. We also run video game tournaments at the Westgate Mall. The tournament entry fee is \$15, and prizes are awarded to the top 5 finishers. Austin stores donate prizes and we sweeten the pot, by kicking in \$100 each to the top 3 finishers. The top 10 finishers are awarded points at our store, which can be used to purchase games and game systems. Up to 70% of our profit goes directly to supporting the Wildlife Rescue in Austin. The remaining 30% pays for rent, electric, worker salaries, and tournament prize money. We have a small store at the Westgate Mall. Come visit us when we are open!

# Actual Screen Capture from Last QTR. Is this Good or bad?

**14. SCREEN CAPTURE [C7] of the frontend website with Lexi theme showing the Jobs page and Jobs main menu link**



# Example of a Bad Screen Capture

Address bar clipped short, **I can not read the Address bar URL**

The screenshot shows a web browser displaying a Drupal 7 website titled "My Drupal 7 Fresh Install". The address bar is partially visible at the top. The page content includes a logo of an armadillo, a navigation menu with links for HOME, TT55, and ABOUT, and a main content area titled "About". The "About" section contains business address details and operating hours information.

My Drupal 7 Fresh Install

HOME TT55 ABOUT

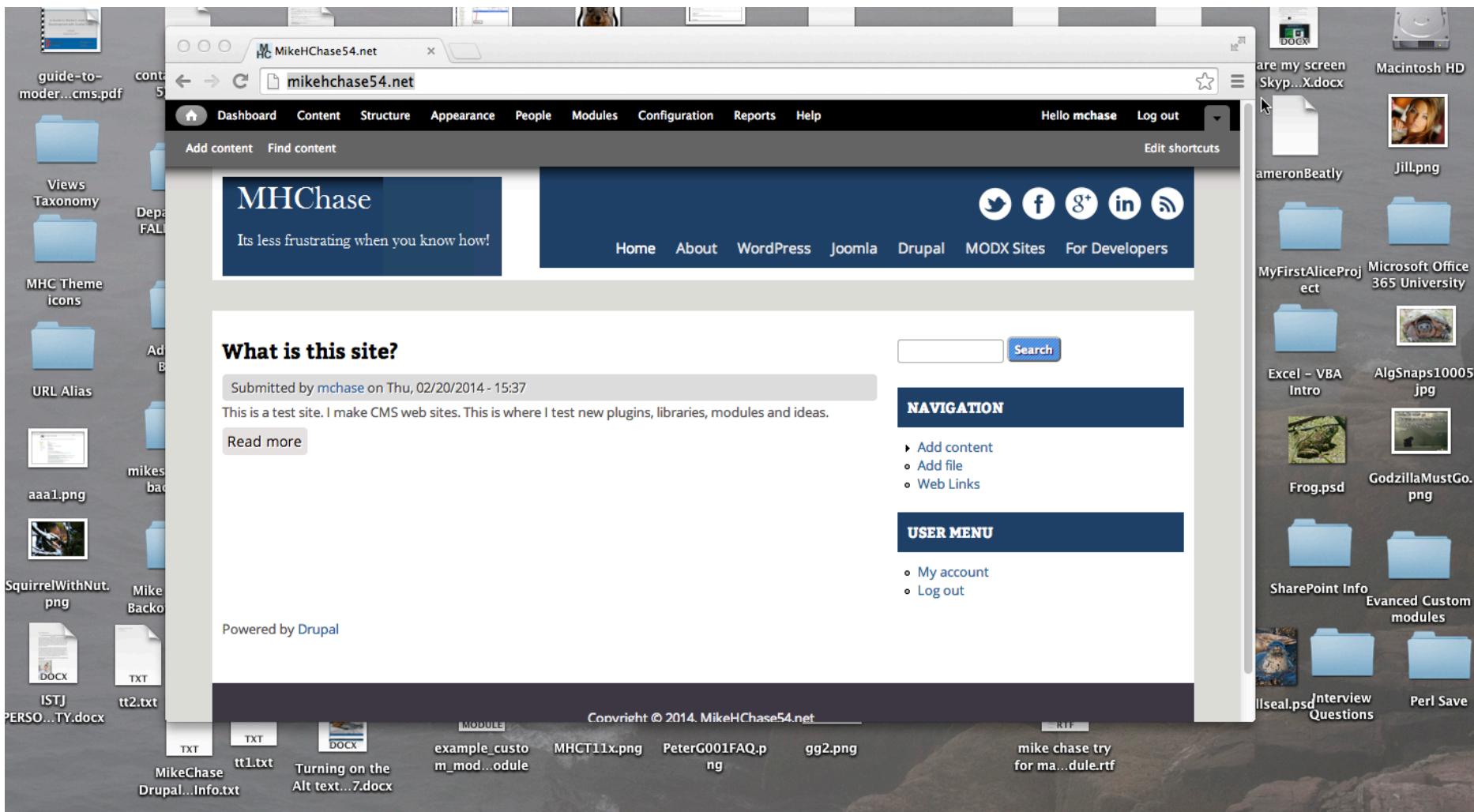
About

**Business Address:**  
Armadillo Video Game Resale Shop  
Westgate Mall  
7701 West Interstate 40  
Amarillo, Texas 79121  
Phone: 888-999-1111 (NOTE - this is not a real phone number)

**Hours of Operation:**  
Mon–Wed: 10:00am–9:00pm  
Thursday: 10:00am–6:00pm  
Fri–Sat: 10:00am–9:00pm  
Sunday: 12:00pm–6:00pm

# Bad Screen Capture.

# Please do not take full desktop captures



# **Acceptable Template Formats (SUBMIT THESE TO D2L)**

- Word Documents
- PDF – If you submit PDF(s) please add the site URL , site admin and login as comments. This will prevent my making mistakes when I login to test your site.

# **UN-Acceptable Template Formats (DO NOT SUBMIT THESE TO D2L)**

- Zip Files
- Pages for iOS files
  - Mac Pages users, please export as PDF and submit the PDF to D2L
- OpenOffice documents
- Rich Text Documents (RTF)
- Google Docs

# Poor Quality – Web Browser To Wide

custom module Navigation links

**SCREEN CAPTURE of the Main Page as an Anonymous User]**

The screenshot shows a Drupal website with a blue header bar containing the logo and the text "Drupal Custom Module". Below the header is a navigation sidebar with the following items:

- Navigation
  - Display Container Table
  - Insert into Container Table
  - Remove Container Table
- User login
  - Username:
  - Password:
  - Create new account
  - Request new password
- Log In

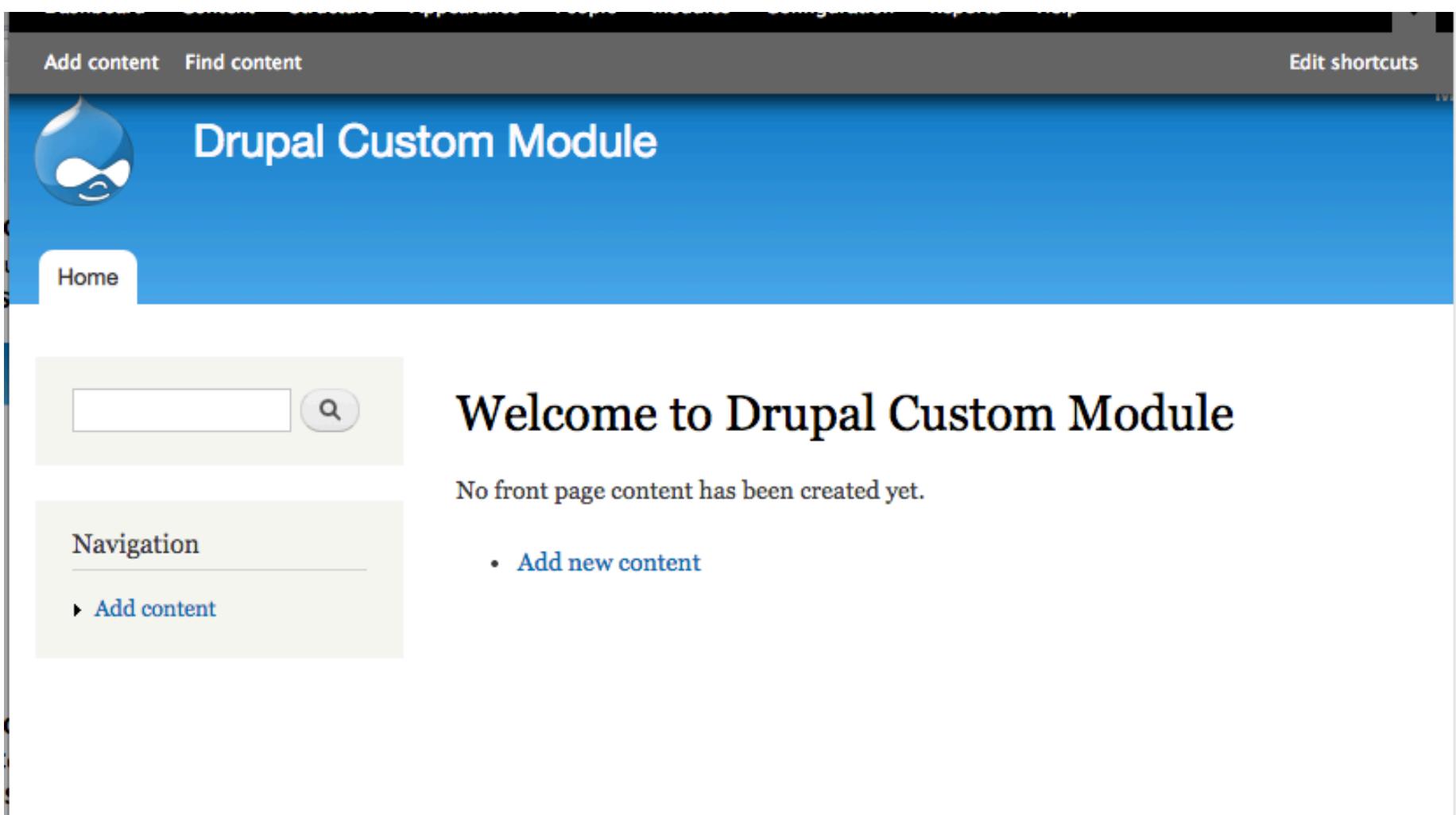
Below the sidebar is a large table titled "Display Container Table". The table has columns: ID, name, size, size\_max, used, and dimensions. It contains 45 rows, each with the value "Very Small Box" in the "name" column and "3" in the "size" column.

Two red arrows are overlaid on the image: one pointing right towards the navigation sidebar and another pointing left towards the table.

**SCREEN CAPTURES** of the Drupal Admin backend Modules page showing the OTHERS section and Container Info module enabled with Help and Permissions links visible

**. SCREEN CAPTURE of the Toolbar > Modules Page, OTHERS section]**

# Good Quality – Web Browser Just Right



The screenshot shows a web browser window with a Drupal theme. The header bar includes links for 'Add content' and 'Find content' on the left, and 'Edit shortcuts' on the right. A blue navigation bar features the Drupal logo and the text 'Drupal Custom Module'. Below this, a 'Home' link is visible. The main content area has a search bar with a magnifying glass icon. The main heading is 'Welcome to Drupal Custom Module', followed by the text 'No front page content has been created yet.' A 'Navigation' sidebar on the left lists 'Add content' under a 'Add content' heading. A list of actions at the bottom includes 'Add new content'.

Add content Find content Edit shortcuts

Drupal Custom Module

Home

Welcome to Drupal Custom Module

No front page content has been created yet.

Navigation

▶ Add content

- Add new content

# Your CMS Site Admin Login And Password

- For most assignments I ask you to record the CMS website administrator user name and password on the assignment template.
- This is the CMS website administrator, or Site Admin logon info.
- I need your site admin user name and password so I can login and review your assignment
- **I only login to your website and review if I have questions after reviewing your template or if you request help on the assignment.**

# Template Website Admin Info

## Please Note: Version Number

IT320 Assignment 02 Template

version 5.2



### Assignment 02 – WordPress CMS Website (Basic Pages)

#### Instructions for completing template:

Replace [bracketed red text] with the requested information or screen capture.

Replaced bracketed red text with black text and then remove the brackets.

Do not include full screen shot images, or full screen shots that are reduced in size. Use a snippet tools to capture parts of the screen and insert those images into the template.

Do not remove tags from this template. Please answer all questions.

Assignment questions are not as detailed as activity questions.

The assignment is where you demonstrate understanding of the material.

Student Name: [STUDENT NAME – First, Last]

Student ID Number: [STUDENT ID NUMBER]

Class Designation: [IN-CLASS or REMOTE]

Student Contact Information: [Contact Methods + Information]

What day and date did you start this assignment: [Day and Date]

Approximately hours to complete this assignment: [Approx. Hours]

Did you work with other classmates on this assignment? [Yes or No?]

Did you download the Module 02 presentations from D2L? [Yes or No?]

Did you watch any of the Module 02 IT320 Training Videos [Yes or No?]

# When bugs are found and corrections are made, new versions are posted to D2L

- I will post a D2L News notice about the bug and the fix, and the new version of the instructions, template, or rubric.
- Most bugs result in less work on your end, so please register to receive D2L news items, and when you see **one** from IT320, please read it

# One Last Note on Assignments

- **Please don't leave template items blank**
- If you don't know what to put in the template item, ask me
- **Do not reformat the template, do not change the numbering.**
  - This makes it difficult to grade
  - This makes it difficult to give FEEDBACK on your assignment
- Turn in your templates on time
  - Turn in Word documents or PDF
  - **No Pages (MAC), RTF, HTML, XML, or zip files,**
- Due dates and times are listed on D2L

# When Pasting PHP code into a Template

- Take screen captures of your code, do not attempt to copy and paste PHP code directly from a Web Tester into a TEMPLATE file
- If you are determined to only copy and paste PHP code, create a single row TABLE, and paste the PHP code into it.
- Whatever you do, PLEASE DO NOT MODIFY THE TEMPLATE formatting or task numbering in any way.

# Template

- PLEASE DO NOT MODIFY THE TEMPLATE  
formatting or task numbering in any way
  - Makes it very difficult for me to give you feedback  
on your assignment
  - Modified templates may be graded but will  
receive significant deductions

# Submitting after Due Dates and Times

- **Approved extension do not get late submission deductions – but it must be approved**
- I do not approve extensions on the day the assignment is due
- I do not approve extension if the assignment is past due
- Missing class or not submitting on time and not contacting me until after the due date is not acceptable

# Template Submission Due Dates

- Assignments due dates and times are listed on D2L
- **Please do not start the assignment the day before its due and expect to complete it on time.**
- If you are a remote student, please watch the class lecture as soon as you can after its posted.
- Do not wait to start work until the day before an assignment is due!
- If you finish the assignment, review it, make corrections and submit it.
- Remote students please do not forget to take the attendance quiz immediately after watching the recorded lecture!

# Assignment Extensions

- The PHP solutions for each activity and assignment will automatically **be posted** on D2L after the assignment due date and time.
- Extensions must be worked out at least 1 day before the due date of the activity or assignment
- **There are no extensions on the Final project.**

# Trouble with D2L or D2L Dropbox?

- Please contact DePaul tech support if you have issues with D2L or D2L dropbox.
  - Also let me know about your D2L issues ASAP.

# Trouble viewing the Recoded Class? Open a CDM COL Error Ticket (on D2L)

SwapDVD Rece... MODx Video Tut... DePaul Universit...

My Home > CONTENT MANAGEME... COURSE HOME | CONTENT | DISCUSSIONS | DROPBOX | GRADES | CLASSLIST | MORE | EDIT COURSE

News | ▾

Before the first week of class - Check your DePaul Email account ▾  
Posted Feb 25, 2016 12:00 AM  
Office Hours: Monday, Wednesday and Thursday 2:30 – 4:30 PM and by appointment  
Virtual Office Hours: By appointment (Phone or Google Hangout)  
Email: [mchase2@cdm.depaul.edu](mailto:mchase2@cdm.depaul.edu)  
Class Hours: Monday 5:45 pm – 9:00 pm  
Course Location: **CDM Room 801, Loop Campus**  
Please remember to bring your Laptop, or MacBook with a full charge.

**ALSO**  
Please make sure your **DePaul email is in working order** before the first week of class.  
I recommend that you test your DePaul email and make sure you can login and send and receive emails.  
SiteGround Web-hosting has a program offering one year of free web-hosting to students at DePaul

Updates

There are no current updates for CONTENT MANAGEMENT SYSTEMS - 2016-2017 Winter

CDM Lectures  

Issues with CDM Lectures? Open a CDM COL Error Ticket

IT-300-703  IT-320-701   
 IT-394-701

Online Lectures    

# Assignments get harder (longer) and take more time as the class progresses

- The assignments get harder (longer) as we move forward
- Everything we learn carries forward and you will be expected to apply what you learned in the Final Project

# The Final Project

- There is a final project
- The Final project is a large percentage of your grade (exact percentage is listed in the syllabus)
- The Final Project will be a Drupal CMS site
- We will be putting it all together in a Final Project
- **The Final Project instructions are intentionally generic.**
  - Its up to you to determine the correct procedure to follow to implement the solution correctly

# About the final project

- *The final project instructions are not detailed as in previous module activities and assignments.*
- *That is by design.*
- **The final project is like a final exam.** Its up to you to figure out how to download, install, configure modules and libraries, and build the website.
- You can use your notes, the class presentations, training videos, the web, each other, and the instructor for assistance.
- You will use the CMS skills learned in this class to complete the Final Project
- I suggest that week 6, you download and start reviewing the Final project instructions and plan your attack

# Reading Material



# Reading Material

- No Assigned Textbook
- **Books 24x7 and Safari**
  - WordPress
  - Joomla
  - Drupal
- **Web Materials and PDF(s)** – assigned in class and listed on the DePaul D2L

**Any Questions...  
Just Ask!**



# Any Questions on the Syllabus?



# Instructor Information

- Michael H. Chase
- mchase2@cdm.depaul.edu
- Skype: Michael.h.Chase4174
- Mobile: 847.878.6225
- Office: 312-362-1352
- Connect with me on LinkedIn

Me On A Good Day



- I am a full time Instructor at DePaul.
- If its important, text or call me on my cell.  
IF I am free I will answer.  
Please keep texts very short.
- My office is on Daley 16<sup>th</sup> floor, Suite 1619

Me On A Great Day



# To Request Assistance

- STEP 1 – Send a TEXT 847-878-6225
  - Send a text with Your Name and IT-320
- STEP 2 - Follow the text with an email
  - Name and contact info
  - Web Host: Name
  - Web Host: Login and Password
  - CMS Site URL:
  - CMS Site Admin Login & Password
  - Put the assignment (activity or home work details ) along with the task or question number
  - Ask your question or state your concern
  - Best way (and times) to get ahold of you

# Email – IT 320 Issue Resolution Template

- There is a text file on D2L in the Student Template Section named  
*“IT320 Issue Resolution Template.txt”*
- Please download it, paste it into your email body, fill it out, send it, and start the magic called issue resolution
- I love solving problems, so please do not hesitate to ask questions. Its what I do!
  - I have been doing this a long time
  - I’m very quick at determining the root cause and fixing problems
  - I will let you know what caused the problem

# I NEED HELP with an Assignment (IRT)

My Home > CONTENT MANAGEME... ▾

Michael Chase as Student ▾

COURSE HOME | CONTENT | DISCUSSIONS | DROPBOX | GRADES | CLASSLIST | MORE ▾

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PHP Web Test Sites

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Module 02 WordPress Introduction 21

Module 03 Intro to Extending WordPress with Plugins 17

Module 04 WordPress Plugins Continued 22

Module 05 WordPress Custom Plugins + PHP and SQL 24

Module 06 3

I NEED HELP with an Assignment (IRT) ▾

IF YOU Need help on an activity or assignment and want the experience to be a positive one--

Then give me all the information I need to help work on your issue is one email.

Simply download the **IT320 Issue resolution form**, **fill it out, put it in an email body**, and send it to me ASAP.

Send me a text with your name and IT320, and that that you sent an IRT email my way.

I will respond to your text as soon as possible and let you know how soon I can help you.  
When I get the email and I'm free to work on your problem, I will solve it as fast as I can and get back to you by email or text, or voice mail.

Please don't forget to verify all the IRT information before sending.

Thanks.

===== ISSUE RESOLUTION TEMPLATE =====

IT 320 Issue resolution template

Student Name: 

Email:

Phone:

Get back to you how?

Activity or Assignment Name:

Task or Question Number:

Question, issue, or bug:

CMS Type: WP or Drupal

CMS Site URL:

CMS Admin login:

CMS Site Admin password:

Webhost Name: SiteGround

Webhost URL (IF not SiteGround):

Webhost Admin:

Webhost password:

Did you include attachments: Yes/No

How long have you worked on finding a solution: ## HOURS or ## DAYS

Describe what you have done so far to attempt to resolve this issue?

Things like, re-watched the lecture, watched training videos, re-read the presentation, asked other students.

I want to know this so I'm not asking you to repeat what you have already done.

If you want me to contact you, please give me a day and time to call you.

Or, If you want me to craft an email response, put that in the Get back to you how section.

For most issues, I will attempt to fix the problem, and then let you know what was wrong in an email or voice-mail response.

 Download

 Send to Binder

0 % 0 of 1 topics complete

 IT320 Issue resolution template ▾

4/1/17

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# Issue Resolution template on D2L (Please use for Email Issue resolution)

IT 320 Issue resolution template

Student Name:

Email:

Phone:

Get back to you how?

Activity or Assignment Name: Task or Question Number:

Question, issue, or bug:

CMS Site URL:

CMS Admin login:

CMS Site Admin password:

Webhost Name: SiteGround

Webhost URL (IF not SiteGround):

Webhost Admin:

Webhost password:

If you want me to contact you, please give me a day and time to call you.

Or, If you want me to craft an email response, put that in the Get back to you how section.

For most issues, I will attempt to fix the problem, and then let you know what was wrong in an email or voicemail response.

# A quick and easy way to earn extra credit

- If you ever find a bug or typo in an IT320 presentation, activity, assignment, or Final project
  - Download the D2L **Bug Reporting Template (BRECT)**
  - fill it out describing the bug or typo
  - Submit the **BRECT** in an email to the instructor
  - If it is approved, the instructor sends you back a voucher document (as an attachment) with a bug ID number, and number of extra credit points earned.
  - You submit the voucher to the Extra credit D2I dropbox, and the instructor applies the points immediately.
  - The only prerequisite is that to receive full credit, you must submit bugs on **Assignments** or **Activities** at least 1 day before the due date and time of that weeks **Assignment**.

# Bug Reporting for Extra Credit (BRECT)

My Home > CONTENT MANAGEME... ▾

Michael Chase as Student ▾

COURSE HOME | CONTENT | DISCUSSIONS | DROPBOX | GRADES | CLASSLIST | MORE ▾

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**Bug Reporting for Extra Credit (BRECT)** 

PHP Web Test Sites

Module 01 Introduction to CMS (20)

Module 02 WordPress Introduction (21)

Module 03 Intro to Extending WordPress with Plugins (17)

Module 04 WordPress Plugins Continued (22)

## Bug Reporting for Extra Credit (BRECT) ▾

If while reading a presentation, or doing an activity or assignment, you notice a misspelling, or a typo, or a bug, report it with this form and get extra credit points toward your final grade.

Bugs are awarded points on a first come first served basis. Once a bug is reported, it will be listed on D2L as reported and again when its fixed.

Please do not send text messages about bugs or typos. Please use this voucher form to report all presentation, activity and assignment bugs.

Fill this template form with you name, class type designation and contact information and information about the bug, typo, or problem. Copy and paste the template form content into an email body and send it to the instructor. The instructor will review your claim information, and send you back a word document attachment email. Post the attached email document to the D2L extra Credit Section. In the document, you will find the number of extra credit points awarded. When you submit the attached document to D2L, the instructor will award your earned points.

===== BUG REPORT EXTRA CREDIT VOUCHER TEMPLATE =====

**Student Name:** 

**Student Number:**

**Class designation: In-Class or Remote (select one)**

**Your Email:**

**Your Phone:**

Complete this section for a problem with a presentation:

**Module Number:**

**Presentation Name:**

**Slide Number:**

Information about the bug or typo:

Complete this section for a problem with an activity:

**Module Number:**

Information about the bug or typo:

Complete this section for a problem with a assignment:

**Module Number:**

Information about the bug or typo:

 Download  Send to Binder

 IT320 Extra Credit Voucher template ▾

# Why SiteGround for our Webhost?

- SiteGround is by far the best low cost Webhost I have ever worked with
  - Most of my clients use SiteGround
  - SiteGround has the best service I have ever experienced
  - I have a lot of experience using it
  - If we both use it, we have an environment that we can both work in and I can easily assist you with issue resolution
- The free 1 year student account is a special account that will allow you to build several CMS websites.

# Lets Get Started with Your Web Host and Domain Name



# Your New best Friend – Your Web Host

- ***You will need to find and acquire a web host to do the assignments for this class***
- You will need a web host account and domain for this class.
  - **It can only be a be a free account if it's the SiteGround deal with DePaul, otherwise it has to be a non-free account.**
  - it must be a full featured account – no limits on number of CMS sites created
  - It must be your own—used primarily for this course; if you have an account already that you are sole manager of, that account may be fine
  - You will want Simple Scripts, Fantastico, **Softaculous**, or similar on your web host (or else the course gets much harder)

# About the Free 1 Year SiteGround Account For DePaul Students

SiteGround Webhosting has started a program offering one year of free webhosting to students at DePaul University. If appropriate for a course you are teaching, you may point students to these accounts for coursework.

You may also point students to these accounts independent of any assigned coursework.

Faculty are eligible for these free accounts as well, with the same limits and conditions as the student accounts.

They are offering discounts to faculty on higher end accounts as well (but shop carefully as SiteGround has many discount plans out there already).

These accounts are not limited to CDM; they are open to the University as a whole—but one must register for it using a ***depaul.edu*** address as validation of your association with the University.

## **Daniel Mittleman**

DePaul CDM

312.362.6103 office

773.382.0013 skype

# SiteGround Account Link Info

The SiteGround program is described in detail here:

<http://www.siteground.com/students/students-program.pdf>

Students (and you) can sign up for the free account at:

<http://www.siteground.com/dePaulUniversity>

If you have follow up questions, you can contact [ccare@siteground.com](mailto:ccare@siteground.com)

Danny

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**Daniel Mittleman**

DePaul CDM

312.362.6103 office

773.382.0013 skype

# Web Hosts

- You will need to host your assignments for this class
- **YOU MUST PURCHASE or SIGNUP A WEB HOST ACCOUNT ASAP THIS WEEK.**



# WEB HOST DETAILS

- It may be a no-cost account if it's the SiteGround DePaul deal
- It must be full featured
  - No limits on the number of CMS sites created
  - Support Drupal 7, 8 and WordPress
- It must be your own—used primarily for this course; if you have an account already that you are sole manager of, that account may be fine
- You will want Simple Scripts, Fantastico, Softaculous, or similar (or else the course gets much harder)
- It should allow you to change the database prefix of a CMS site you create
- It must allow File system access to your site in-directory folder and all hidden files
- **It must have phpMyAdmin for database access**

# Other \$ Webhost Options

- bluehost.com (not my first choice)
- siteground.com (Grow Big or Go Geek Account)
  - Grow Bog \$7.95 /month
  - Go Geek \$14.95 / month
- fatcow.com (\$49 for 1 year)
- Inmotion.com – no deals when I checked in July
- Ipwebhosting.com (Lunar Pages)
- Pantheon Edu
- godaddy.com (Deluxe account - \$4.49/month 12 months)
  - **GoDaddy Does NOT allow** you to set a database PREFIX, but we can work around that if we have to

# Webhost Companies NOT Recommend for IT-320

- Ipage.com – I think you get locked in for a year
- Verio.com – Did not answer the phone
- Site5.com – Did not answer the phone or chat
- Bluehost – Not the best customer support but not bad!
- dreamhost – is not a good fit for this class
- **Surpass hosting** – You can not change the WordPress Database prefix when you create the WordPress Site

# What You Want In A Web Host

- What you want:
  - CPPanel
  - Domain Manager
  - Email Manager
  - MySQL DB Manager (phpMyAdmin)
  - “One click” installs ← **Very Important**
  - Site analytics

# What You Want In A Web Host

- What you want continued:
  - Site analytics
  - FTP/SSH access
  - File System Access – Upload and download files
  - Inline file editor would be a nice to have
  - High limits on bandwidth, **subdomains, databases, files**
- Watch out for add-ons when you register your account.

# What You Don't Want In A Web Host

- Extra Charges for base functionality.
  - If there is an extra charge for CPanel or a Database Administration program (phpMyAdmin), run or walk quickly away.

# Web Hosts And Add-Ons

- You do not need any fancy add-ons for this class, **with one exception**
  - **Backups**
    - If you are developer you understand the importance of backups
    - Without a backup, you can not recover from a catastrophic event
    - **Unfortunately, Your no-cost SiteGround student account does not include daily backups.**
    - **I can show you how to do them by hand if you don't want to spend the \$ to have SiteGround just take care of it**
      - Or you can spend the \$. Its up to you.
  - If you want to take advantage of a extra cost backup system, that's up to you.

# Webhost Ordering Gotcha's

- Minimum Contract?
- Will they auto renew the contract?
- Cost of domain name?
- Which Add-on features cost and which are free.
- Please Pay Attention when you buy, and let the buyer beware!

# So Which Host Should I Choose

- Web host prices change every day
- Check out the list I provided
- Review the costs and signup for a Web host and get the domain name at the same time
- DO NOT JOIN FOR A MONTH and then try to re-new. They will charge you money!
- The no-cost 1 year SiteGround is the best deal going, so I recommend it above all others

# What you need from your Webhost

- Short term contract or guarantee of refund upon cancelation of contract.
- Domain name (may be transferred in)
- SimpleScripts or Fantastico
  - for WordPress and Drupal
  - PHP5 support
- MySQL support
- Email
- Optional:
  - subdomains, ecommerce tools

# For (TONIGHT) & Next Week...

- You must have acquired the NO-COST or purchased a Webhost provider
- You will need it for the remaining assignments
  - Think about the domain name (so you acquire a useful one)
  - The free SiteGround account may not allow you to select a domain name (for the free account only)
  - If you want to select your own domain name, be prepared to spend money
    - If not chose the **Activate Account without Domain** option

# If you are unable to acquire the free 1 year SiteGround Account because...

- You already had one of these accounts and its either expired or will expire before class is over
  - You have your reasons and you do not want to take advantage of this offer
- 
- Signup for a web host account on your own
  - Review the web host requirements listed in this presentation
  - You need a valid web host account to take this class

# And for those of you that own your own domain name or web server

- If you choose to use it either with the no-cost SiteGround account or with your own web host account or own web server.
- There are no issues if you do this, except I may not be able to be as helpful if you need my assistance with a web host issue.
- For your safety and security, please do not use a web host that also hosts production websites or databases.
- For your safety and security, please do not use a web host that have a guest or shared account on.

# To Get the Free SiteGround Account You must have a working DePaul Email

- To get the free SiteGround Account, you must have a valid, working DePaul Email address
- By **valid**, I mean that you can access it, log into it, and send and receive email from it
- To login you must know your Email address, and your login and password

# LETS SIGNUP RIGHT NOW

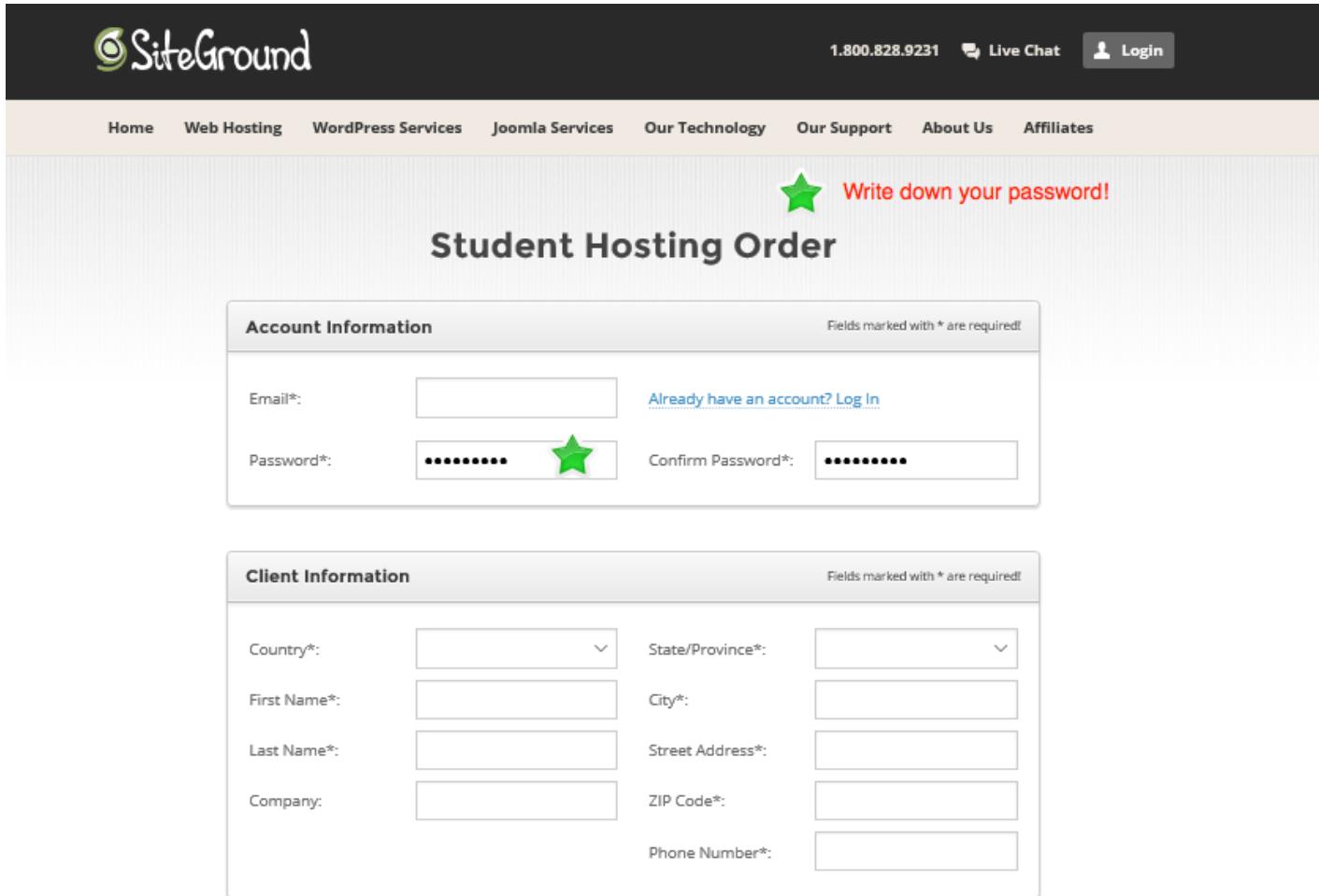
- Lets signup for our free 1 year SiteGround Web Host Account
- OPEN a web browser and navigate to
- <http://www.siteground.com/dePaulUniversity>

<http://www.siteground.com/depauluniversity>

Press the Sign Up button

The screenshot shows a web browser window displaying the SiteGround website for DePaul University. The URL in the address bar is <https://www.siteground.com/depauluniversity>. The page features a banner for 'WEB HOSTING FOR STUDENTS AND EDUCATORS' with a group of smiling students. To the right, there's a 'Special Offer' section for DePaul University. A large green button in the center prominently displays '\$0.00' and 'FOR 12 MONTHS!' followed by a 'Sign Up' button. Three red arrows point to the 'Sign Up' button from different angles. Below the main offer, a text box states: 'Special deal that will give you all the features needed for a successful web start and easy growth!'. At the bottom, there are three columns of features: '10GB Premium Storage Space', '24/7 Expert Support', '24/7 Support Phone/Chat/Ticket'; 'Unlimited Traffic', '150+ free software: Joomla, WordPress, Etc.', 'Free Email Accounts'; and 'cPanel Control Panel', 'Server setup on: Apache, MySQL, Multiple PHP', 'Questions? Check out the FAQ'. The SiteGround logo is at the bottom.

Fill out the form  
Use only valid info & your **DePaul EMAIL**  
**DO NOT FORGET TO WRITE DOWN YOUR PASSWORD**



The image shows the SiteGround Student Hosting Order form. At the top, there's a navigation bar with the SiteGround logo, phone number (1.800.828.9231), live chat, and login options. Below the navigation is a menu with links to Home, Web Hosting, WordPress Services, Joomla Services, Our Technology, Our Support, About Us, and Affiliates. A prominent red star icon with the text "Write down your password!" is displayed above the "Student Hosting Order" section. The form is divided into two main sections: "Account Information" and "Client Information". Both sections include a note that fields marked with an asterisk (\*) are required. In the "Account Information" section, there are fields for Email (with a placeholder box), Password (with a placeholder box and a green star icon), and Confirm Password (with a placeholder box). In the "Client Information" section, there are fields for Country, State/Province, First Name, City, Last Name, Street Address, Company, ZIP Code, and Phone Number.

1.800.828.9231 Live Chat Login

Home Web Hosting WordPress Services Joomla Services Our Technology Our Support About Us Affiliates

★ Write down your password!

## Student Hosting Order

**Account Information** Fields marked with \* are required!

Email\*:  Already have an account? [Log In](#)

Password\*:  ★ Confirm Password\*:

**Client Information** Fields marked with \* are required!

Country\*:  State/Province\*:

First Name\*:  City\*:

Last Name\*:  Street Address\*:

Company\*:  ZIP Code\*:

Phone Number\*:

Scroll down

(1) Confirm Terms of Service & (2) Press the PAY NOW BUTTON

**Plan Information**

Hosting Plan:	StartUp
Data Center:	Chicago (USA) 
Period:	<input type="button" value="12 months"/> 
Hosting Price	\$0.00/mo (Regular: \$9.95/mo)

**TOTAL:** 0.00 USD



I confirm that I have read and agree to the SiteGround Terms of Service.

**PAY NOW**



## Choose Your Domain

- Select Decide later

## Set up Your Website

- Select Don't need help now

Do not add extra options that cost money

Press the Confirm button to continue

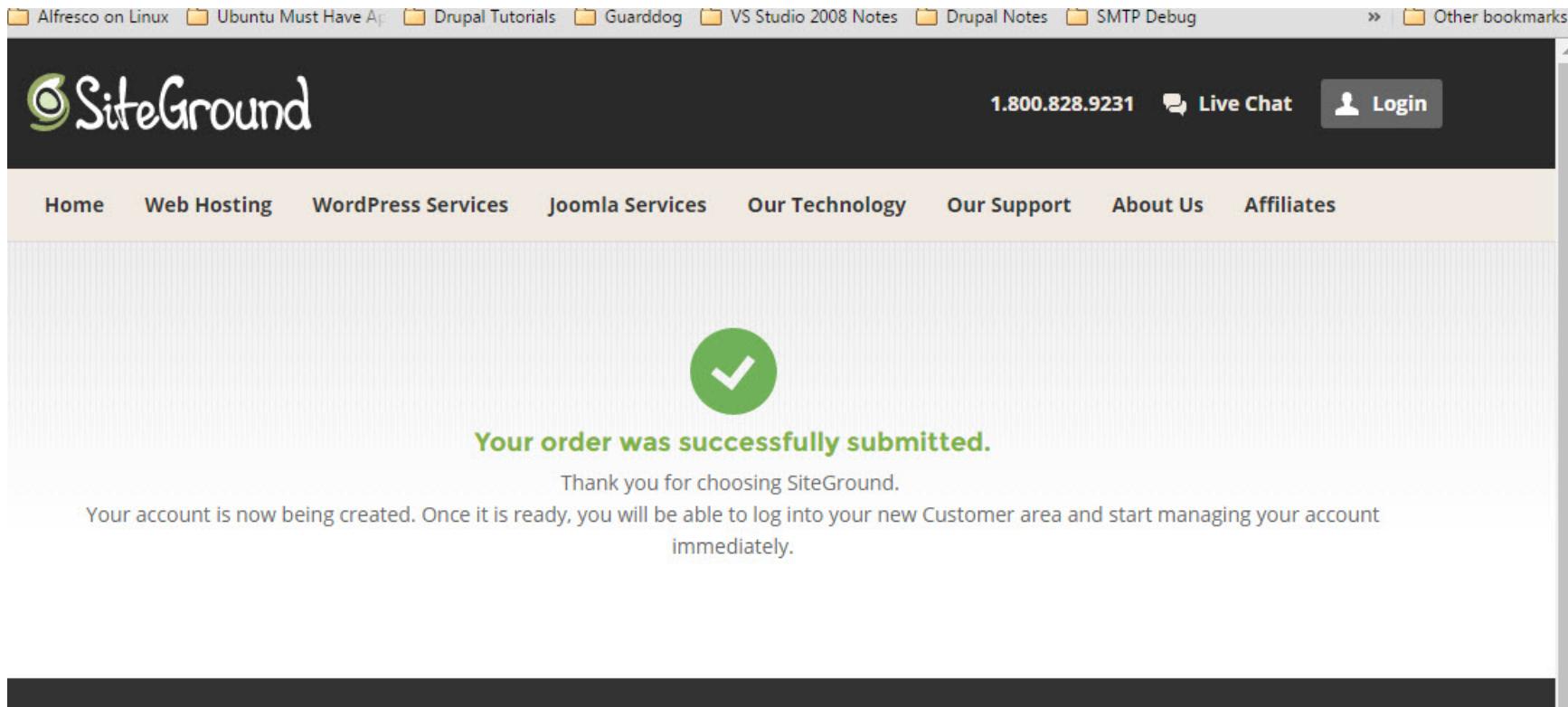
The screenshot shows the SiteGround account setup interface. It consists of three main sections:

- Choose Your Domain:** This section includes three radio button options: "I already have a domain", "Register a new domain", and "Decide later". The "Decide later" option is selected and highlighted with a green star.
- Set up Your Website:** This section includes three radio button options: "Start a new website", "Transfer a website", and "Don't need help now". The "Don't need help now" option is selected and highlighted with a green star.
- Enhance Your Account:** This section contains two service offerings:
  - Detect Website Malware With HackAlert:** A descriptive text states: "We advise that you use HackAlert monitoring service which will check your website daily and notify you immediately if your website has been hacked or injected with malicious code." Below this is a checkbox labeled "Add HackAlert \$12.00/year".
  - Back Up Your Website And Restore Easily:** A descriptive text states: "We offer a Basic Backup & Restore service that gives you 30 backup copies from the past 30 days and a cPanel restore tool. With the premium version, you also get unlimited free professional restores by our team, which is the better option for a complex website." Below this are two checkboxes: "Add Basic Backup & Restore \$30.00/year" and "Add Premium Backup & Restore \$60.00/year".

At the bottom of the interface are two buttons: a green "Confirm" button on the left and a grey "Complete Setup" button on the right. A green star is positioned between the two buttons.

Page footer: IT 320 Class Objectives | I do not want to set up now. Remind me next time I log in. | 137

# When processed, you will see a success message on the page



A screenshot of a web browser window displaying a success message from SiteGround. The browser's address bar shows various bookmarks. The main content area features the SiteGround logo, navigation links (Home, Web Hosting, WordPress Services, Joomla Services, Our Technology, Our Support, About Us, Affiliates), and a phone number (1.800.828.9231) along with live chat and login options. The central message consists of a green circular icon with a white checkmark, followed by the text "Your order was successfully submitted." Below this, a smaller message reads: "Thank you for choosing SiteGround. Your account is now being created. Once it is ready, you will be able to log into your new Customer area and start managing your account immediately."

Check your DePaul Email – now you see why I asked that  
you have a working DePaul Email account

**\*\* The email has your SiteGround Username \*\***

You need this to login

A screenshot of an email message. The subject line is redacted. The body of the email starts with "Dear Michael Chase," followed by a message about ordering SiteGround Hosting services. Below this, a section titled "Login Information" contains the user's login details: Username (micha378) and Password (the one chosen during sign-up). It also includes a link to a password lookup page. At the bottom is a red button labeled "Login to Customer Area".

Dear Michael Chase,

Thank you for ordering SiteGround Hosting services. Here is some useful information on how to get started with your new hosting account with us.

**Login Information**

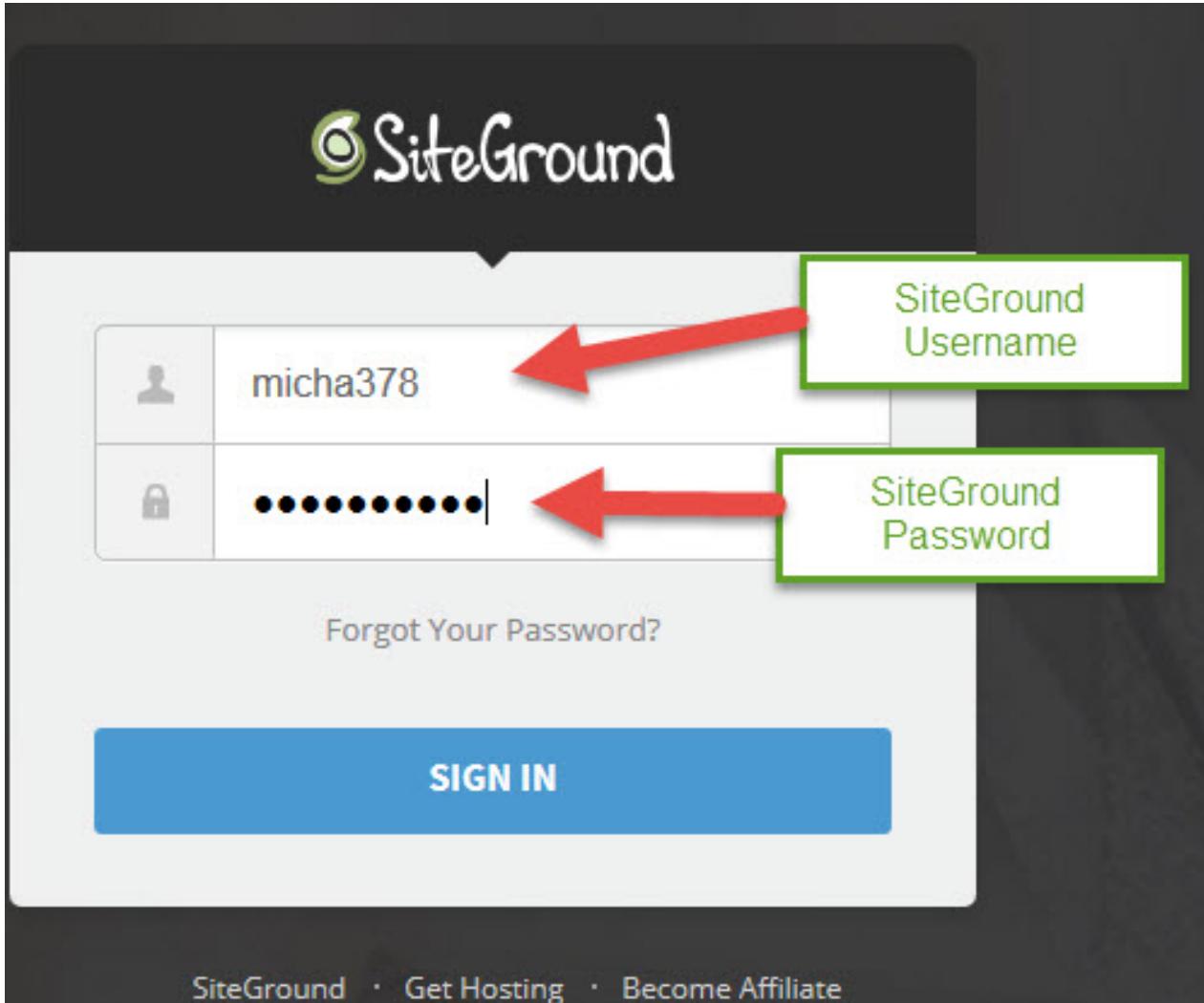
You can start managing your new hosting account from your SiteGround Customer Area with the login information below:

**Username:** micha378  
**Password:** The one you chose during the sign-up process.

If you have forgotten your password, simply go to our [Password Lookup page](#) to reset it.

[Login to Customer Area](#)

To access your account open a browser and go to SiteGround.com & Login



# The first time you login, you will see this page – select “Thanks, but I don’t need help”

Welcome to the SiteGround Account Setup Wizard!

Our Account Setup Wizard will guide you through basic setup steps and get you up and going in no time! Simply tell us what you need for your new hosting account and we will set it up custom-tailored to your needs:



- ✓ Targeted selection of site building software for newbies
- ✓ FREE automatic software installation to save time & hassle
- ✓ FREE professional transfer of existing website by our agents
- ✓ Rich gallery of FREE web design templates to customize your site

Ready to get started?

Start a new website at [michaelc1.sgedu.site](http://michaelc1.sgedu.site)  
Start building a new website with our site building tools

Transfer an existing website at [michaelc1.sgedu.site](http://michaelc1.sgedu.site)  
Let us migrate your existing website from your previous host for FREE

Thanks, but I don't need help  
You have experience with websites or a have a web developer and don't need assistance

**PROCEED**

Remind me to set up later ►

# Select the no help option and press the PROCEES button

Welcome to the SiteGround Account Setup Wizard!

Our Account Setup Wizard will guide you through basic setup steps and get you up and going in no time! Simply tell us what you need for your new hosting account and we will set it up custom-tailored to your needs:



- ✓ Targeted selection of site building software for newbies
- ✓ FREE automatic software installation to save time & hassle
- ✓ FREE professional transfer of existing website by our agents
- ✓ Rich gallery of FREE web design templates to customize your site

**Ready to get started?**

- Start a new website at michaelc1.sgedu.site**  
Start building a new website with our site building tools
- Transfer an existing website at michaelc1.sgedu.site**  
Let us migrate your existing website from your previous host for FREE
- Thanks, but I don't need help**  
You have experience with websites or a have a web developer and don't need assistance

**PROCEED** 

Remind me to set up later ►

# Welcome to SiteGround

## We will review 1-6 options in class

The screenshot shows the SiteGround dashboard interface. A blue box highlights the top navigation bar, and numbered callouts point to specific elements:

- 1**: Home button
- 2**: My Accounts button
- 3**: Getting Started Tutorial link
- 4**: Learn About cPanel link
- 5**: Learn About Email link
- 6**: Logout button

**CURRENT PROMOTIONS**

**30 NEW DOMAINS AT 35% DISCOUNT!**

Now you can register 30+ cool new domain extensions like .photography, .gallery, .clothing, .plumbing etc. Hurry up and take advantage of our limited time new domain launch offer that gives up to 35% discount from the first year registration fee. View all domains and prices [here](#).

.xyz .coffee  
.club .expert  
.guru .email  
.link

.expert

**HELP A FRIEND & GET FREE HOSTING**

Think about all the people you know who are unhappy with their

**WANT TO MAKE MONEY?  
BECOME AN AFFILIATE**

[Click Here To Start Now!](#)

# Select Go to cPanel

## That's where all the tool links are

The screenshot shows the SiteGround account management interface. At the top, there is a navigation bar with links for Home, My Accounts, Support, Billing, Referral Deals, Add Services, and Resources. On the right side of the header, there is a user profile with the text "Hello, Michael Chase", "My Details", and "Logout". Below the header, a banner displays account information: Type: StartUp account, Started: Jun 20, 2016, Expires: Jun 20, 2017, and Status: Active. A red arrow points to the "Go to cPanel" button, which is highlighted in orange. Below this, there are sections for Information & Settings, Extra Services, and Sitebuilder. Under Information & Settings, there are fields for Primary Domain (michaelc1.sgedu.site), Account DNS (ns1.us27.siteground.us, ns2.us27.siteground.us), Account IP (77.104.146.220), cPanel Username (micha378), and Access cPanel (with a note about port 2083). There are also "Change Primary Domain", "Access Site by IP", "Change Password", and "Access cPanel" buttons.

The first time you access cPanel, you will see this popup. Please check the box so it doesn't show again and PROCEED

MANAGE ACCOUNT: MICHAELC1.SGEDU.SITE

Type: StartUp account | Started: Jun 20, 2016 | Expires: Jun 20, 2017 | Status: Active

Go to cPanel | Renew | Upgrade

Information & Settings | Extra Services | Sitebuilder

Primary Domain: michaelc1.sgedu.site | Create Primary Domain | Access Site by IP | Change Password | Access cPanel | Relocate | FTP Tutorial

Account DNS: | Account IP: | cPanel Username: | Access cPanel: | Server Location: Chicago (USA) | FTP Details: FTP Hostname: us27.siteground.us

**cPanel Access**

We recommend accessing cPanel securely. However, some Internet providers block the 2083 port, which is used for the secure access. If you are not able to access the cPanel securely, for normal access, uncheck the button below and try again.

Access cPanel Securely

Remember my selection and do not show this message again.

Proceed

# Welcome to cPanel – Lets build a WordPress site

The screenshot shows the SiteGround cPanel interface. At the top, there's a navigation bar with links for Home, My Accounts, Support, Billing, Referral Deals, Add Services, and Resources. The account information for "michaelc1.sgedu.site" is displayed. A banner at the top right promotes "Boost Your Site Speed With FREE Cloudflare CDN". Below the banner, there's a "DOMAINS" section with various domain management tools. A prominent red arrow points from the bottom left towards the "AUTOINSTALLERS" section. This section contains icons for Softaculous, Site Software, Joomla, WordPress (which is highlighted), Magento, CSCart, PrestaShop, phpBB3, and Web Application Tools. At the very bottom, there's a "SITE IMPROVEMENT TOOLS" section with icons for CloudFlare, SuperCacher, SG-Git, and SiteApps Dashboard.

The WordPress setup script is expecting an existing email account of  
“admin@your\_domain”

\*\* IF THE ADMIN EMAIL ACCOUNT DOESN'T EXIST, the WordPress site  
will not function correctly”

The screenshot shows the WordPress setup interface. In the 'Site Settings' section, the 'Site Name' is 'My Blog' and the 'Site Description' is 'My WordPress Blog'. In the 'Admin Account' section, the 'Admin Username' is 'vjkx3', the 'Admin Password' is '78%&@@5@#F' (labeled as 'Strong (60/100)' in a green bar), and the 'Admin Email' is 'admin@michaelc1.sgedu.site'. Two red arrows point to the 'Admin Email' field.

Site Settings

Site Name: My Blog

Site Description: My WordPress Blog

Enable Multisite (WPMU)

Admin Account

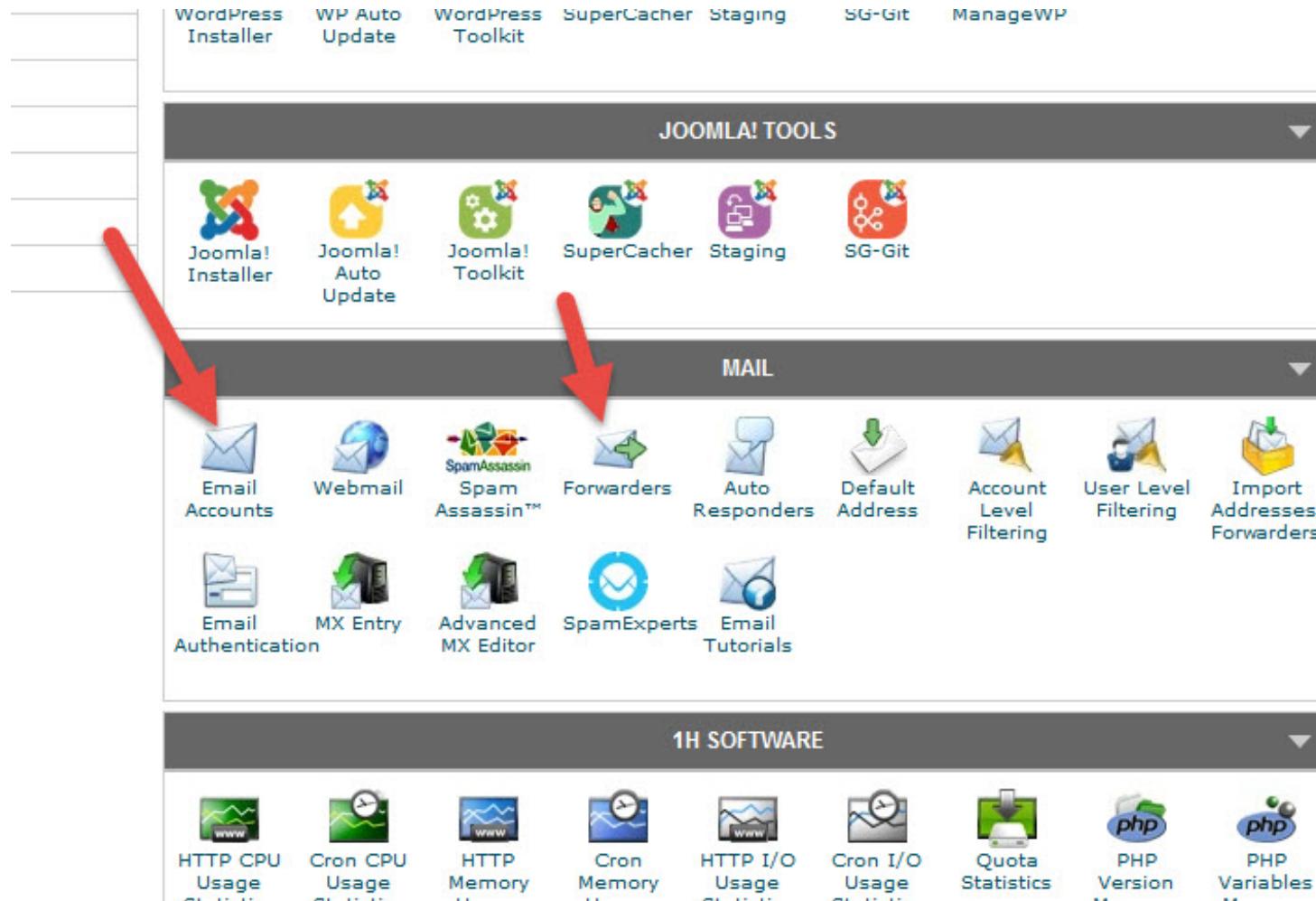
Admin Username: vjkx3

Admin Password: 78%&@@5@#F Strong (60/100) Hide

Admin Email: admin@michaelc1.sgedu.site

Choose Language

# Welcome to cPanel, lets check on your web host email accounts



# If your account does not have an email account for “admin@your\_domain” we must create it

The screenshot shows the SiteGround cPanel interface under the 'Email Accounts' section. At the top, there's a navigation bar with links for Home, My Accounts, Support, Billing, Referral Deals, Add Services, and Resources. Below that is a breadcrumb trail showing 'Account: michaelc1.sgedu.site'. On the right, there's a user profile icon with the message 'Hello, Michael Chase' and links for 'My Details' and 'Logout'. A red button labeled 'cPanel Home' is also visible.

The main content area is titled 'Email Accounts' with a sub-instruction: 'This section allows you to manage the email accounts that are associated with your domain.' A note at the top states: 'Important: Please note that setting up a mailbox with **unlimited (0 MB) quota is not allowed** as per the service's Terms of Use. The maximum mailbox quota allowed for your hosting package is: **1000 MB**'.

Form fields for creating a new account include:

- Email:  @ michaelc1.sgedu.site
- Password:
- Confirm Password:
- Password Strength: **Very Weak (0/100)** [\(Why?\)](#) [Password Generator](#)
- Mailbox Quota:  250 MB
- 

A green callout box contains the text: 'We want to add an admin email account if one does not exist'.

Below the form, there are search and results controls: 'Search Email' input, 'Search Email' button, and 'Results Per Page: 10' dropdown.

A table titled 'ACCOUNT @ DOMAIN' lists existing accounts. It has columns for 'ACCOUNT', 'USAGE / QUOTA / %', and 'ACTIONS'. The message 'The system did not find any accounts.' is displayed.

A section titled 'Default Email Account (?)' shows a table with columns 'ACCOUNT', 'USAGE', and 'ACTIONS'. It lists an account named 'micha378' with '0 bytes' usage and an 'Access Webmail' link.

At the bottom, there's a note about JavaScript and a mention of BlackBerry® FastMail Service.

# Next Weeks Reading Assignments #1

- **Read:** <http://www.contentmanager.eu.com/cms.htm>
  - Main page, first two orange boxes; click thru and read under ECM and WCM (this isn't very much in total)
- **Read:** [http://codex.wordpress.org/New\\_To\\_WordPress - Where\\_to\\_Start](http://codex.wordpress.org/New_To_WordPress - Where_to_Start)
  - Skim the links so you have a sense of what is there when you need it as reference.
    - Follow and read the “About WebBlogs” and “About WordPress Pages” see links below.  
[http://codex.wordpress.org/Introduction\\_to\\_Blogging](http://codex.wordpress.org/Introduction_to_Blogging)
    - <http://wordpress.org/about/>
- **Read the article What is Content Management**
  - <http://www.contentmanager.eu.com/cms.htm>
    - Follow the links and read the pages on web content management systems and enterprise content management systems
- **Skim through the sections, its what we will be doing next class:** [http://codex.wordpress.org/First\\_Steps\\_With\\_WordPress](http://codex.wordpress.org/First_Steps_With_WordPress)

# Assignment #1 is Due Next Class

- Purchase a Webhost
  - Think about your domain name, please keep it short and sweet. Thank You!
- Record your Admin user name and password
- Download the assignment #1 template document.
- Enter in your site information into the template
- Submit the completed template into the D2L for assignment #1
- Complete the PHP worksheet and turn in into D2L

# IT 320...LETS LEARN about CMS, PHP & SQL

