COSC 1336 Lab: 0
Relevant reading: None
Due: Aug. 30, 2:30 pm
(Late date: Sep. 4, 2:30 pm)
10 Points

For this lab you will verify that you can access and use Blackboard and ACC's student email system. Ideally, you will complete the lab within the first scheduled lab period, so that you can get help immediately if you run into trouble.

First, complete the following steps to get everything set up, and then do the two problems described below to get credit for the lab.

- You should have gotten a login for the lab machines during the lab orientation on the first day. Be sure you store this login information (and your chosen password) somewhere you can find. If you missed the orientation, talk to me before you continue.

- Now, initialize your ACCeID if you have not done so previously. Click on the **ACCeID Manager** link from the main ACC page (www.austincc.edu). The link is on the right side of the page, under the **eServices** heading. Now click **First-Time Login**. You should store your ACCeID and password somewhere you can find (possibly the same place you stored your lab machine login information).

- To access your ACC email account, return to the main ACC page and click ACCmail (in the same general area as the **ACCeID Manager** link from before). If you have not accessed your email account before, click the **First-time user?** link and follow the instructions. Again, be sure to keep track of the information you need to log into the email system.

- If you have another email address which you would prefer to use instead of this one, you can forward your mail from this account to that one. I can help you do that if you aren't sure how. Otherwise, go on to the next step.

- To access Blackboard, return to the main ACC page and click the **Blackboard** link, again found in the **eServices** list. Log in using the ACCeID that you initialized in the first step. On the right, you should see a **Courses** section, and this course should be listed there. If it is not, talk to me.

- You are now all set to do the lab problems below.

Problem 1. [5 points] ACC email: Once you have access to your ACC email, send an email to me (sfinney@austincc.edu). The subject of the email should be **COSC 1336 orientation**, and you can put whatever you like in the body of the email.

Although I will reply to email sent by you from another address (assuming I can tell who it's from), when I send messages to the whole class, they will always go to your ACC student email address. So if you have chosen to forward your mail, you should verify that your email is forwarding correctly.

Problem 2. [5 points] Blackboard: Create a plain text file called `Lab0Problem2.txt` using a simple text editor like Notepad (on Windows) or TextEdit (on MacOS). Do **not** use a full blown word processor, such as Word or Open Office, as these programs tend to monkey around with the text in a way that is bad for source code. At the top of the file, write your name and save the file someplace you can find. If you are using a lab machine, you should save it to your H drive or a flash drive, if you have one.

Now log into Blackboard and click the link for this course. To the left of the page, click on the **Labs** button and then click the Lab 0 link. First, note that a .pdf file containing these instructions is available

via the **lab0_cosc1336.pdf** link. For both lab and homework assignments, the assignment handouts will be posted in this way in the future. Scroll down until you see **Attach File** and click the **Browse My Computer** button. Navigate to the `Lab0Problem2.txt` file you just made, and click **Choose**.

For all labs, and optionally the homework assignments, you will submit your work in this way. Notice that there are two different buttons you can click after attaching your file(s). The **Save as Draft** button saves the files on Blackboard, but it does not allow me to see them, so I can't grade your work. You can use it to save incomplete work, which allows you to download it on another computer and continue working on it (though I recommend using a flash drive for this purpose instead). The **Submit** button allows me to see the files, but you can only click **Submit** once, so if you have multiple files to submit, you must attach each one before you click **Submit**.

In this case, you need only submit the `Lab0Problem2.txt` file, so click **Submit** and you are done. If you want to check that you have done it correctly, you can click on the **Lab 0** link again to see your "Submission History" for the lab, which lists each file you attached. Clicking on the link for a file will allow you to view or download the attached file to verify that it has the contents you expect.

If you find that you have made a mistake, talk to me or email me right away so that we can fix the problem before I grade the assignment. For the first two labs, I will attempt to track you down and allow you to resubmit work that was incorrectly submitted. After that it will be your responsibility to be sure that you submit everything correctly and in the right format.

You can see the status of submitted work by clicking the **My Grades** button. In the **Grade** column, you will see one of the following:

- A dash means that you have not yet attached any files for the assignment.
- A paper-and-pencil icon means that you have saved something for the assignment, but you have not yet submitted it, so I can't see it to grade it.
- A green exclamation point means that you have submitted something, but it has not yet been graded. Clicking on the green exclamation point will take you to the same "Submission History" page described previously, where you can check that your files were correctly submitted.
- A number indicates your grade on the assignment once it is graded. If you click on the number, you will see a revised "Submission History" page, which now includes an **Instructor Feedback** section. I will put any feedback I have in a file called `name.txt`, where `name` is your last name. You should see a link with that name in the **Instructor Feedback** section, and clicking on it should allow you to read my comments.