

Computing Educator Database Project - Instructions

Class Number and Name

Instructor Name

Note: This assignment, including any readings you may need to review to help you complete it, should take you between three and five hours.

By completing this assignment, you are not only earning extra credit for this class, but you are also assisting the ACM Committee for Computing Education in Community Colleges (ACM CCECC), a not-for-profit organization dedicated to serving and supporting community and technical college educators in all aspects of computing education, with updating their database of Computing educators (instructors, professors, teachers, staff, etc.) who teach at two-year community and technical colleges in the United States and Canada. The ACM CCECC very much appreciates your contribution. Visit their website at <http://ccecc.acm.org> for more information.

To practice what you have learned in the Web- and Internet-related modules of this course, this project will have you use college websites and internet search engines to find the names, email addresses, and other information for all Computing educators who teach at a list of two-year colleges that your instructor will make available to you separately. With the help of included examples, you will record the information you find on a Data Collection Template before uploading the template as instructed to receive credit.

Section A. Sign up for a College List (2 points)

A1. Access the [College List Sign-up Sheet](#) to view the available lists of two-year colleges which you can select for this assignment.

Note: If a name is listed next to the College List Tag for a particular College List, that list has already been claimed by another student. Please select another College List.

A2. Select one of the available College Lists by typing your Last Name, First Name, Student ID, and the current date into the corresponding spreadsheet row (record). Please refer to the instructions in the **College List Sign-up Sheet** for details. (1 point)

Note: If you are interested in selecting colleges which are in a certain U.S. state or Canadian province, you can view the names of the colleges in each College List in the [Computing Educator Database Project - College Lists](#) document.

A3. Record the College List Tag for your selected College List since you will need to paste it into your CEDB-Data file later. (1 point)

Note: You will return to this worksheet later to indicate when you have found the required information for all Computing educators who teach at the colleges on your College List.

Section B. Prepare the Data Collection Template (4 points)

B1. Log on to your Los Rios Google Apps at <https://apps.losrios.edu>.

B2. Create a folder with the name “Computing Educator Database Project” in your personal Los Rios Google Drive. (1 point)

Note: If you had previously created a folder for this class in your personal Los Rios Google Drive, you should create the new folder inside the existing folder.

B3. Share your **Computing Educator Database Project** folder so that anyone with the link can view it. (1 point)

B4. Open the [Computing Educator Database Project - Data Collection Template](#) in Google Sheets.

B5. From within Google Sheets, make a copy of the **Computing Educator Database Project - Data Collection Template** and place it into the **Computing Educator Database Project** folder that you created in your personal Los Rios Google Drive. (1 point)

B6. Change the name of the **Copy of Computing Educator Database Project - Data Collection Template** file to “CEDB-Data-[YourSelectedCollegeListTag]-[Yourlastname][Yourfirstinitial]” (e.g., CEDB-Data-EX01-GeisslerM). (1 point)

B7. Open the **CEDB-Data** file which you just renamed in Google Sheets, read the instructions it contains, and familiarize yourself with the examples shown.

Section C. Find College Details, Educator Names and Contact Information (30 points)

To help you get started with finding the information that will be added to the Computing Educator Database, you need to know that Computing-related departments at different colleges and universities can have many different names. Some may reflect the academic disciplines defined by the Association for Computing Machinery (ACM), the world's largest educational and scientific computing society, which include **Computer Engineering, Computer Science, Cybersecurity, Data Science, Information Systems, Information Technology, and Software Engineering**. Other department names include, but are not limited to, “Computer Networking Technology”, “Computer Information Systems”, “Computer Information Science”, “Computer Information Technology”, “Management Information Science”, “Management Information Systems”, “Data Analytics”, “Information Assurance”, and “Cybersecurity”. And since multiple Computing-related departments may exist at a college, your search(es) should search for the terms **computer, information, engineering, software, system, network, data, and cyber**.

Similarly, job titles for educators vary from institution to institution. Your search terms should therefore include **professor, instructor, faculty, teacher, and staff**. You should not include information about IT professionals who work at the college, such as network administrators, IT support staff, IT directors, etc., unless they also teach classes.

While most colleges readily make contact information for their employees available via an employee/staff directory on their website, some do not. If you encounter a college which does not make their employees' names or contact information easily available, you should use site-specific or general web searches that include the college name along with some of the search terms listed above to find the required information.

Searching for department names may prove helpful if you cannot easily find information about the educators themselves.

If you need assistance with getting started, or if you run out of ideas along the way, watch the **Instructions for the Computing Educator Database Project** video at <https://youtu.be/TSrflWYCMpc> for detailed instructions and ideas.

C1. Place your initials (e.g., MXG) into cells A10:A60 of your **CEDB-Data** file. (0.5 point)

C2. Place today's date (e.g., 4/8/2022) into cells B10:B60 of your **CEDB-Data** file. (0.5 point)

C3. Place the College List Tag for your selected College List into cells C10:C60 of your **CEDB-Data** file. (1 point)

C4. For each of the colleges in your selected College List, use the college's website or internet search engines to find the names, email addresses, and other information for all Computing educators who teach at that college. Following the instructions and examples shown, place the contact information for each educator into your **CEDB-Data** file (Use Copy and Paste whenever possible to minimize spelling errors.). (28 points)

Note: To access a college website, click on the name of each college in your selected College List.

Hint: As you explore each college's website, you might first try following the available menus to locate a staff/employee directory. If you cannot find a directory, use other search techniques to find the names and contact information for Computing faculty. The **Instructions for the Computing Educator Database Project** video steps through several examples for how to find the required information.

Note: **Data accuracy is very important.** Please ensure that the spelling of all names and email addresses in your **CEDB-Data** file matches the spelling on the college website. To help ensure data accuracy, you should use the **Copy** command (Ctrl-C) to copy information from the website to your computer's Clipboard, and then use the **Paste Special..., Text** or **Paste Special..., Values** commands (Shift-Ctrl-V) to paste the information into your CEDB-Data file.

Section D. Update the College List Sign-up Sheet and submit your work (4 points)

D1. Share your **CEDB-Data** file so that anyone with the link can view it. (2 points)

Note: Remember to copy the link before you close the dialog box since you will need it in steps D4 and D6.

D2. Download your **CEDB-Data** file to the **Downloads** folder on your computer in the Microsoft Excel (.xlsx) format. (1 point)

D3. Return to the [College List Sign-up Sheet](#) and place today's date into the **DateCompleted** field for your selected College List. (0.5 point)

D4. Paste the link (URL) for your CEDB-Data file into the **URLofCEDBFile** field for your selected College List. (0.5 point)

D5. Upload your **CEDB-Data** file into this assignment in Canvas.

D6. Also paste the link (URL) for your **CEDB-Data** file into the **Comments** field of this assignment in Canvas.

D7. Submit your assignment before the deadline.