

Outline for CIS*1200 DE W20

Guidelines for Reviewing this Outline

As of Fall 2017, all online course offerings now include an Outline in PDF format that replaces the HTML Outline that was previously used in courses. This new Outline allows instructors and students to quickly access information in one document that can easily be downloaded, saved, and printed. The separate Schedule page in CourseLink no longer exists; all assessment due dates have been incorporated into the new Outline. Below are some guidelines to keep in mind when reviewing the Outline.

- The Outline has been customized to each course and includes information that was previously available to students in the CourseLink site. If any information is missing or needs to be updated, please use the [track changes feature in Word](#) to mark your edits.
- The Outline is organized into nine sections which should not be rearranged, removed, or reformatted. If you have any questions or concerns about the organization or formatting of the Outline, please contact the Online Course Preparation team at onlinecourseprep@opened.uoguelph.ca.
- The Outline contains some information that is standard across online courses at the University of Guelph. The information in the following sections should only be modified if there is an error.
 - **Course Details:** calendar description, pre-requisite(s), co-requisite(s), restriction(s), and method of delivery.
 - **Course Technologies and Technical Support:** CourseLink requirements, accessibility and privacy policies for technologies used in the course, and contact information for CourseLink Support.
 - **Course Specific Standard Statements:** acceptable use, netiquette expectations, submitting assignments to Dropbox, obtaining grades and feedback, and rights and responsibilities when learning online.
 - The **University Standard Statements** are derived from the Undergraduate / Graduate Calendars and are incorporated as per the [AVPA's Course Outline Checklist](#).
- There may be text in the Outline highlighted in yellow. This is information that the Online Course Preparation team has identified as missing or requiring confirmation. Please update the information accordingly.

Please review the Outline thoroughly and submit your approved version electronically with the [Winter 2020 Course Preparation Survey](#) by **the due date provided in the preparation email**. Information about your Graduate Teaching Assistants and the date and time of the final exam can be added to the Outline at a later date.

Once you submit the Outline, the Online Course Preparation team will convert it into an accessible PDF file and upload it to the course website. This cover page will not be included in the final version of the Outline that is posted to CourseLink.



CIS*1200 Introduction to Computing

Winter 2020

Section: DE01

School of Computer Science

Credit Weight: 0.50

Course Details

Calendar Description

This course covers an introduction to computer hardware and software, data organization, problem-solving and programming. The course includes exposure to application packages for personal and business use and is intended for students who wish a balance between programming and the use of software packages.

Pre-Requisite(s): None

Co-Requisite(s): None

Restriction(s): CIS*1000, Not available to students registered in a B. Comp. degree or a CIS minor.

Method of Delivery: Online

Final Exam

Date: TBA

Time: TBA

Location: Online via the **Quizzes** tool in CourseLink using Respondus Lockdown Browser and Monitor

Note: See the Assessments section for important information about accessing the final exam. You must be in the exam environment before the scheduled start time.

Instructional Support

Instructor

Ritu Chaturvedi

Email: chaturvr@uoguelph.ca

Telephone: 519-824-4120 ext. 53986

Teaching Assistant(s)

Name: TBA

Email: TBA

Name: TBA

Email: TBA

Learning Resources

Required Textbook

Title: Technology in Action (eTextbook with Revel Access Card)

Author(s): Alan Evans, Kendall Martin, and Mary Anne Poatsy

Edition / Year: 15th Edition, 2018

Publisher: Pearson Education

ISBN: 9780134868073

You may purchase the eTextbook with Revel access at the [Guelph Campus Co-op Bookstore](#) or the [University of Guelph Bookstore](#). Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

<https://guelphcampus.coop/bookstore>

<http://www.bookstore.uoguelph.ca/>

To access Revel for CIS*1200 (DE01), follow these steps:

1. Go to: <https://console.pearson.com/enrollment/l4dtjm>
2. Sign into your Pearson Account or create one.
3. Redeem your access code purchased from the bookstore or purchase instant access online.
4. You will be provided with the option at this point to purchase a loose-leaf copy for \$20.00 including delivery. You can choose to purchase it now or at a later time (instructions are located in your REVEL confirmation email).

Revel 24 Hour Technical Support:

Your best (and quickest) path to resolve technical issues is to contact technical support at the link below

<https://support.pearson.com/getsupport/s/contactsupport>

If your query is not resolved in 24 hours please email jessica.mcinnis@pearsoned.com and let her know your incident #.

Software

This course requires that you use certain software to complete activities and assessments. Students must have access to the latest versions of Internet Explorer or Firefox and access to the latest versions of Microsoft Word, Excel, and PowerPoint. For PC and MAC users, this means using the 2016 Microsoft Office suite, which includes Word, Excel, PowerPoint. For MAC users.

Course Website

[CourseLink](#) (powered by D2L's Brightspace) is the course website and will act as your classroom. It is recommended that you log in to your course website every day to check for announcements, access course materials, and review the weekly schedule and assignment requirements.

<https://courselink.uoguelph.ca/shared/login/login.html>

Ares

For this course, you will be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

If at any point during the course you have difficulty accessing reserve materials, please contact the e-Learning Operations and Reserve Services staff at:

Tel: [519-824-4120](tel:519-824-4120) ext. 53621

Email: libres2@uoguelph.ca

Location: McLaughlin Library, First Floor, University of Guelph

<http://www.lib.uoguelph.ca/find/find-type-resource/course-reserves-ares/how-get-course-reserve-material>

Learning Outcomes

Course Learning Outcomes

This course covers an introduction to computer hardware and software, data organization, problem-solving and programming. The course includes exposure to application packages for personal and business use. For students who wish a balance between programming and the use of software packages.

By the end of this course, you should be able to:

1. Articulate the importance of computer fluency in contemporary society;

2. Identify and describe the functions of computer hardware and peripheral devices;
 3. Describe when and how the Internet evolved;
 4. Examine the use of mobile devices in both business and private settings;
 5. Discuss and apply basic computer networking solutions;
 6. Effectively use word processing, spreadsheet, presentation software; and
 7. Identify and compare the uses of various databases.
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Teaching and Learning Activities

Method of Learning

The course is designed to bring you through the information in a logical manner. First you will start with the very basics of the computer and smoothly move through more difficult features. In the late units, we will revisit some of the earlier topics but delve into more advanced information about those earlier topics. Each unit has readings from the eTextbook, short videos, in-chapter assignments, end-of-module and end-of-chapter quizzes.

Revel is an important and integral part of this course and is available with the eTextbook. The reading material, review, quizzes and assignments for each chapter is accessible through Revel. Note that in addition to this, there are two individual assignments that you are required to complete which are on Microsoft Office tools and are not a part of Revel. They are explained later in the outline.

Course Structure

This course is organized into twelve units:

- Unit 01: Using technology to change the world
- Unit 02: Understanding the parts
- Unit 03: Using the Internet
- Unit 04: Application software
- Unit 05: System software
- Unit 06: Understanding and assessing hardware
- Unit 07: Networking
- Unit 08: Digital and mobile devices
- Unit 09: Computer security
- Unit 10: Software programming
- Unit 11: Databases

- Unit 12: How the Internet Works

What to Expect for Each Unit

In each unit, you will be expected to read the notes from each chapter of this unit, complete all end-of-module and end-of-chapter quizzes and in-chapter assignments (note that the end-of-chapter quizzes and in-chapter assignments are graded).

Besides these, there are two individual assignments that you are expected to complete that are on Microsoft Office tools and are not a part of Revel.

There will be an online final proctored exam the date and time of which will be posted on the University of Guelph website.

Schedule

Unit 01: Using Technology to Change the World

Week 1 – Monday, January 6 to Sunday, January 12

Readings

- Unit 01 Content
- Textbook: Chapter 1

Activities

- Familiarize yourself with the course website by reviewing the **Start Here** section of the course.
- Review **Outline** and **Assessments** sections on the course website to learn more about course expectations, assessments, due dates, and Respondus LockDown Browser and Monitor (webcam).
- Take the **Student Contract** quiz (ungraded)
- Complete the **Practice Test** using Respondus (multiple attempts).
Note: This activity is mandatory and is open throughout the course.

Assessments

Revel: Due: Sunday January 12 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 1

Unit 02: Understanding the Parts

Week 2 – Monday, January 13 to Sunday, January 19

Readings

- Unit 02 Content

- Textbook: Chapter 2

Activities

- Introduce yourself in **Introductions Discussion**.
Closes: Sunday, January 19 at 11:59 pm ET

Assessments

Revel: Due: Sunday January 19 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 2

Unit 03: Using the Internet

Week 3 – Monday, January 20 to Sunday, January 26

Readings

- Unit 03 Content
- Textbook: Chapter 3

Assessments

Revel: Due: Sunday January 26 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 3

Start working on Individual Assignment 1

- Due: Friday, February 28 at 11:59 pm ET

Participate in Group Discussion 1

- Publish your first post
- Due by: Friday, January 24 at 11:59 ET

Unit 04: Application Software

Week 4 – Monday, January 27 to Sunday, February 2

Readings

- Unit 04 Content
- Textbook: Chapter 4

Assessments

Revel: Due: Sunday, February 2 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)

- End-of-chapter Quiz Chapter 4

Continue working on Individual Assignment 1

- Due: Friday, February 28 at 11:59 pm ET

Participate in Group Discussion 1

- Reply to another student's post
- Closes: Friday, January 31 at 11:59 ET

Unit 05: System Software

Week 5 – Monday, February 3 to Sunday, February 9

Readings

- Unit 05 Content
- Textbook: Chapter 5

Assessments

Revel: Due: Sunday, February 9 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 5

Continue working on Individual Assignment 1

- Due: Friday, February 28 at 11:59 pm ET

Unit 06: Understanding and Assessing Hardware

Week 6 – Monday, February 10 to Sunday, February 16

Readings

- Unit 06 Content
- Textbook: Chapter 6

Assessments

Revel: Due: Sunday, February 16 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 6

Continue working on Individual Assignment 1

- Due: Friday, February 28 at 11:59 pm ET

Participate in Group Discussion 2

- Publish your first post

- Due by: Friday, February 14 at 11:59 ET

Winter Break: Monday, February 17 to Sunday, February 23

Unit 07: Networking

Week 7 – Monday, February 24 to Sunday, March 1

Readings

- Unit 07 Content
- Textbook: Chapter 7

Assessments

Revel: Due: Sunday, March 1 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 7

Submit Individual Assignment 1

- Due: Friday, February 28 at 11:59 pm ET

Participate in Group Discussion 2

- Reply to another student's post
- Closes: Friday, February 28 at 11:59 ET

Unit 08: Digital and Mobile Devices

Week 8 – Monday, March 2 to Sunday, March 8

Readings

- Unit 08 Content
- Textbook: Chapter 8

Assessments

Revel: Due: Sunday, March 8 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 8

Start working on Individual Assignment 2

- Due: Friday, April 3 at 11:59 pm ET

Unit 09: Computer Security

Week 9 – Monday, March 9 to Sunday, March 15

Readings

- Unit 09 Content
- Textbook: Chapter 9

Assessments

Revel: Due: Sunday, March 15 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 9

Continue working on Individual Assignment 2

- Due: Friday, April 3 at 11:59 pm ET

Unit 10: Software Programming

Week 10 – Monday, March 16 to Sunday, March 22

Readings

- Unit 10 Content
- Textbook: Chapter 10

Assessments

Revel: Due: Sunday, March 22 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 10

Continue working on Individual Assignment 2

- Due: Friday, April 3 at 11:59 pm ET

Participate in Group Discussion 3

- Publish your first post
- Due by: Friday, March 20 at 11:59 ET

Unit 11: Databases

Week 11 – Monday, March 23 to Sunday, March 29

Readings

- Unit 11 Content
- Textbook: Chapter 11

Assessments

Revel: Due: Sunday, March 29 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 11

Continue working on Individual Assignment 2

- Due: Friday, April 3 at 11:59 pm ET

Participate in Group Discussion 3

- Reply to another student's post
- Closes: Friday, March 27 at 11:59 ET

Unit 12: How the Internet Works

Week 12 – Monday, March 30 to Friday, April 3

Readings

- Unit 12 Content
- Textbook: Chapter 13

Assessments

Revel: Due: Friday, April 3 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 13

Submit Individual Assignment 2

- Due: Friday, April 3 at 11:59 pm ET

Assessment

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of each assessment. Due dates can be found under the Schedule heading of this outline.

Table 1: Course Assessment

Assessment Item	Weight
Revel In-chapter Assignments	10%
Revel End-of-chapter Quizzes	20%

Assessment Item	Weight
Individual Assignments (2 x 10%)	20%
Group Discussion (3 x 5%)	15%
Final Exam (online)	35%
Total	100%

Assessment Descriptions

In-chapter Assignments on Revel

Each chapter on Revel has a few interactive assignments such as Helpdesk, Soundbytes or IT Simulation. Each such assignment is automatically graded by Revel and counts to 1% (for each week) of the total course mark. There are 12 chapters (one for each week) – at the end of the term, the lowest two grades will be dropped.

End-of-chapter quizzes on Revel

Each chapter on Revel has end-of-module and end-of-chapter quizzes. These quizzes are automatically graded by Revel and count to 2% (for each week) of the total course mark. There are 12 chapters (one for each week) – at the end of the term, the lowest two grades will be dropped.

Individual Assignments

There are two required individual assignments in the course. These are on basic Excel, Excel Macros and VBA and PowerPoint. Please note that you are required to use the Microsoft Office 2016 suite or Mac for Office 2016 for these assignments. Different versions have different features and may result in a lower grade.

Group Discussion

You will be involved in three group discussions in this course. Each of these is set up as debates. You will be placed in a group of 10. Your group will choose one of given inquiry statements which you will first research to come up with reasons to support or negate the statement. Your group must research both sides to the inquiry statement.

Online Final Exam

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your online final exam within CourseLink. Use of Lockdown Browser with a webcam has been implemented to maintain the academic integrity of the final exam. You must [download and install LockDown Browser and Monitor](#) to complete the practice

test and final exam. While writing the practice test and final exam, you must show your university issued identification card during the Respondus Startup Sequence.

This examination will demonstrate your grasp of the major computing concepts presented to you throughout the semester and will be comprised of approximately 180 questions that will be a mix of multiple choice, true/false, matching and short answer questions. Examination questions will come from course material, including textbook readings, quizzes, and assignments introduced and covered throughout the course.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on TBA from TBA ET. To accommodate students who may be located in various time zones, the exam will be available for entry beginning at 8:30 am Eastern Time (ET) until 9:30 am ET. You can enter the exam at any point during this window of time but will only have 2 hours to complete it from when you start writing. For example, if you start writing the exam by 9:00 am, you will have until 11:00 am to complete it. After 9:30 am ET you will no longer be able to enter the exam environment.

Similar to a sit-down exam where you must arrive prior to the start of the exam, it is highly recommended that you enter the online exam environment in Respondus at least 20-30 minutes before the end of the available window to allow enough time for you to complete the Respondus Startup Sequence and ensure that you have the full two hours for the exam.

Please be sure to review the Instructions and Guidelines for Using Respondus Lockdown Browser and Monitor by selecting Content on the navbar to located **Assessments** in the table of contents panel.

Important Note: There is a mandatory practice test that you are required to take before the online exam. The purpose of the practice test is to ensure that Respondus LockDown Browser and Monitor is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser and Monitor or if you encounter any technical issues during the practice test or final exam, please contact CourseLink Support at courselink@uoguelph.ca or 519-824-4120 ext. 56939.

University of Guelph degree and associate diploma students must check [WebAdvisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

<http://www.respondus.com/lockdown/download.php?id=273932365>

<https://webadvisor.uoguelph.ca/>

<http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule>

<http://opened.uoguelph.ca/student-resources/final-exams>

Course Technologies and Technical Support

CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary [system requirements](#). Use the [browser check](#) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

<http://spaces.uoguelph.ca/ed/system-requirements/>

<https://courselink.uoguelph.ca/d2l/systemCheck>

Respondus LockDown Browser and Monitor Requirements

Respondus LockDown Browser is a locked browser for taking quizzes in CourseLink. It prevents you from printing and copying; using other operating software; using search engines (e.g., going to another URL); communicating via instant messaging; and it blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).

Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to ensure academic integrity during online exams. The software captures video during the exam and allows the instructor to review the video once the exam is completed.

In order to use Respondus LockDown Browser and Monitor, you must meet the following technical requirements so that you can take the practice test and final exam:

1. Operating Systems: Windows 10, 8, 7; Mac OS X 10.10 or higher.
2. Memory: Windows 75 MB Hard Drive space; Mac 120 MB Hard Drive space.
3. For Mac users: Safari must function properly on the computer.
4. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used.
5. Functioning webcam and microphone. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. (You will be required to do an environment scan of your room, so please ensure you can move your computer, laptop or webcam for this scan.)
6. A broadband Internet connection. It is recommended that you access the Internet via a wired connection.

If you have any concerns about meeting system requirements, contact [CourseLink Support](#). They will work with you to find alternative solutions or make alternative arrangements.

<http://spaces.uoguelph.ca/ed/contact-us/>

Technical Skills

As part of your online experience, you are expected to use a variety of technology as part of your learning:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Chrome); and
- Perform online research using various search engines (e.g., Google) and library databases.

Course Technologies

CourseLink

Distance Education courses are offered entirely online using CourseLink (powered by D2L's Brightspace), the University of Guelph's online learning management system (LMS). By using this service, you agree to comply with the [University of Guelph's Access and Privacy Guidelines](#). Please visit the D2L website to review the [Brightspace privacy statement](#) and [Brightspace Learning Environment web accessibility standards](#).

<http://www.uoguelph.ca/web/privacy/>

<https://www.d2l.com/legal/privacy/>

<https://www.d2l.com/accessibility/standards/>

Respondus

This course will use the Respondus tool which is integrated with the **Quizzes** tool and will be used for your final exam. To learn more about [Respondus' Privacy Statement](#), please visit their website. An accessibility statement does not exist for this course technology.

<http://www.respondus.com/about/privacy.shtml>

Revel

This third-party software offered through Pearson Education features interactive animations, videos, and learning tools to supplement the learning material available in the course textbook. Please visit Pearson's website to review their [privacy statement](https://www.pearson.com/ca/en/legal/privacy-statement.html) and [accessibility support](https://www.pearson.com/ca/en/accessibility.html).

<https://www.pearson.com/ca/en/legal/privacy-statement.html>

<https://www.pearson.com/ca/en/accessibility.html>

Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

CourseLink Support

University of Guelph

Day Hall, Room 211

Email: courselink@uoguelph.ca

Tel: 519-824-4120 ext. 56939

Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](https://www.uoguelph.ca/ccs/infosec/aup), which you are expected to adhere to.

<https://www.uoguelph.ca/ccs/infosec/aup>

Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students

have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.

- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 48 to 72 hours.
- **Skype:** If you have a complex question you would like to discuss with your instructor, you may book a Skype meeting. Skype meetings depend on the availability of you and the instructor, and are booked on a first come first served basis.

Netiquette Expectations

For distance education courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;
- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;
- Attempting to compromise the security or functionality of the learning management system; and
- Sharing your username and password.

Submission of Assignments to Dropbox

The individual assignments must be submitted electronically via the online **Dropbox** tool. When submitting your assignment using the **Dropbox** tool, do not leave the page

until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as poof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified on the Schedule. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time**. Don't wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](#).

<http://spaces.uoguelph.ca/ed/contact-us/>

Late Policy

The individual assignments (Excel and PowerPoint) may be submitted late. There is a 5% per day penalty for late assignments.

For late final exam submissions to the **Quizzes** tool, your attempt will be flagged as late, and you will be prevented from making further changes to your attempt once your time ends. Make sure you save all your responses to the exam questions. For details on how long you have to complete the quiz or exam, please see the instructions in **Assessments** on CourseLink. The **Quizzes** tool counts down your time in the upper-left hand corner. Please pay close attention to this countdown and save your answers frequently.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Extensions will be in the form of the weight of the assignment being moved to the final exam. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to work on assignments, and to help to return marked materials to you in the shortest possible time.

Regrade Policy

For Individual Assignments

1. To request a regrade students **must** have submitted their assignment on time. Students who submit their assignment late are not eligible for a regrade.

2. You must request the regrade by midnight of the 4th day after the due date. (i.e. assignment closes on Friday, request must be made by the following Tuesday at midnight).
3. You need to give myself or the TA's specific questions that you believe were marked incorrectly. If you do not give specifics your assignment will not be regraded.
4. Regrades for assignments may be requested from a TA during office hours or from the instructor by email. In either case the above steps must be followed. Regrades requested from the instructor will normally be completed after the late period has been completed. TA's will complete regrades before the due date **only** if the student making the request has completed both of their attempts. Requests posted in the conference do not count.
5. Submissions made after the due date will not be eligible to be regraded.

For Assignments and Quizzes on Revel

1. You must request the regrade by midnight of the 4th day after the quiz closes. (i.e. quiz closes on Friday, request must be made by the following Tuesday at midnight). Do not make any regrade requests prior to the quiz period ending.
2. You must have gone over your quiz and given me specific questions that you believe were marked incorrectly. If you do not give specifics your quiz will not be regraded.
3. You must request the regrade by sending me an email. Requests posted in the conference do not count.
4. Regrades for quizzes will be completed by the Instructor only. TA's will not regrade quizzes.

For Discussions

1. You must request the regrade by midnight of the 4th day after the grades are posted. (i.e. grades posted on Friday, request must be made by the following Tuesday at midnight).
2. You must have gone over your discussion grade and the rubric and given me specific areas that you believe were marked incorrectly. If you do not give specifics your discussion will not be regraded.
3. You must request the regrade by sending me an email or seeing the TA's during their office hours

Obtaining Grades and Feedback

Unofficial assessment marks will be available in the **Grades** tool of the course website.

Your instructor will have grades posted online within 2 weeks of the submission deadline, if the assignment was submitted on time. Once your assignments are marked you can view your grades on the course website by selecting **Grades** from the **Tools**

dropdown menu on the navbar. Your course will remain open to you for seven days following the last day of the final exam period.

University of Guelph degree students can access their final grade by logging into [WebAdvisor](#) (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

<https://webadvisor.uoguelph.ca/>

<https://courses.opened.uoguelph.ca/portal/logon.do?method=load>

Rights and Responsibilities When Learning Online

For distance education (DE) courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](#).

<http://opened.uoguelph.ca/student-resources/rights-and-responsibilities>

Respondus Policy Violation Consequences

If your video is flagged for suspected academic misconduct, you will be contacted directly by the course instructor and subject to the penalties as outlined in the [Academic Misconduct policy](#) from the Undergraduate calendar.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Storage and Retention of Exam Videos

Only authorized University of Guelph faculty or staff will have access to the video of your exam. Videos will be flagged and reviewed by the course instructor (or his/her designate) to ensure academic integrity. Videos will be retained for a period of one year following the completion of the course.

University Standard Statements

University of Guelph: Undergraduate Policies

As a student of the University of Guelph, it is important for you to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

If you are a registered **University of Guelph Degree Student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the [Open Learning Program Calendar](#) for information about University of Guelph administrative policies, procedures and services.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/>

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Email Communication

University of Guelph Degree Students

As per university regulations, all students are required to check their uoguelph.ca e-mail account regularly: e-mail is the official route of communication between the University and its students.

Open Learning Program Students

Check your email account (the account you provided upon registration) regularly for important communications, as this is the primary conduit by which the Open Learning and Educational Support will notify you of events, deadlines, announcements or any other official information.

When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor **in writing**, with your name, ID number and email contact.

University of Guelph Degree Students

Consult the [Undergraduate Calendar](#) for information on regulations and procedures for Academic Consideration.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#) for information on regulations and procedures for requesting Academic Consideration.

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Drop Date

University of Guelph Degree Students

The last date to drop one-semester courses, without academic penalty, is indicated on the Schedule section of this course outline. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#).

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Copies of Assignments

Keep paper and/or other reliable back-up copies of all assignments: you may be asked to resubmit work at any time.

Accessibility

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

University of Guelph Degree Students

Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Accessibility Services as soon as possible.

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](#) or visit the [Accessibility Services website](#).

accessibility@uoguelph.ca

<https://wellness.uoguelph.ca/accessibility/>

Open Learning Program Students:

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Executive Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Academic Assistant to the Executive Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities.

jessica.martin@uoguelph.ca

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The [Academic Misconduct Policy](#) is detailed in the Undergraduate Calendar.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Copyright Notice

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review [Fair Dealing Guidance for Students](#).

http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf

Plagiarism Detection Software

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Recording of Materials

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.