

## CS4000 Personal Computing

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**MyLab IT:**

<https://mlm.pearson.com/northamerica/myitlab/>

**Web:**

<http://www.cs.csustan.edu/~dbratten/CS4000/>



### Spring 2021

**This is a fully online course. We will NOT meet in person. Not on the first day, not during lab hours, not in my office, unless, something really can't be explained or fixed online.**

I am available all term to take your questions and help you successfully complete the course. Contact me, after you have read this syllabus, with your questions. Don't put them off.

#### **COURSE DESCRIPTION:**

##### **CS 4000 Personal Computing (3 units)**

Gives the student the knowledge and experience needed to use a personal computer effectively. A range of computers and software will be available; as much as possible, the student will be able to learn about systems which are directly usable in his or her area of study. Topics include discussions of computer hardware, the range of capabilities of the personal computer, how to evaluate a piece of software, and how software is written.

**Satisfies G.E. area UD-B.** Students may not use both CS 2000 and CS 4000 to satisfy G.E. requirements. Upper Division G.E. courses are designed to be taken after upper-division status (completion of 60 semester units) is attained.

**Prerequisites:** Upper-division standing. (Credit may not be given for both CS 2000 and CS 4000.)

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

## REQUIRED MATERIALS:

To complete the course, you **MUST** purchase the MyLab IT access code for your grade to be visible to the instructor and recorded in your campus records. This applies even if you completed the course using the 14-day temporary access code.

The *MyLab IT* access code (for Office 365/2019) may be purchased separately online or with the textbook and/or an e-text in the Campus Bookstore.

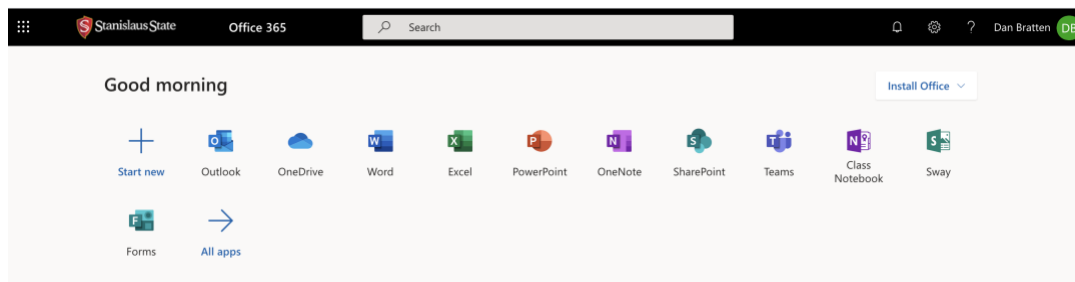
Microsoft Office 365/2019 programs (Word, Excel, PowerPoint), which run on Mac and Windows computers (**not Chromebook – see below**), are needed to complete the Grader and Capstone exams. Office 365/2019 is installed on all campus computers. As students, you may **download the programs for free** for home use.

To get the Office 365/2019 programs for your home computer go to:

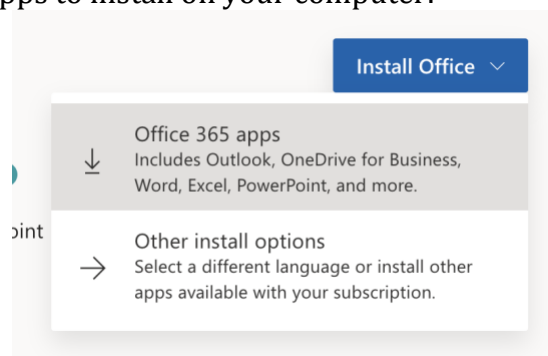
<https://www.microsoft.com/en-us/education/products/office>

and log in using your campus email address and its password.

You'll get to a screen to download the needed applications using the Install Office button (top right):



Choose Office 365/2019 apps to install on your computer:



It will take some time for them to download so a fast connection or leaving it overnight may be necessary. Do not use the online version (clicking the app icons from the previous screenshot) as you will not be able to complete the exams for full points.

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

### Chromebook Users:

The Office 365 programs necessary to complete the Grader and Capstone exams will not install on the Chromebook. Using the online version of Office 365 has been tested and it is not possible to score well on those exams or pass the course. The MyLab IT program was never designed for the online version of Office and the limitations it has. In past semesters you were able to use campus computers to get around this issue but that is not possible this term.

A workaround, if a Chromebook is your only computer to use, is to follow this link:

<https://virtuallabs.csustan.edu>

Here are instructions to connect and install:

<https://www.csustan.edu/sites/default/files/groups/Office of Information Technology/documents/virtualcomputerlabs.pdf>

Follow the steps and you will have a virtual Windows OS with Office 365/2019 installed to use for your coursework. You may not be able to score full points with this version as it is not tested on our assignments. We will know more as the semester progresses. Contact me if this will be your only option. I will work with you on doing as well as possible.

### E-mail:

An email account (accessible from campus and home.) It is also required that you know your access information for your campus (name@csustan.edu) email account.

### At Campus Bookstore:

#### **Gaskin/Vargas - GO! with Microsoft Office 365/2019 Edition Introductory, 1/e**

Shelley Gaskin  
Alicia Vargas  
Debra Geoghan  
Nancy Graviett

CS4000 TXTBOOK +ACCESS+MICROSOFT  
ISBN: 9780135768877

### OR -

#### **MyLab IT with Pearson eText -- Access Card -- for GO! with Office 365/2019**

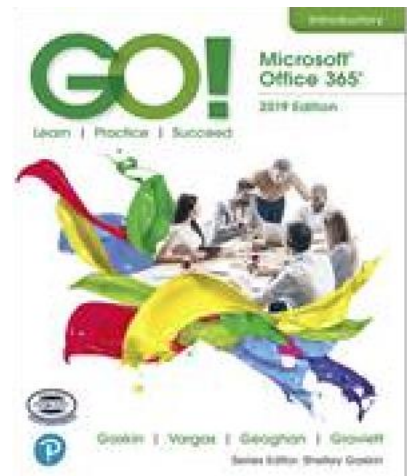
Gaskin, Vargas, Geoghan & Graviett  
©2017 | Pearson | Access Card Package | 976 pp |

CS4000 ACCESS CODE- ETXT+MICROSOFT  
ISBN: 9780135651261

### OR - (Purchase Online)

Access Code Only – Purchased Online

Access Code w/ eText - \$99.95(?)



**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

I am listing the textbook as an optional purchase. It may be purchased as part of a package in the bookstore. It may be purchased as an e-text online. Or, you may choose to not buy it in any form.

Many students have completed the course without the textbook. The course is designed to cover the textbook material in the online training exercises. **You must purchase the MyLab IT access code with or without the textbook.**

Videos on getting started are here --

[https://www.youtube.com/playlist?list=PL9D77SRA6m1tuiHoCyXFnVMRKEXIR\\_3NS](https://www.youtube.com/playlist?list=PL9D77SRA6m1tuiHoCyXFnVMRKEXIR_3NS)

Watch each of the videos as part of your first week assignments. They are short (less than one hour total for all 21 videos) and will help you understand and work in MyLab IT.

### DESCRIPTION OF ONLINE ACTIVITIES AND ASSIGNMENTS:

Assignments in word processing, spreadsheet, and presentations are specifically designed to provide a working knowledge of each. Assigned training modules provide instruction that can be applied to these assignments and to future career activities.

Assigned chapters will provide instruction in using the software and to complete five exams for each chapter. For each chapter you will be provided with online hands-on training using simulation software built into *MyLab IT*. **The training is assigned and is highly recommended for you to complete.**

- For each chapter you will need to complete five exams – A & B trainings, A & B & Grader exams --for example, Word 1A Training, Word 1A Exam, Word 1B Training, Word 1B Exam, & Word 1 Grader Exam.
- There will be a total of 12 chapters to complete -- each with these five exams.
- Each chapter also contains an audio PowerPoint file to introduce you to the work and a Grader Solution PDF to show an example of what your completed work looks like.
- In addition, there will be one Capstone exam for each program. It will be a comprehensive Grader that covers the chapter Graders content all into one file.

GE Learning Outcome	Assignments and Exams will be used to assess learning
1.4 - Apply quantitative reasoning concepts and skills to solve problems.	Excel Charter Graders and Capstone assignments: <ul style="list-style-type: none"> <li>• Creating formulas to forecast possible situations.</li> <li>• Analyzing data sets and charting and graphing results.</li> </ul>
3.4 - Demonstrate enhanced awareness of multicultural, community, and/or technological perspectives.	Each assignment and exam focuses on a different type technological.

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

## DUE DATES, MAKE-UPS, AND LATE PENALTIES:

**All assignments are due when specified on the *MyLab IT* calendar.** Use these due dates to keep on schedule to successfully complete the course. All assignments are shown for the term on the calendar and can be completed on your schedule by working ahead. You may complete the course as quickly as you wish and are able to do the work. Do not procrastinate or put off exams to the last days. Many underestimate the time needed to complete the exams and fail the course because of it. Start early – finish early.

### Late Work & Penalties:

**Late exams will be accepted **without penalty**** up through the last day of class – **Friday, May 28th at 11:59 pm PST** – after which, no work will be accepted. Your exams may be retaken as many times as you wish, time allowing, to improve your score on each one. Only the highest score will be counted toward your grade.

## ATTENDANCE:

**There is no class or lab attendance, even on the first day.**

Checking the *MyLab IT* web site and your email frequently is expected as well. Doing so will keep you aware of changes, clarifications, and resources available to complete your assignments. Do not put off starting this course as many do and end up failing only to repeat the course. You are expected to know when you need help and ask for it. Don't wait.

## GRADING:

**Grading Option #2:** A.B.C.D.F. (using plus/minus grading) with option to receive Credit/No Credit grade. The last day to request a change in grading option is **Monday, May 24th**. You must send me email asking for the change. There is nothing more you need to do for this.

### Final Grade:

Your grade will be based on the sum of your exam scores. You must keep track of your own grade in the grade book on the *MyLab IT* website.

Your **Final Grade /100** in *MyLab IT* will display your points that correspond to the Grading Scale shown below. The points are out of 100 total and increase with each exam completed.

The percentage you score on an exam is multiplied times the exam's value (shown below) to credit your Final Grade with the points earned. For instance, scoring 80% on a grader, which is worth 4 points max, will credit your final grade with 3.2 points. ( $4.0 \times .8 = 3.2$ ) You may retake all exams to improve your score. Only the highest score is saved.

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – **Friday, May 28th at 11:59 pm PST**. This includes Grader and Capstone exams.

**Chapter Exams:** There are twelve chapters covered in this course from your text. Each chapter will contain five exams. Two exams (A & B) are based on projects that are demonstrated hands-on with the two assigned (A & B) training exams and with instruction in your textbook. Each training is worth .25%. Each exam is worth 1% of your grade. They are designed to give you the training needed to complete the Grader (Homework) and Capstone exams. The first four trainings/exams (A & B) will be taken in *MyLab IT* running on simulation software in your web browser. Scoring will be immediate, if submitted prior to the due date.

Each chapter also contains a **Grader Exam** (Homework) that you will complete by downloading starting files to your computer and then using Office 365/2019 software on your computer to complete the instructions. Once complete, the exam will be uploaded to *MyLab IT* for grading. This exam will cover the material you have been trained on from previous exams. It will be worth 4% of your final grade.

**Capstone Exams:** There are also three **Capstone Exams** with one for each program you will work with. Each is a Grader-type exam that will give you instructions from all the chapters that you completed in the program. Each Capstone Exam will be worth 7.33% for a total of 22% of your grade. You can expect that these will take longer to complete than previous Graders.

Points earned for particular activities assigned in this course will be weighted as follows:

**Exam Values:**

<b>Graded Work</b>	<b>Points</b>
12 Individual Chapters -- each	6.5
Program "A" Training	0.25
Program "A" Exam	1
Program "B" Training	0.25
Program "B" Exam	1
Program Grader Exam	4
x 12 =	78
Capstone Grader Exam -- each	7.333
x 3 =	22
<b>Total Points:</b>	<b>100</b>

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

**Grading Scale:**

Minimum Final Grade Points	To result in Letter Grade
90	A
86.7	A-
83.3	B+
80	B
76.7	B-
73.3	C+
70	C
66.7	C-
63.3	D+
60	D
56.7	D-
0	F

**To receive a Credit (CR) grade you must earn a C- (66.7) or better.**

**Repetition, Time Requirements and bugs in the MyLab IT software:**

Please note that the assignments/exams may require a considerable amount of time to complete depending on your existing knowledge of the software. Also note that the *MyLab IT* software requires you to repeat certain activities multiple times. This is similar to “rehearsal” and will help you learn and remember the lessons provided. In addition, the *MyLab IT* software is a complicated system, and problems known as “bugs” are virtually impossible to completely eliminate in such large systems. Learning how to work with software that is, at times, imperfect is a basic computer skill.

All exams can be completed with a score of 100% as many students have shown, but it may take several attempts. Read and follow the instructions carefully. Contact me for help, if needed.

**Read This:**

All exams in this course have a scheduled due date/time primarily to keep you on track to finish the course. Late exams will be accepted after their scheduled due date with no penalty. Submit late work just as you do for on-time work. But, late work **must be accepted by the instructor before your score will appear**. This can take as long as a day or more depending on my schedule and availability. Only submit your late exam once and then wait for your score to appear. **Absolutely no exams will be accepted after the final due date for the term which is Friday, May 28th at 11:59 pm PST.**

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.



## Getting Started:

Go to -- <https://mlm.pearson.com/northamerica/myitlab/> -- the *MyLab IT* homepage where, to the lower center, you will find:

### Students

- [Get Registered](#)
- [Features](#)
- [Support](#)

Check each of these links.

Under Support, “Set Up Your Computer” (below) follow the Browser Settings:

<https://mlm.pearson.com/northamerica/myitlab/system-requirements-office-2016/index.html>

In addition, *YouTube* videos will explain each step and can be found here:

[https://www.youtube.com/playlist?list=PL9D77SRA6m1tuiHoCyXFnVMRKEXIR\\_3NS](https://www.youtube.com/playlist?list=PL9D77SRA6m1tuiHoCyXFnVMRKEXIR_3NS)

Follow each link listed above that leads to important information that you will need to start and complete this course. Read carefully and follow all steps shown. **I expect you to watch the video tutorials on the *YouTube* page in the first week of class prior to starting any assignments.**

You need a fast Internet connection for *MyLab IT*, so if you are working with a slow connection at home, it may not be adequate. Even with a fast connection, after you click on a control in *MyLab IT*, like a button or drop-down-list-box, you must be patient and wait until *MyLab IT* has completely rendered the screen before proceeding. If you don't, the program may display unexpected behavior, your web browser may crash, or the operating system might hang forcing you to restart your computer and lose your work.

### Enrolling in your course in *MyLab IT*:

Use your access code to register for *MyLab IT*. Your access code comes with the book you bought from the campus bookstore or online, and cannot be shared with other students. You may purchase the access code separately from the Pearson website. Students may share books, but each student must have their own access code for *MyLab IT*. The bookstore sells a package on the bookshelf for our class containing the book, the access code, and an e-text. You can purchase the access code online at the Pearson website with a credit card and get the access code immediately. But remember, if you decide to buy the package at the bookstore afterwards you are paying for the access code again. Make sure you buy the code for Office 365, 2019. The access code is good for one year, so you don't have to buy another access code if you need to retake the course and complete it in less than one year.

When asked for your full name, enter it spelled correctly as it appears in [MyCSUSTAN](#) and use proper capitalization.

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.



**MyLab IT & Mastering Student Registration Instructions:**

**Beginning 01/09/2021 to register for Spring 2021 -- CS4000-0xx -- Dan Bratten:**

Go to <http://www.pearsonmylabandmastering.com>

Under Register, click **Student**.

Enter your instructor's course ID (in red below):

For lecture #20611 – section 021 – **bratten53407** – (lab 022, 023, 024)

For lecture #20615 – section 025 – **bratten09979** – (lab 026, 027, 028)

and click **Continue**.

Sign in with an existing Pearson account or create an account:

- If you have used a Pearson website (for example, MyLab IT, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click **Sign in**.
- If you do not have a Pearson account, click **Create**. Write down your new Pearson username and password to help you remember them.

Select an option to access your instructor's online course:

- Use the access code that came with your textbook or that you purchased separately from the bookstore.
- Buy access using a credit card or PayPal.
- If available, get 14 days of temporary access. You must still purchase the access code to be graded in the course. (Look for a link near the bottom of the last page.)

Click **Go To Your Course** on the Confirmation page. Under MyLab & Mastering New Design on the left, click **Spring 2021 -- CS4000-0xx -- Dan Bratten** to start your work.

**Retaking or continuing a course?**

If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again if within one year of your prior access code purchase.

**To sign in later:**

1. Go to <https://www.pearsonmylabandmastering.com/northamerica/>
2. Click **Sign in**.
3. Enter your Pearson account username and password. Click **Sign in**.
4. Under MyLab & Mastering New Design on the left, click **Spring 2021 -- CS4000-0xx -- Dan**

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

**Bratten** to start your work.

## Additional Information

See **Students > Get Started** on the website for detailed instructions on registering with an access code, credit card, PayPal, or temporary access.

**Please note, enrolling in *MyLab IT* does not get you credit for the course; you must also be enrolled on campus in the course in [MyCSUSTAN](#) or you won't receive college credit for your work.**

### Working in *MyLab IT*:

Don't use the browser back button; use the navigation controls within *MyLab IT*.

You need a fast connection to use *MyLab IT*, and you need MS Office 365/2019 to complete the "Grader" and "Capstone" projects.

When you enter the course you will arrive at the Today's View page. Here you will find notification of any announcements, messages, new grades, and a calendar.

Look at the little "clock" icons in the calendar in "Today's View" or in the "Course Materials | Course Calendar" view. When you click on one of these clock icons, a page displaying the assignments that are due on that day in the calendar is displayed.

Remember to scroll down to make sure you see all the assignments due on a particular due date in calendar view or course content. This term you will have five exams due for each of the twelve chapters covered in the textbook. For each chapter you will find:

- an A Training & Exam,
- a B Training & Exam,
- and a Grader Exam.

Your status for each assignment is shown. Your score will show in the Gradebook. See **Chapter Exams** below.

## Course Materials

### eText Purchase

If you purchased the e-Text along with your access code it will allow you to use the textbook electronically. You will find a link to it in the folder labeled e-Text within Course Materials.

### Access to Assignments through "Course Materials" Tab in *MyLab IT*

You may also access assignments by going to the *MyLab IT* "Course Materials" tab, then moving into the folder for the appropriate chapter.








The assignments that are graded all show a due date with clock icon in the calendar in the "Today's View" and have an entry for a score in the grade book.

In each chapter folder you will find:

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

## Course Materials

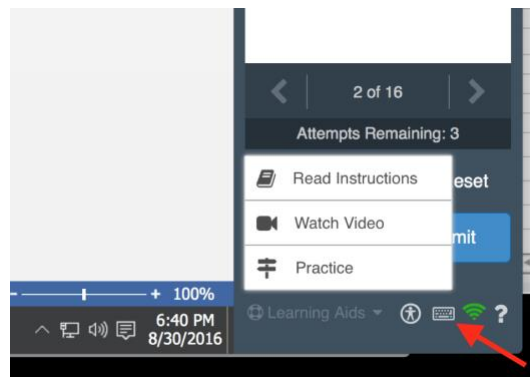
My Course / Word Chapter 1

My Course		
	Name	Submissions
	Word 1 Audio PowerPoint Presentation	
	Word 1A Simulation Training <small>Due: Due on 9/4/2020 at 11:59:00 PM</small>	
	Word 1A Simulation Exam <small>Due: Due on 9/4/2020 at 11:59:00 PM</small>	
	Word 1B Simulation Training <small>Due: Due on 9/4/2020 at 11:59:00 PM</small>	
	Word 1B Simulation Exam <small>Due: Due on 9/4/2020 at 11:59:00 PM</small>	
	Word 1 Grader -- 1G Educational Website <small>Due: Due on 9/4/2020 at 11:59:00 PM</small>	
	Word 1 Grader -- 1G Solution PDF	

## Training for Exams:

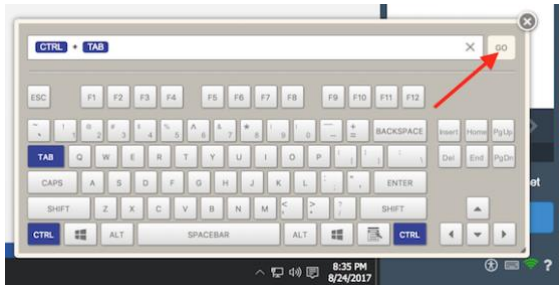
The A & B trainings are to prepare you for each corresponding Exam. The training will take you hands-on through almost everything you need to know to successfully complete each exam.

Under **Learning Aids** (bottom right) there is a “Read” button, a “Watch” button and a “Practice” button in the training assignments in the *MyLab IT* MS Office simulator. Using these buttons will answer your questions on how to complete assignments properly as they show you almost exactly keystroke-by-keystroke and mouse-click-by-mouse-click how to properly complete the exams.



Under **Accessibility** (bottom right) you will find commands that may make it easier for you to complete your work. The red arrow shows a built-in keyboard to handle some entries that may not work on Mac computers. An example is shown in the image below. Enter the keys and click GO.

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On the top right you will find **View All** to display all questions. You can skip to a question to review it rather than having to complete the entire training. **Reset** (for an individual question) is to the right.

Be careful with typing and following directions. The instructions are very exact and must be followed precisely as written, and in the order shown. There are instructions where it appears that you should type in a space between two characters and in reality, typing a space between the characters will be considered an error by the software. There are other places where it appears you should not type a space, yet a space is required. You should only type one space after a period.

### Chapter (A & B) Exams:

Click on an Exam's name to open it. Note that as you pass your cursor over the name a drop-down list box appears to the right that contains options. Here you can choose "Open", "View Submissions", or "Get Information". Clicking on "View Submissions" allows you to see your completed work and any incorrect answers. Any questions you missed will have a red mark in the left column, and on the right side of the question you will find a button that allows you to launch the training at the point where it covers the topic you missed.

### Grader Exams:

For this exam you will be asked to download files to complete on your computer using your MS Office 365/2019 software. Up to this point you have been working within the *MyLab IT* program using a simulation of the software. Older versions of Office will not always work.

- Complete each Grader Project Exam by the posted due date & time.
- You may submit each exam multiple times to achieve your desired score.
- The highest score from all submissions will be used for each exam.
- You will find an example of a completed Grader file (Solution PDF) in the folders under Course Materials for all the chapters. You may use this to determine if your completed work looks correct.
- You are free to refer to the textbook, videos, or any notes you have taken and to even retake applicable training to assist you in scoring well on these exams.
- You may save your work to a USB drive to move to another computer to continue your work at a later time. Your final work may be uploaded from any computer after you log into *MyLab IT*.

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

- Check your work carefully against the instructions as you will not have the program alerting you when you are making a mistake as in the exams you have taken up to now. You will not see your errors until after you have submitted your work for grading. Use View Submissions to see deductions, as shown below. Click the red arrow to expand.

2	height to .7". Recolor the picture by applying Blue, Accent color 1 Light. Apply a Black, Text 1 Picture Border and change the Weight to 2 1/4 pt.  Note, Mac users, search for an image in a web browser, and then download and insert a relevant image from the results.	^	1	6
	Image with name "shutterstock microscope.jpg" was not detected in the submission. Engine reported the failure as 'In the Image the 'Height' was not set to '0.7 inches'.'	⊘	0	1
	Image with name "shutterstock microscope.jpg" was not detected in the submission. Engine reported the failure as 'In the Image the 'Width' was not set to '2.25 point'.'	⊘	0	0.666
	Image with name "shutterstock microscope.jpg"			

### Critical:

- **Do not copy work between computers or work with any file(s) other than the one you personally downloaded as it is encrypted with data to identify you as the enrolled student. This encryption is verified in the uploaded file. The program will identify Integrity Violations and bring them to my attention. This applies even to using a blank file another student downloaded -- even if they didn't open it or work on it.**
- **If your uploaded work is flagged as being originated by another student or containing material from another student's work I will record your name and that of the other student. You will be notified and your submission will be deleted. If this happens again, you may each be subject to academic discipline per the University Catalog. Copied work will not be tolerated.**

- Make sure that you have uploaded each of your files prior to the due date & time.
- Check that you have received a grade for each exam. Don't delete your completed Grader files from your computer (or backup drive) until you have a grade for the term in *MyCSUStan*. You can modify your completed Grader files to improve your scores so you don't have to start over from scratch.

**I recommend that you complete each chapter once before resubmitting another attempt to ensure that you have time to complete each chapter before the due date & time.**

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

Forget how to do something in an exam?

[List of all training exam questions you can review](#)

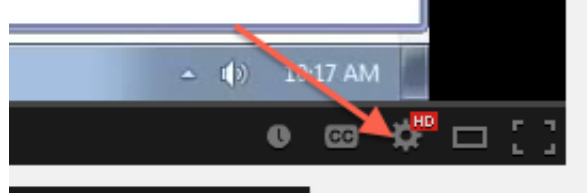
<https://www.cs.csustan.edu/~dbratten/CS4000/Office%20365%20Training.pdf>

### Instructions to Download Files

#### Video Instructions:

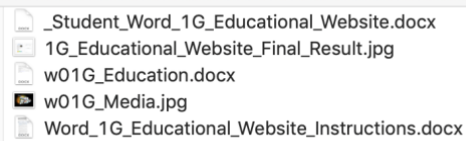
[https://www.youtube.com/watch?v=pvLGssCE\\_6I&list=PL9D77SRA6m1tuiHoCyXFnVMRKEXIR\\_3NS&index=6&t=0s](https://www.youtube.com/watch?v=pvLGssCE_6I&list=PL9D77SRA6m1tuiHoCyXFnVMRKEXIR_3NS&index=6&t=0s)

You will want to use the highest resolution available and a larger screen view which is controlled here in YouTube:



- Click on the Chapter Grader Project you wish to complete.
- In Step #1 click the “**Download Materials**” button.
- Click on “**Download All files.**”

The files will download to your computer in a named folder like, “**\_Student\_Word\_1G\_Educational\_Website**” with the contents shown:



- Click the “**Close**” button in the Download Starting Files window.
- Then “**Back to Course**” in the top left.

Open the files in MS Office 365. Every time you save them, make sure you save them back into that folder to make it easier to find when it is time to upload your finished work to *MyLab IT* to turn it in. You may instead wish to create a folder within this folder to keep your completed work separate. Whatever works for you to better organize your files.

### Moving Grader Assignments, Copying Other’s Work, and Cheating

**Do not work with any files other than the files you personally downloaded while logged into your *MyLab IT* account.**

When you download a Grader file it is encrypted with data to identify it as belonging to the student who owns the *MyLab IT* account through which it was downloaded. This encryption is verified in the uploaded file. If you upload a file that was downloaded in somebody else’s *MyLab IT* account the program will identify **Integrity Violations** and bring them to the System Administrator’s attention. This applies even to using the blank file another student downloaded even if they didn’t open or work on it.

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

### Submitting Grader Assignments

Once you have completed the Grader you will return to the Chapter Grader Project window by clicking on the Grader Exam and then going to Step 3 to upload your work. Make sure the file you select for uploading is the same file you saved as your completed work.

- **Select the file** and the name will show.
- Click **“Upload”** or Cancel if you chose the wrong file.
- You’ll see a message of **“Success!”** that you can still undo to delete.
- In Step #4 click **“Submit for Grading.”**
- You’ll see a message of **“Kudos!”** where you click **“Close Assignment.”**



### “View Submissions” for Grader Assignments to See Which Questions You Lost Points On

Once the score for your Grader assignment is computed, you can go into the *MyLab IT* “Course Materials” tab and then into the proper folder. Hover the cursor over the Grader assignment name and click on the down-pointing arrow to display the drop-down list menu and select “View Submissions” and check your results by selecting “Summary Report” at the top to see any errors. Click the blue arrow next to a question in the left column to see an expanded list of reasons why you lost points on that step.

Sometimes in View Submissions it is useful to view “Submitted File” to see the file you actually submitted. This way you may discover that you accidentally uploaded an empty, compressed or unedited file.

The “Marked-up Report” will give you more information than is in the “Summary Report” or “Submitted File”. Choose to view **“Live Reporting”** as shown in the **Video Instructions** above for the most information.

**You may improve your score by resubmitting exams as many times as you like, as long as you do so before the last due date. Your score will be the highest score of all attempts submitted.**

### Exam Scoring

There is no minimum score required on any exam. Score enough points to earn the grade you want. I am offering an additional credit (over and above the points you normally earn) for each Grader & Capstone Exam you qualify with a score of 80% or higher.

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.



This additional credit will be in the form of one-quarter percentage point (0.25%) added for each grader-type exam you complete (with 80% or higher) added to your Final Grade / 100 shown for the course.

For example, if after completing all assigned exams you have a score of 87.1% (normally an A-per the syllabus) AND you qualify with all 12 Grader exams and all three Capstone exams I will add 3.75% to your score – giving you 90.85% or an A. This will be the grade entered into *MyCSUSTAN* as your official grade. It is not possible to make these added points entries within the *MyLab IT* Gradebook so it will be added separately prior to grade submission at the end of the term. Keep track if you are relying on these points for your desired grade.

### Communications:

Even computer experts and expert MS Office users should take this class seriously. Complete the setup in the first week of class, meet all due dates, pay attention to the syllabus, and read instructions carefully. There are studies indicating that success in an online class is a function of engagement and readiness to work and learn rather than technical savvy.

As this is an online-only course, I will not be in the lab or my office. You may contact me via email, phone, or chat and we will resolve any problem you may be having:

**Dan Bratten**

**Email:** [dbratten@csustan.edu](mailto:dbratten@csustan.edu)

**Phone:** (209) 669-6419

**Message:** (209) 669-6419

Keep the inbox of your email account empty by creating folders and moving all emails to the folders and out of the inbox unless they need immediate attention. Check your junk or spam mail folder in your csustan.edu email daily to make sure emails are not being treated as spam. If you find an email from me in your junk mail folder mark me as a trusted sender who is allowed to send you email.

### Important:

If you want to receive an email response from me, you must send email to **dbratten@csustan.edu** only. Your email must have the course number and section number of the lab you are in (e.g. CS4000-024). Memorize the lab section number you are in now. When you send me an email, the more detailed, complete and exact your description of the problem you are having, the faster we will be able to solve the problem. Tell me the exact name of the assignment and the step or question number where you ran into the problem. Also describe the problem as completely as you can. Describe as exactly as possible what you did and how *MyLab IT* responded. Writing and saying, "I am having a problem. Help me." will not allow me to help you beyond asking you to give me the information I have asked you to provide already.

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.

## Technical Questions:

There is a Pearson 24/7 Technical Support website available via chat. You'll find a Support link on the top right of your screen when logged in.

While they can help with questions about your computer configuration for *MyLab IT* they cannot assist you with general problems like viruses or Internet connectivity. These are issues that you need to attend to on your own. For this reason, among others, I urge you to not wait until the last minute to start the course or complete your exams.

## Helpful Hints

### *Difficulty Dragging Graphical Images*

It may be difficult to drop pictures in exactly the correct spot. There are usually positioning controls in the “formatting” ribbon that allow you to specify the location to move the picture to. If these controls are not displayed, then try scrolling so the rulers are right next to the position where you want to drop the picture. Be patient with this. Practicing dragging and dropping images in the training can help prepare you for the exams.

### *Free Antivirus Software*

Your computer must be protected by antivirus software. There are several programs recommended by CSU Stanislaus that are a free download:

- <http://free.avg.com/us-en/homepage>
- <http://www.microsoft.com/en-us/download/details.aspx?id=5201>

### *Temporary MyLab IT Access for 14 Days*

You can request a temporary access code to use for 14 days of your course. **To complete the course, you MUST purchase the MyLab IT access code for your grade to be visible to the instructor and recorded in your campus records.**

You will see a Temporary Access link in the left navigation pane of the Register page (shown below). Click that link to see information about temporary access or request a temporary access code. This code will allow you to work in the course for 14 days which can help until your finances allow you to purchase the required code.

You'll get reminder emails with payment instructions before your temporary access expires. To stay in your course, use an access code or pay by credit card or PayPal. If you don't pay by the expiration date, you lose access to your course and get an expiration email with payment instructions. Once you pay for full access, you regain any coursework you completed before losing access.

Note: Once you use the temporary access option for a course, you can't use the option again for that same course.

**Note: You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.**

You'll find instructions on purchasing the access code to update from Temporary Access to Full Access for MyLab IT here:

- <https://support.pearson.com/getsupport/s/article/MyLab-Mastering-Change-Temporary-Access-to-Full-Access>

Register

## Select an Option

### Use an Access Code

A prepaid [access code](#) might come with your textbook or in a separate kit.

Access Code



### Use a Credit Card or PayPal

MyLab IT with etext for Office 2019:GO! Series - OLP

\$99.99 USD

Waiting for financial aid? [Get temporary access without payment for 14 days.](#) Use an access code, credit card, or Paypal before to stay in your course.

**To complete the course, you MUST purchase an access code for your grade to be visible to the instructor and recorded in your campus records.**

**Note:** You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 28th at 11:59 pm PST. This includes Grader and Capstone exams.