

Dr. Sarah's Review of Basics from Lab 1

File and Program Management

The top right side of the screen will show you what program is currently open. If you click on it, it will show you a list of all open programs. A check mark will be next to the program that you are in. If you wish to change to a different open program, then scroll down and release on the one that you wish. To open up a new file, under File, release on New. To open a file, under file release on Open, and then look for the file you desire. Always Save files into the public folder/save files here folder located on the desktop. This makes them easy to find later on. Be sure that the "public folder/save files" appears as the heading on the save window. Word documents should always end in .doc, while excel documents should always end in .xls Before the end of lab, make sure that you use campus pipeline to e-mail yourself any documents which you wish to have later.

Netscape versus Internet Explorer For many things we do, it won't matter whether you use Netscape or Internet Explorer as your web browser, but there are certain situations where it does matter. If we are downloading an Excel .xls file from the web, we need Netscape. For the web based homework on the class highlights page, we need Internet Explorer. We also need Internet Explorer for movie and sound files. For other purposes, it shouldn't make any difference.

Main Web Page

[Dr. Sarah's Math 1010 Web Page - Spring 2001](#)

E-mail [Dr. Sarah](#) with questions about these web pages.

Get a [scientific calculator](#) which can do powers (y^x or x^y or \wedge symbol).

Contents

- [Class highlights](#) Includes nightly homework, web based problems, and a day to day overview.
- [Dr. Sarah's Office Hours](#)
- [WebCT](#) Includes bulletin board, calendar of long term due dates for projects and quiz retakes, and grades
- [Dr. Sarah's Checklist for Math 1010 Writing Projects](#)
- [Syllabus and Grading Policies](#)
- [Campus Pipeline](#) To e-mail yourself attachments of work for 1010

Projects and DUE/REVISION Dates

From a web browser, type in <http://www.cs.appstate.edu/~sjg/class/1010/>

You can access all of the other pages from this one

WebCT

Click on the [WebCT](#) LINK from the main web page. That will take you to the "Welcome to WebCT" page.

Click on the "Log on to myWebCT". You see the login screen.



Enter your asu login (for example sg35401) as the username and then enter the password that you chose on the page when you created your MyWebCT page. To enter this class from your myWebCT page, just click on the MAT1010_105_014 link.

From the syllabus:

Dr. Sarah's MAT 1010 WebCT is accessible by password after following the lab 1 directions. The Calendar is the best place to check for long term assignments, extra credit, and extra office hours, and the Bulletin Board is the easiest way to ask a math question outside of class and office hours. **You are responsible for reading all posts - you should check the bulletin board at least twice a week.** I prefer that you use office hours since it is easier to discuss material in person, but if you can not make them, then the newsgroup is a great alternative. **I usually check the newsgroup numerous times every day including the weekends.**

Quizzes and Retakes Notice that the red dots will turn into green stars (on the right side of WebCT) as you save each question. When you are finished, click Finish. Then click ok to Submit Quiz for Grading. Then View Results. Notice that under quizzes, you can view your previous tries by clicking on them to the right of each quiz. Recall that 10% of your total quiz 1 grade is quiz 1, and 90% of the grade is the highest of the quiz 1 retakes. You must retake each quiz at least once, even if your score a perfect score on the original quiz. Note that retakes are similar to the original quizzes, but there can be slight differences each time, so read the problems and answers carefully each time!

Campus Pipeline

Click on the Campus Pipeline link from the main web page. Use campus pipeline to save your work from 1010 – MANY people have lost work on disks, so I recommend always using campus pipeline. Login using your e-mail address (example sg23014) as your Login Name, and your social security number as your Password and then click on ok. If you have changed your campus pipeline password, then type that in instead of your social security number. Click on e-mail.

Saving Files Click on Compose Msg. In the To: field, type in your e-mail address (example sg23014). If you use the vax system appstate.edu instead of campus pipeline, you will need to add @cp.appstate.edu to your e-mail.

In the Subject field, type in a relevant subject. Click on Attach. Click on Browse. Find your file, which should be in the public folder/save files here folder in the lab, or wherever you put it if you are working elsewhere. Click on your saved file Make sure that the .doc is at the end of word filenames, and click on open. Click on Add. Wait till you see it as an added file, and then click on ok. Click on Send. Click on ok. Click on Get

Mail. You will know if you are successful if you see a red paperclip next to the message.

Downloading your file Often, you will finish writing projects outside of lab. In order to do that, you need to Click on the message that has the attachment in it. Click on the file that you attached next to the attached file name next to the red paperclip. This will bring up word and open up your file. If word is not automatically brought up, then you can save the file (or the file might be automatically saved for you). Then you can open it up from Word from File/Open.

Exiting Exit Campus Pipeline, and then Logout of Campus Pipeline

Homework - I am happy to help you in office hours or by answering questions on the WebCT bulletin board.

See the class highlights page for homework due tomorrow (web based problems – need Internet Explorer).

See the WebCT calendar for long term assignments and quiz retake due dates.

See the main web page for the link to my office hours.