

CIS 2010 - Introduction to Computer-Based Information Systems
Fall 2008 (THIS IS JUST A SAMPLE. YOUR 2010 SYLLABUS MAY BE DIFFERENT.)

Updated 11/25/2008 2:34 PM

Required Textbooks / Materials

Kroenke, David M. (2009). *Using MIS*. (2nd Edition). Upper Saddle River, NJ: McGraw-Hill/ Pearson Prentice Hall, ISBN: **0-13-813248-8**.

Grauer, Robert T., Lockley, Maurie Wigman, and Mulbery, Keith. (2008). *Microsoft Office Access 2007*. Upper Saddle River, NJ. Pearson Education, Inc., ISBN: **0-13-225212-0**.

Important Note

This syllabus provides a general guideline for the conduct of this course. However, deviations may be necessary.

Course Description

This course provides an introduction to computer and information systems concepts including hardware, software, databases, data communications, and business applications. The student is introduced to methods of determining user requirements and developing application systems using databases and fourth generation languages. The student will also use SharePoint, a collaborative tool from Microsoft.

Course Objectives

Upon completion of the course, each student will be able to:

1. Analyze and apply IT to solve common business problems,
2. Propose and defend effective solutions to business problems, and
3. Create a database application to solve a business problem.
4. Develop a SharePoint application.

Instructor Responsibilities

1. Come prepared to every class.
2. Plan the class so that objectives can be achieved.
3. Treat students as responsible adults.
4. Create a mutually respectful classroom environment.

Student Responsibilities

1. Come prepared to every class.
2. Complete all work on time.
3. Behave as a responsible adult.
4. Treat others with respect.

Course Outline – Fall 2008

<u>Day</u>	<u>Topic</u>	<u>Text</u>	<u>Pages</u>
Tuesday Aug 19	MIS and You	Kroenke Ch. 1	2-27
Tues Aug 26	Hardware and Software	Kroenke Ch. 4	100-141
	Information Systems for Collaboration	Kroenke Ch. 2	28-59
	Getting Started Due		
Tues Sept 2	Finding Information for Written Assignment 1	WebResources.ppt	On ULearn
	Information Systems for Competitive Advantage	Kroenke Ch. 3	60-89
<u>Day</u>	<u>Topic</u>	<u>Text</u>	<u>Pages</u>
Tues Sept 9	Introduction to Access	Access 2007 Ch. 1	69-128
	Relational Databases and Multi-Table Queries	Access 2007 Ch. 2	129-200
	Written Assignment 1 Due		
Tues	Test 1: Kroenke Ch. 1, 2, 3 and 4	Kroenke Ch. 1-4	2-141

Sept 16	Written Assignment 1 Discussion		
Tues Sept 23	Customize, Analyze, and Summarize Query Data Structured Query Language Create, Edit, and Perform Calculations in Reports	Access 2007 Ch. 3 SQL.ppt Access 2007 Ch. 4	201-252 On ULearn 253-316
Tues Sept 30	Normalization Database Processing	Normalization.ppt Kroenke Ch. 5	On ULearn 142-185
Tues Oct 7	Test 2: Access 2007 Ch. 1, 2, 3 and 4; SQL and Normalization Data Communication How the Internet Works	Access 07 Ch. 1-4 Kroenke Ch. 6 Kroenke Ch. 6A	69-128 28-59
Tues Oct 14	Information Systems Within Organizations Enterprise Resource Planning Individual Database Due	Kroenke Ch. 7 ERP Article	248-287 On ULearn
Tues Oct 21	E-Commerce and Supply Chain Systems Business Intelligence Systems	Kroenke Ch. 8 Kroenke Ch. 9	288-327 328-367
Tues Oct 28	Systems Development Outsourcing SharePoint (group assignment) due	Kroenke Ch. 10 Outsourcing Article	380-419 On ULearn
Tues Nov 4	Test 3: Kroenke Ch. 5, 6, 6A, 7 and 8 Written Assignment 2 Discussion		
Tues Nov 11	Information Systems Management Information Security Management Optional: Written Assignment 2 Draft Due	Kroenke Ch. 11 Kroneke Ch. 12	420-453 454-495
Day	Topic	Text	Pages
Tues Nov 18	Presentations on Written Assignment 2 Written Assignment 2 Due Written Assignment 2 Team Evaluations Due		
Tues Nov 25	Thanksgiving Holiday No Classes Tuesday – Friday this week		
Tues Dec 2	Wrap Up and Final Review Second Life (or other optional assignment) due		
Final Exam	Quiz #4: Kroenke Ch. 9, 10, 11 and 12 5PM-7PM, Saturday, December 6, 2008		

Academic Honesty

Students may have general discussions about assignments with fellow classmates, but each student must develop his or her solution to the assignments, unless assignments are identified as team projects. Students may not 'share' work in any form or any portion of an assignment except on team assignments. It is each student's responsibility to keep his/her own work secure. Failing to adequately protect one's work does not relieve the student from academic dishonesty charges.

University regulations will be enforced regarding dishonorable or unethical conduct (Cheating, Plagiarism, Falsification, Unauthorized Collaboration or Multiple Submissions). The penalties for incidents of academic dishonesty can lead to expulsion from the University (see General Catalogue p. 64, Student Handbook p. 130 or <http://www.gsu.edu/~wwwcam/academicdishonesty.html>). In this class, there will be zero tolerance for dishonorable or unethical conduct. Electronic or physical sharing of answers will be considered cheating and will not be tolerated.

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include sharing information with another student during an examination, intentionally allowing another student to view one's own examination, and collaboration before or after an examination which is specifically forbidden by the instructor.

Plagiarism is presenting another person's work as one's own. **Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else.** The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else. **Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the Internet or other computer based resource without properly referencing the source (for example, the URL) is considered plagiarism.** A complete reference is required in order that all parties may locate and view the original source. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility. (*Note: Please review the definition of plagiarism before you submit Assignment 2, your group paper. Your instructor is obligated to file a form with the Dean's Office, if there is evidence that you have committed plagiarism in your paper.*)

Submission for academic credit of a work product, or a part thereof, represented as its being one's own effort, which has been developed in substantial collaboration with assistance from another person or source, or computer based resource, is a violation of academic honesty. It is also a violation of academic honesty to knowingly provide such assistance. Collaborative work specifically authorized by an instructor is allowed. (*If your instructor discovers that you have had unauthorized assistance or collaboration, the instructor is obligated to file a report with the Dean's Office.*)

If a student is charged with Academic Dishonesty, for each charge, a zero (0) will be given for the assignment, a minimum of fifty (50) points will be deducted from the final course total points and a written Notice of Academic Dishonesty will be given to the Dean's office. The student will also receive a copy of the notice.

Assignments

Each assignment will be **submitted by 11:59 pm** on the assigned date as an uploaded file. Submit ONE (1) final electronic version through the Assignments section of ULearn. All assignments must be "uploaded" and "submitted" through the ULearn assignment drop box. A student who fails to upload and submit an assignment will have an additional 24 hours to submit the assignment to the instructor through the same ULearn drop box. If the assignment is submitted through ULearn within 24 hours of the original due date and time, the student will lose five (5) points from the grade for this assignment. Any assignment received more than 24 hours after the original due date and time will receive a zero (0) for that assignment. Georgia State University provides 1,500 seats in its technology labs for its students. Ask the Lab Assistant for help in downloading, uploading, or submitting materials using ULearn. **It is your responsibility to make sure that you properly submit the correct file. Even though clicking on a shortcut file (extension .lnk) will open your assignment file on your computer, submitting the shortcut file will NOT give your instructor access to your assignment file.**

Similarly, merely uploading an assignment file to your private folder in ULearn will not give your instructor access to your assignment file. No credit will be given for assignments submitted more than 24 hours after their original due date and time unless you can provide documentation to support a claim of a valid reason for submitting work late.

Getting Started: (Individual Effort)

The questionnaire consists of a series of questions on the details of the syllabus and background information on you. It should be downloaded and the questions answered by highlighting the correct answers. The file should be renamed as follows: your last name, your first initial, underscore, assignment, and extension (Example: SmithA_GettingStarted.rtf). The file should then be uploaded and submitted to ULearn. (5 points)

Written Assignment 1: (Individual Effort)

Summary of requirements (detailed requirements, a slideshow with pointers to help you search for sites, as well as a sample completed assignment posted in ULearn): Using the Internet, research how you may use IT in your future career by looking up how people currently working in your chosen field use IT or will be using IT soon. Your research should include (a) using a search engine such as Google to find information, (b) finding and reading a Blog (a Web log) written by someone currently working in your chosen field, (c) searching a job site such as careerbuilder.com or monster.com to find at least one job posting in your field that sounds interesting to you, and (d) finding and reading an article about how someone in your chosen field uses IT. Prepare a two-page written report detailing what resources you used for each search and what keywords you used. Describe what you found at two or more sites for each step and discuss (a) how you expect use technology in your career and (b) skills that you will need to be successful in that career. All resources must be listed in a bibliography. Follow the format of the sample solution provided. See the instructions under the assignment for complete formatting details. When naming files to be uploaded and submitted, use last name, first initial, underscore, assignment, and extension (Example: SmithLastNameA_Assignment1.rtf). (30 Points)

Written Assignment 1 Discussion

There will be an in-class discussion of what you found when you did your research for Written Assignment 1. You will be asked to describe your intended career and how you expect to use IT. You must be present when the discussion takes place. (5 points)

Students are expected to learn MS Access on their own time. Software programs will not be “taught” during class. However, there will be some in-class instruction provided about the use of MS Access. It is the student’s responsibility to learn MS Access in order to apply the database tool to the project, just as one must learn word-processing and use it as a tool to apply to the cases.

By the second week of the semester, all registered students in CIS2010 should have received an e-mail from MSDNAA containing instructions on how to download a single copy of Microsoft Access for personal use. If you do not receive this e-mail, copy and paste the following URL: https://msdn.e-academy.com/gsu_cis/ into your browser. Click on Log in, click on the ‘Forgot your password’ link and enter your student GSU e-mail address (Example: asmith@student.gsu.edu). The MSDNAA website will e-mail you your password. If you don’t receive a reply within a day or two, contact the GSU MSDNAA administrator at the e-mail address listed at the MSDNAA website. PCs with MS Access installed are available at the Pullen Library South (Wells) Computer Center, the Education Building, and Aderhold labs, in case you don’t have a PC available at home.

Individual Database: (Individual Effort)

This assignment will prepare you to complete the team database. Follow the directions in the instruction document posted on ULearn before uploading the completed database to ULearn. You should complete the individual database before asking questions about the team database. The individual database will be worth forty (40) points. Name your database by using your last name, first initial, underscore, and IndividualDB. Access will provide the extension. Example of a properly named database file: SmithA_IndividualDB.mdb. (40 points)

Notes: Be sure that you are uploading the correct Access database file by double-checking the file extension. If you have file extensions turned off in Windows, you can view details about files in the dialog box in which you are selecting a file to upload by clicking on the menu of the icon that looks like a spreadsheet and selecting ‘Details.’ The file size and type of each file will be displayed. You can also see the file extension of a file that you have attached in ULearn. Make sure the type of the file you upload is for Microsoft Office Access 2007.

The GSU e-mail system removes Access databases that are attached to messages. DO NOT attempt to submit either the individual database file or the team database file to your instructor's GSU e-mail account. Submit your individual database file in the Assignments section of ULearn. As a backup, your instructor may suggest that you attach your Access file as an attachment to a ULearn e-mail message to your instructor and yourself. Then, you will be able to open your copy of the message, download the attachment, and open it, to be sure that you submitted the correct file.

SharePoint: (Team Effort)

This will be a team project. Through this assignment, each two-, three-, or four-person team will design and develop a collaboration system using Microsoft SharePoint. This team assignment is worth forty (40) points. If a student does not join a group, there will be a 10-point deduction for the assignment plus the student will be ineligible for the 5-point Team Evaluation.

Each student must submit a **Team Evaluation** worth five (5) points. The instructions and form are under the assignment on ULearn. **If a student fails to contribute to a team's work, that student's grade will be adjusted downward from the grade received by the group, to reflect that student's contribution. The instructor should be notified before the project is due, if there are any problems with team members.**

The project **must be submitted by one team member** to receive credit but each team member must submit their own team evaluation. **Submit your Database Project file in the E-mail section of ULearn.**

When naming files to be uploaded and submitted, use the following file naming convention:

Team Evaluation - LastNameA_DBTeamEval.rtf

You may NOT receive help on your project from anyone other than your team members and your instructor. Any other help will result in a charge of Academic Dishonesty.

Written Assignment 2: (Team Effort)

Teams of two (2) or three (3) will be created, and each team will select a technology topic from a list provided by the instructor. The team may suggest a topic not on the list, but the instructor must approve it. The team will write a paper that is at least six pages long (margins of one inch, 12-point font, and double spaced; the title page and the references page will not count as pages of text; no blank lines between paragraphs) using the outline provided on ULearn (**40 points**) and present a 5 -10 minute **formal presentation** to the class (**20 points**). The written paper must use at least two (2) different sources other than the textbook (two different editions of the same book don't count). Don't stop when you have found your first two references. Search long enough so that you have an idea of the range of current sources available. Remember that this is an IT course. **We expect you to present current information about your topic and information technology and/or information systems.** For example, if your topic is "Medical technology," we don't want to hear about the history of medical technology or technology that doesn't involve information systems.

Although optional, you can submit a draft of your paper to your instructor before the paper is due to get feedback. Usually groups that improve their papers to incorporate instructor feedback receive a better grade than they would have gotten if they had submitted the draft as their final paper.

The **team evaluation** is worth five (5) points. . The instructions and form are under the assignment on ULearn.

If a student fails to contribute to a team's work, that student's grade will be adjusted downward from the grade received by the group, to reflect that student's contribution. The instructor should be notified before the project is due, if there are any problems with team members. If a student fails to participate in a team, there will be a 10 point deduction from the assignment and that student will be ineligible for the 5-point team evaluation.

ONE team member must upload submit the written assignment as an attachment using Vista e-mail.

Submit your paper file (in .rtf format, to keep the file size as small as possible) in the E-mail section of ULearn. Send a copy of the message with your paper file attached to your instructor; also send a copy of your message to yourself and every other team member. Then, you and every other team member will be able to open the message, download the attachment, and open it, to be sure that the correct paper file was submitted. Repeat the process, if the wrong file was submitted. If you are not the person submitting the file, it is in your interest to

make sure your teammate submitted the correct file. **EACH team member must (UPLOAD) submit an individual Team evaluation.**

When naming files to be uploaded and submitted, use the following naming conventions:

Assignment2 - LastNameALastNameB_Assignment2.rtf

Team Evaluation - LastNameA_Assignment2Team.rtf

You must use sources other than your textbook. **Failure to list sources or present direct quotes in quotation marks will result in a grade of zero and a charge of academic dishonesty.**

Second Life (or other optional) Assignment: (Individual Effort)

There will be one additional assignment that is worth 40 points towards your final grade. The nature of this assignment will be at the discretion of each individual instructor. Some instructors will elect to have students complete an assignment relating to the virtual world Second Life. Other instructors may choose another assignment for the students to complete.

Attendance

Class attendance is expected, anticipated and rewarded. There are 30 points available for participation that will be based on in-class activities so you must attend class to receive these points. All classes are important and you cannot "make up" the experience of a class.

Bonus Points and Extra Credit

There will be **NO** bonus points or extra credit beyond the 500 points identified in this syllabus. (See Grading)

Canceled Classes

If classes are "canceled by the University," be prepared to cover both the missed and current reading assignments at the next scheduled class meeting.

Class Disruption

Do not disrupt, distract, or prevent others from learning by arriving late, leaving early, or failing to turn off all electronic devices during the scheduled class. (Laptop computers used for taking notes are the exception to this rule.)

Communication

All messages will be broadcast to the class electronically through the ULearn bulletin board. Students may respond to messages/questions on the class bulletin board or chat room. Anyone may send the instructor ULearn e-mail messages and the instructor will reply electronically to the student's ULearn account, in class, or both. It is important that you check your ULearn account regularly for questions, replies, corrections, and news.

Curve

There will be **NO** curving of grades in this class section. This class is part of a standardized course curriculum, which allows each student to have the same opportunity to succeed, no matter which section or instructor was selected.

Exam Conflict

A conflict final exam may be given by the department, if deemed necessary. For a student to take the conflict exam, one or more of the following conditions must be satisfied: (A) a religious observance prevents the student from taking an exam on the scheduled date, (B) the student has another exam scheduled on the same day, at the same time, or (C) the student has three (3) exams scheduled on the final exam day. It is the student's responsibility to check the exam schedule for conflicts (i.e., other exams or classes scheduled for the same time). Alert your instructor of the conflict by ULearn e-mail **before the end of the second week of class, if you need to take the conflict exam.**

Grading

Weighting		
<u>Item</u>	<u>Points</u>	<u>Percent</u>
Getting Started	5	1%

Grade Distribution	
465 - 500	A
450 - 464	A-

Participation	30	6%
Written Assignment 1	30	6%
Written Assignment 1 Discussion	5	1%
Written Assignment 2	40	8%
Written Assignment 2 Team Evaluation	5	1%
Written Assignment 2 Presentation	20	5%
Individual Database	40	8%
Team SharePoint assignment	40	8%
SharePoint Team Evaluation	5	1%
Second Life (or other optional) Assignment	40	5%
Test 1	60	10%
Test 2	60	10%
Test 3	60	10%
Final Exam (Test 4)	60	20%
Total:	500	100%

437 - 449	B+
415 - 436	B
400 - 414	B-
377 - 399	C+
363 - 376	C
350 - 362	C-
300 - 349	D
Less than 300	F

Note

You can drop one of your test scores from the first three tests (**but you cannot drop the final exam – you must take the final quiz**). If you do, the remaining three test scores will count for 240 points (or 80 points each, including the final exam). So, regardless of whether you drop one of the first three quizzes or not, the sum total of your four test scores will count for 240 points towards your final grade. There are various reasons why you may not do as well as you would like on a test. Perhaps you misread questions on Test 1, or perhaps you were sicker than you thought when you took a test, or you missed a test for discretionary reasons (you wanted to leave town early to attend a wedding, you couldn't document an illness, or you overslept and missed a test). If you cannot document that you had a valid reason for missing a test, you will not be able to take a makeup test, and your grade for that test will be a zero. As long as you only miss one test, you will be able to count the other three remaining test scores as 80 points each.

Incomplete

A student who, due to exceptional circumstances (e.g., a death in the immediate family or hospitalization), has a passing grade (C or better) and cannot complete the course (all but **ONE** deliverable) may qualify to receive a grade of "I" (see General Catalogue for additional detail).

Learning Disabilities

Students with special needs that have been certified by the Disability Services office must notify the instructor immediately in order for accommodation to be made in ULearn and instruction.

Make-Ups

NO make-ups will be given if you miss a test for reasons other than a documented religious observance, a documented illness, or a documented work-related reason. It is impossible to create an equivalent experience without placing the student at either an advantaged or disadvantaged status. Inform your instructor, if you will be unable to take an exam at the scheduled date and time.

Office Hours

Scheduled office hours are available each week. Preference will be given to students requesting specific dates and times. Appointments can be made for times other than scheduled office hours by e-mail or phone. Call to cancel appointments if an emergency arises and you cannot meet with your instructor. (See page 1)

Participation

The instructor encourages everyone to participate in class activities and discussions, and to respond to questions from other students. This type of class interaction will guarantee maximum points for participation.

Participation is based on:

1. Attending class,
2. Being prepared to participate (by reading the assigned material),
3. Asking and responding to questions,

4. In-class activities,
5. and pop quizzes (which your instructor may choose to give)

Reading Assignments

Reading assignments relate directly to the material to be covered in class and should be **completed prior to the class** for which they are assigned.

Reassessment

If a request is made for any scored material to be reassessed, please recognize that it will be possible to retain, gain, or lose points in the reassessment process. Make any reassessment requests by ULearn e-mail within one (1) week of grading. Please make a follow-up appointment (ULearn e-mail or phone) to meet the instructor during office hours for review of the results of any reassessment. A request for reassessment will not be granted if more than a week has passed since the grade in question was posted. Check your grades in ULearn regularly.

Religious Observance

If you will miss any class(es) because of a religious observance, consult with the instructor before the end of the second week of class by ULearn e-mail.

Review of Materials

All materials will be retained for one (1) year after the end of the previous term for review or grade appeal. Contact the instructor for an appointment to review materials.

Solutions

Solutions to exams, cases, and projects are available for review during office hours or by appointment. Solutions will be shared with the class during a class review, but will not be posted, as these represent a student's intellectual property.

Study

In order to receive a satisfactory grade, students should anticipate studying at least six (6) hours per week (on average) outside of class. Computer classes, by their nature, require a greater investment of time than other courses in the curriculum.

Syllabus

Read and study this syllabus carefully. This is a contract between the instructor and student, which lays out the responsibilities of both parties. If there are questions, consult with the instructor before the end of the second week of class by ULearn e-mail.

Technology

GSU requires all students to have an e-mail account and to have access to a computer. GSU user IDs can be obtained from room 106, Library South.

All individual assignments must be "uploaded" and "submitted" through the ULearn assignment drop box. A student who fails to upload and submit an assignment before the deadline will have an additional 24 hours to submit the assignment to the instructor through the same ULearn drop box. If the assignment is submitted through ULearn within 24 hours, the student will lose five (5) points from his/her grade. Any assignment received more than twenty-four hours after the original deadline will receive a zero (0). Georgia State University provides 1,500 seats in its technology labs for its students. Ask the Lab Assistant for help in downloading, uploading, or submitting materials using ULearn.

If a student chooses NOT to use technology provided by Georgia State University and encounters problems, the student is still responsible for the submission on time. Do not wait until the last moment to submit assignments! ULearn can become busy just before an assignment is due, and you may encounter problems uploading and submitting. Even if you encounter problems with ULearn or your Internet connection, your instructor will not be able to waive the 5-point penalty for submitting work late.

Tests

All (4) tests will be given using objective (multiple-choice) questions covering course materials from lectures and assigned readings. Failure to turn in both the exam and answer sheet will result in a zero (0) for the test grade.

Viruses

It is the student's responsibility to ensure that all submitted assignments are virus free. Infected files will **NOT** be opened or graded. Any infected assignment will receive a grade of zero (0). Every student can download and install Symantec AntiVirus software without charge. Point your browser to <http://nav.gsu.edu/> for details. Either set your antivirus software to update automatically or run the virus definition update wizard regularly.

ULearn

This course will be taught in conjunction with ULearn. Registered students will receive assignments, instruction, feedback, and credit (points) through the ULearn interface. Submit all assignments as files by Midnight of the assigned day (plan on submitting before 11 p.m. of that day, to avoid last-minute problems). ULearn will be the principal medium for all course communication.

ULearn Abuse

The use of ULearn is a privilege. Correspond with colleagues as one would in a business letter by typing out all messages using proper grammar and spelling. Misuse of ULearn through actions such as cursing, insults, profanity, swearing, sarcastic, racist, or negative comments will result in loss of ULearn privileges and can lead to dismissal from class.

ULearn Assignments

Submit all assignments as files (file names without spaces or special characters). See each assignment for the appropriate naming convention. Follow the steps in ULearn to upload files to the server and then attach the files to the specified assignment or Vista e-mail message.

ULearn Bulletin Board

This course will provide a common platform for students to communicate with each other through the ULearn Bulletin Board. This is the medium to post questions and responses related to course lectures, homework, programs, or exams. Students are encouraged to take an active role in their learning by asking and responding to questions from their peers. The instructor will also post messages.

ULearn E-mail

This course will provide students with direct access to the instructor through ULearn e-mail. Use this medium for questions that **CANNOT** be answered by fellow students through the bulletin board and require the instructor's response.

ULearn Grading

All individual assignments must be "uploaded" and "submitted" through the ULearn assignment drop box. A student who fails to upload and submit an assignment by the due date and time will have an additional 24 hours to upload and submit the assignment to the instructor through the same ULearn drop box. If the assignment is submitted through ULearn within 24 hours after the deadline to receive full credit, the student will lose five (5) points from his/her grade. Any assignment received more than twenty-four hours after its original deadline will receive a zero (0). Georgia State University provides 1,500 seats in its technology labs for its students. Ask the Lab Assistant for help in downloading, uploading, or submitting materials using ULearn.

ULearn Submissions

There is a two-part procedure to submit assignments. First, you must "upload" the file to the ULearn server. Second, you must "submit" the assignment to be graded. Your instructor does not have access to and cannot give you credit for files that were not attached to an assignment or e-mail message.

Withdrawing from the Course

Students withdrawing after the last date to withdraw will receive a grade of WF unless a hardship authorization is obtained from the Dean of Students. Students can only attend the classes for which they are registered.

Special Considerations

All student work submitted in fulfillment of course requirements and any student activity recorded is deemed to be granted in the public domain (copyright-free) for the purposes of use as instructional or research material or for examples of student work in current and future courses.