Course Manager System

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January 30, 2006

You need an ID and PW for the Course Manager System! This would be emailed to you at the start of the term. A reminder could be sent during the term.

The course Manager System is an on-line system to:

- Initialize CrsMgr account
- Change email address and password
- Join a group
- Vote for the group leader
- Access course material (Electronic Handouts, Assignments, Projects, Lecture Notes, Tutorial notes, Draft of “WebDatabase” By BCD & ALK)
- Submit assignments, project reports
- Make reservation for demos,
- Make reservation for consultations,
- On-line assessments (quizzes, mid-terms, final)
- To make peer evaluation of your group mates for each group work
- Feedback on your scores, grades

1 Initialize your CrsMgr account

When you log-into CrsMgr for the first time, you will be asked to answer three questions or create three of your own question-answer pairs. These are used to reset your password if you forget it.
2 Change email address and Password

Each student is required to have an ENCS account which is also the email address. Make sure to change your email address to the ENCS one. The email address is required for the Oracle DB and account to be used for the project. The AITS administrator requires this email to authenticate you!

If you do not change your email address, you would be removed from a group; this will compromise your ability to do group work.

Also, you may want to change your CrsMgr password to one that you prefer.

3 Join a group

Many courses require the term work (assignments, projects) to be done in a group. This enhances the learning experience by discussions among peers. It is recommended that each person in a group prepares a draft solution to the assignment and these drafts be discussed in the group during a group meeting. Log of these meetings and the attendance need be kept and must be submitted with the submission for each term work. The group is joined using the Course Group menu item. This should be done before the deadline announced. After the deadline, the system would randomly assign those students who have not joined a group to one of the group which is not full.

The Join group feature of course manager allows students to join one of a number of preconfigured groups.

After the groups are formed, each member of the group would vote for a leader. Each student would assign a preference for the members of the group including self (1 for first preference, 2 for second preference, etc.)

Once the voting period is over, the system will decide on the winner using the preferential voting system where the candidate with the lowest vote is eliminated and her/his votes for the next preference are assigned to the remaining candidates. This is repeated until one candidate has a majority of votes. Ties are resolved randomly.

4 Peer Review

To encourage participation in group work, the CrsMGR requires each member of the group to evaluate the other members of the group. The average of the peer review would be used to assign individual mark to each member of the group. Those members of the group who do not evaluate their peers would be considered to have not participated in the group work and would be assigned ZERO for the work. The peer review must be done by the deadline for each assigned work.

5 Contact Information and Course Material

The names and co-ordinates of the instructor, tutors and others involved in the course are accessible through the Contact Information menu item.
The course handouts can be downloaded using the Course Material menu item. Some or all of the course material could be encrypted and would require a password. Such password would be announced in class. Please do not give out the password. Please note that the material is copyright by the authors and is made accessible to you as a favour for use during the term only by registered students in the term. No handout must be copied distributed in any format. Any such violation is illegal and subject to prosecution.

6 On-line Submission- Assignment/Project Upload

- You should be aware of the University’s code of conduct (academic) as specified in appropriate section of the Undergraduate/graduate Calendar, especially the parts concerning cheating, plagiarism, and the possible consequence of violating this code. No need to mention that you will learn little from copying other’s work and it will not help you prepare for the assessments.

- For each on-line submission (assignment, projects), the deadline for the submission would be announced. You are required to submit the assigned work before this date (the time limit is usually 23:00 hours on the due date; however, an instructor may change it!)

- For on-line submission: The documentation for submission must include a PDF format as well as the sources. Only one file per submission is allowed. If the submission is individual, use your student ID; for group submission (one submission per group) use the group ID.

For each submission, prepare a directory whose name would be of the format:

$id_XN$

where:

$id$ is your student or group ID

\[
X = \begin{cases} 
A & \text{for assignments} \\
P & \text{for projects} 
\end{cases}
\]

\[
N = \begin{cases} 
1 - n & \text{for assignment,} \\
1 - m & \text{for project} 
\end{cases}
\]

Put all files for the submission in this directory including a README file. For a group work, the dates and times of meeting and the names of the group member who attended each such meeting. To get a single file for on-line submission do one of the following:

- tar-gzip, or zip, or rar the directory

upload this file. The team leader or his surrogate is responsible for this upload for a group submission.
• Course Manager allows you to delete a submission before the deadline and replace it with a new file.

• Once the deadline is over, you may be able to upload your file; but there is a cumulative penalty per day for late submission. Once the late penalty reaches 100% you will not be able to upload that assignment. Please do not send files by email. All such emails are filed deleted without opening.

• You are advised to retain a copy of all your term work until you receive a final grade for the course. Please backup all your computing work! All programs, which are part of the submission, must have adequate internal and external documentations. All source code, the script, etc., must be included in the directory along with a “README” file which contains appropriate instructions and the list of files included in the directory that is being uploaded.

• For group work, pl. remember that your teammates would evaluate you for each group submission. The mark you get for each group work(assignments, projects) would depend on the mark assigned to the submission and the average peer evaluation you receive. If you do not enter the peer evaluation for your team mates for a given group work, you will get no mark for it.

7 On-line Assessment

• Between the starting date and time and the ending date and time specified by your instructor, you can take a time limited online-assessment by clicking the Assessment link after you log into the Course Manager System. The questions you are asked are selected randomly from a larger set (and for multiple choice questions, the answers, are randomly arranged.) So the pattern for each student will be different! The complexity of the questions are similar.

• If you use Firefox for the On-line assessment using CrsMgr: insure that the following browser configuration is inplace before you start the on-line tests
  For Linux
  EDIT -> Preferences -> WebFeatures(in the left panel) -> Advanced button near Enable JavaScript
  make sure that the checkbox for the "Change status bar text" is "ticked": if not, click it!

  For Windows
  Tools-> Options-> Web Features(on the left panel)-> Advanced button near Enable JavaScript
  make sure that the checkbox for the "Change status bar text" is "ticked": if not, click it! The timer which shows the time remaining in the assessment should work.
• Once the assessment is started (each question will appear in a pop-up window), you have to finish it within the time limit. Please note that the timer would continue to run even if you exit/close the browser.

• Some browser, such as Galeon on a Linux window manager with multiple desk-tops, may open the pop-up window in a different desktop! So if you don’t see the pop-up window, check the other desk-tops.

• In case you are accidently disconnected, you can return to the assessment to continue. Login again, return to assessment page and press the link for the appropriate assessment to continue. Remember that the timer would be running while you reconnect!

• There are two types of questions in the assessments: Multiple Choice Question and Normal Question. A multiple choice question could be true or false or in some may have one or more correct answers! Make sure to read the questions carefully and choose correct answer(s) from the list given.

• Multiple Choice Question: Your answer for a given question is seen by the system and hence calculated into your score only after you "commit" it by clicking the "Submit" button. You cannot change your answer after it is committed.

• Normal Written answer Question: For each question, write down your answer in the Answer Text-box or in a separate file as required by the question. After you finish a question, browse your file with the browse button and click the "Upload&Next" button to go to the next one. You will see the status of your uploaded file in the same question window and you will receive an e-mail with this information. Keep the mails for future references. If you write your answer in the Answer text-box, then just click the Upload&Next button to go to the next question. Remember you can not go back to a previous question. You may consult the score for this type of assessment once the instructor has graded it.

• For normal question, the answer in the text box must be in HTML format. If it is pure text, you can enclose such answers in the set of tags \(<PRE> \</PRE>\) as shown below:

\[
<PRE>
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any text
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</PRE>
\]

A set of HTML commonly used symbols are given in

• You might be able to "bank" a small number of questions for later try if it’s permitted by the instructor.

• After you finish your assessment, close the pop-up window and logout.

8 Course Grade

You can see your score for the assessment once the assigned work has been graded and the grades are verified by the instructor. Remember that for a group work you may get a ZERO if you do not evaluate your peers.
9 Home Page for Students

Below is the list of features provided for the above menu items in the student’s home page of CrsMgr

- Contact Information
  - List the contact information for the instructor, tutor, maker, and lab instructor as applicable for the course.

- Course Material
  - View information of course materials set up by instructor/coordinate
– Used to download course material files—assignment/project/solution/course outline/tutorial slides
– Check course announcements set by instructor/coordinator
– Check due date for course works and the scheduled time for on-line assessments
– NOTE: The material posted are copyrighted by the authors and are not to be copied or distributed in any format. They may only be used for study during the term by registered students.

• Tutorial/Lab/Marker
  – List information for tutorial and lab time slots
  – List information for course marks

• Course Group
  – Join course groups before preset deadline
  – Vote for group leader before preset deadline
  – List detail information of your current group

• Peer Review
  – Participate in peer-review for contributions of peers in group work before preset deadline
  – View your peer-review scores given by other group members
  – Note: If you do not assign score to your peers, you will be considered to not have participated in the group work and would get a ZERO for the work,

• Reserve Meeting Time Slots
  – Reserve time slots for personal consultation
  – Reserve time slots for group demo/progress report if you are the group leader
  – Cancel/change reservations before preset deadline (set by instructor)
  – Note: Consult members of the group before reserving a time slot since all members of the group need to be present.

• Assignment/Project Upload
  – Upload/Update your submission file before preset deadline
  – Upload your late submission files with preset penalty
  – View your current upload info for your individual/group works

• Assignment/Project Upload
  – Upload/Update your submission files before preset deadline
- Upload your late submission files with preset penalty
- View your current upload info for your individual/group work
- Download your uploaded file for verification purpose

- **On line Assessment**
  - Take on line assessment during preset time-windows
  - Review your on line assessment within preset time-windows when the review is available

- **Course Grades**
  - View your personal grades for all your course works: assignment/project/assessment
  - View the grade distribution in your class

- **Change Password**
  - Change your password for access to the system

- **Change Email**
  - Update your email which is recorded in the system. <b>Make sure to change your email address to the ENCS email as required.</b>

- **Logout**
  - Safely signs you out of the system