

# CS 1301 – Summer 2009

## **Lab 1 –Email & T-Square Forums**

Due: Friday Sep 4<sup>th</sup>, before 6 pm (Local Time)

(Emails/forum posts must be RECEIVED, not sent, by this time, so do not wait until 5:59 to send them)

Files to submit:

NONE! Just send the email and post to the forum as described below.

Contents:

Part 1 – Course Survival Kit

Part 2 – Email

Part 3 – Forum Rules and Post to Labs section of T-Square Forums

For Help:

- Forum – well, this is the whole point of Part 3, so it will be more useful later.
- TA Helpdesk – schedule is posted on class website
- Email TA's – hey, that's what Part 2 is all about!
- OIT for configuration problems with email

Notes:

1. Do not wait until the last minute to do this assignment in case you run into problems
2. If you find a significant error in the assignment, let a TA know immediately!
3. OIT is not open on weekends, so keep this in mind if you run into any problems.

## **Part 1 – Course Survival Kit**

The following software is highly recommended to complete CS 1301. Most of this software will be useful beyond this class as well, and thus you're encouraged to become as familiar as possible with it.

### **Adobe Acrobat Reader**

All homework files will be distributed via PDF, so if you're reading this file you are probably using Adobe Acrobat already. If you somehow still need it, you can download it for free here at

<http://www.adobe.com/products/acrobat/readstep2.html>

### **SSH Program**

This will be discussed in a later lab, so don't worry about it for now.

## Email Program

Email is an integral part of life at Georgia Tech, hence there are many ways to access it.

Here are the most popular:

- Zimbra – Many of you have upgraded to the Zimbra mail service.  
<https://mail.gatech.edu>
- SPECTRUM Webmail - This is an older web-based method of accessing your email.  
<http://webmail.mail.gatech.edu>
- Mozilla Thunderbird - We recommend you use Mozilla Thunderbird as your primary email client. This is available for Windows, Mac, and Linux here:  
<http://www.mozilla.com/thunderbird/>  
OIT has a tool that will automatically configure thunderbird for you  
<http://faq.oit.gatech.edu/0302.html>
- If you prefer to use any other mail program such as Outlook, Outlook Express, Eudora, or Entourage, please see the FAQs from OIT:  
<http://faq.oit.gatech.edu/cgi-bin/submenu?mail+spectrum>
- If you are a UNIX aficionado, you can log into acme.gatech.edu and use pine or elm.

## Part 2 – Email

Hopefully by this point, everyone has already been using their GT email address and knows how to send email. All you need to do for this assignment is send an email to your assigned TA (see the TA Helpdesk page of the website for your TA's email address) from your GT EMAIL ADDRESS including the correct subject line and content. Do not use another email address or you will lose points. **The subject of your email should be [CS 1301] Lab 1.** Again, you will lose points for any other subject line! In the body of the email, write a short introduction about yourself. **Be sure to include your name, major, hometown, and an interesting fact about yourself.** You may include any other information you choose. **You also need to configure an email signature.** A typical signature is 3 or 4 lines long with basic contact information about you.

Example:

Melody Nailor  
CS 1301 Head TA  
Computer Science Undergraduate  
Georgia Institute of Technology

## Part 3 – Forums

In this class, we will use the forums on the CS1301 T-Square page as an additional tool to help you. You can post questions about class topics, issues in homework or labs, or just general questions. Other students or TAs will be able to reply with hints and other helpful information.

### Rules and Regulations for Newsgroup Usage:

1. Use subject lines that make sense & indicate what specific assignment or issue you are asking about.

Examples:

[hw1] debugging issue

[hw5] how do get it to run?

This makes reading posts easier for everyone. People will use that info to skip posts they don't care about and find those of interest.

2. When asking for help, do not post entire sections of code. A specific line or two is fine, but not large chunks because that would just be giving your hard work to everyone in the class.

3. Off-topic postings will not be tolerated in class forums. This includes postings that are insulting, inflammatory, vulgar, or are intentionally disrespectful towards other people based on membership in or affiliation with a particular group (including race, color, creed, sex, national origin, or sexual orientation).

4. Complaints about course administration, policies, or content should be taken up directly with the course instructor, NOT hashed out in the class forums.

5. ALL postings to ANY CS 1301 forum must include valid contact info for the person making the post. This includes your Real Name and a valid E-mail address. VERY IMPORTANT!

6. Before posting a question, make sure that your question has not already been answered!!! If the answer for your question has already been posted or is accessible in the textbook, your post may be completely ignored by the course staff. VERY IMPORTANT!

7. TA's for the course will identify themselves as such when they post replies or questions to the forum. They will include that info in their signature.

8. Any postings that do not adhere to these guidelines will not be responded to by CS 1301 staff.

### The Assignment – Making Your Post

Now you need post to the **Labs** area of the T-Square forums

Create a new post in the Lab forum with the subject [Lab1]. **In your post, include your name, email address, and two things you have learned about CS so far. Be sure you include your GT email address when you post to receive full credit.**

That's all for Lab 1!

### Grading:

Note about grading: If you do not have all the requirements needed for each part, you will NOT receive any credit for that part. For example, if the email you send contains all the proper information, but not the correct subject line, you will receive ZERO points for the email portion of the assignment! Each part is all or nothing, so please follow the instructions completely!

50 points – email sent to TA with correct subject, content, and signature

50 points – post to T-Square forum with 2 things you have learned

Note: To receive credit, you **must** follow the directions completely and include all requested content in the email and forum post. **No partial credit** will be awarded, so you will receive a score of 0, 50 or 100.

Lab 1 - CS 1301 – Summer 2009

Adapted by Donovan McMurray from previous semester's Lab 1

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