

Prof. Sacco's PUAD 660, Net Section

Prof. Sacco's PUAD 660, Net Section, is delivered via WebCT (web course technology). If you have any difficulties completing these instructions or have problems with your password, contact webct@gmu.edu (it's email) or call 703 993 3141. You can also contact Professor Sacco via email, jsacco@gmu.edu. These instructions are general and may have to change as systems change. In fact, as of fall 03, we have a new system, WebCT38. The methods or material for any given semester may change or not be ready when you read this document.

Questions

Before you email the instructor with questions, re-read this sheet to see if your question has already been addressed.

Registration

If the course is full when you try to register, put yourself on the waitlist. The waitlist is the only way to add to the class before the class commences. Because of the learning curve associated with WebCT, the course will be closed after the initial week.

Equipment and Software

You'll need a browser to connect to Webct. A recent version of Netscape or Internet Explorer should be sufficient. You must have your own computer. Do not plan to use your company's or agency's computer. Many companies and agencies do not permit school work on company time. Also, it is essential that you have a recent version of MS office, particularly, Excel. You are expected to know the basics of Excel and how to attach and open attached Excel documents. The University supports MS office including MS Excel.

You can obtain instructions in MS Excel and other MS software from STARLABS. If you need one-on-one instructions you can go to STAR*WORKS in JC (Johnson Center), room 311.

Here are some useful URLs to find out more about classes or other help for MS Office.

The Main URL for the Department of Instructional and Technological and Support Services (DoIT)

<http://www.doiit.gmu.edu/>

Look for IT training @ Mason

For Star labs, see

<http://media.gmu.edu/workshops/>

If you are having problems connecting, contact your ISP first.

You can also email support

support@gmu.edu

or call

703 993 8870

Your instructor is not able to assist with connectivity or software issues.

Some instructions on Webct will be provided when the class starts and as the class continues. For general instructions see:

<http://www.irc.gmu.edu/coursetools/webct/index.html>

and go to Student Quickstart Guide (PDF)

"Attendance"

You are expected to visit the site every other day in order to keep up with material and deadlines, more often in the summer. Do not plan to be without connectivity for this Webct class during the semester. Meeting deadlines for assignments is essential. Do not register for this course if you cannot meet these "attendance" requirements.

Logging on

Use your ISP to get on the Internet. Launch your browser (netscape, explorer or whichever one you use)

The URL for puad 660 is:

<http://webct38.gmu.edu>

Then see

Log on to
myWebCT

Click on "Log on to"

Type in your mason user id - (mine is jsacco)
and for the password, the last 4 digits of your gmU id (usually your SSN).

If you do not have a gmU computer account or need to direct your gmU email to your ISP, check this URL

<http://itusupport.gmu.edu/client/iscfaq.cfm?unitabrev=ITUSupport>

This is the FAQ section. You can find how to obtain a GMU account and how to forward your email to another account.

Or call 703 993 8870 for information on getting one.

Once you have typed in your mason user id and password, this should get you to Mywebct: your name

At this point, you may see that you already have PUAD 660 listed as one of your courses. If so, click on it and you will be taken to the PUAD 660 homepage. Generally, the registrar has a class list one week before class begins. As soon as the registrar has the class list, the instructor will add you to the class.

You can change your password. On the PUAD 660 home page, click on "student information" to get to "change password."

Selected Course Requirements

We don't "meet on-line" at the same time for Webct net section(s) of PUAD 660. Each assignment has a deadline. **Do not wait until the last minute to do an assignment. In many of the assignments you must exchange views with other students. The due date for an assignment means that all postings and exchanges are to be done by the due date.**

Assignments via WebCT forum:

The instructor gives assignments and we have a certain time period to finish them. Expect to receive your assignments via WebCT forum. Some assignments are discussion; some, spreadsheet problems. The spreadsheet assignments, while given in the forum, are done in the WebCT email section.

Syllabus

Information on grading and assignments are found in "Readings, Schedule, Tests" on you WebCT home tool page. Read Table of Contents, 1 through 4, carefully.

Introduce yourself:

Your first assignment is to introduce yourself. On the homepage for PUAD 660, go to "forum (also name bulletins)." You'll see the instructor's request for an Introduction as well another post with my personal introduction. Click on the first introduction, follow the directions and introduce yourself. Be professional, in manner and tone, in all your communications with the instructor and other students.

Exams and participation:

We will have two "take home" exams as well as on-line work. Go to "Readings, Schedule, Tests" and read PUAD 660 on-line Expected Schedule of Readings/Exams for weights attached to the take home exams and on-line work.

While general information is given on assignments in the topics section of "Readings, Schedule, Tests", these are only guidelines. All specific assignments are presented in Webct forum sometimes with follow-up in webct email. Check webct forum and webct email every other day, more often in the summer or in sessions shorter than a 14 week semester.

Timeliness is important for the on-line work. Meet the deadline; otherwise you will not get credit for that particular assignment.

The WebCT site has practice quizzes with instance feedback. Since these are practice quizzes, the score is inconsequential. However, you must finish the quizzes within the deadline given. The practice quiz can be taken five times. One

of those times must be by the deadline. If no deadline is given, do the practice quiz when you wish. Because the WebCT version available to this class has some limits, the number of the quiz taken may not be the same as the quiz number where your score appears. In addition, not all the questions in the practice quiz are in the chapter for that practice quiz. Do your best with these items. Use webct email to contact the professor if you don't understand an item in the practice quiz.

Generally, you will not need to purchase a text. Ordinarily, the instructor will email you the readings.

As you know URLs change. If you cannot find a particular URL, try to find the DoIT home page.

<http://www.irc.gmu.edu/>

I look forward to working with you.

-Prof. Sacco
jsacco@gmu.edu

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