Week1: First Tutorial

- Introductions: Who is that person up front
- A0: Submitting and verifying assignments in D2L
- TA goes over A1 requirements
- Assignment marking & deadlines
- Who you gonna call?

Who Am I (The Teaching Assistant)

- Name
- Contact information: email

Colourbox.com

What Will Be Taught And When

- **Location of the tutorial teaching schedule:**
  - http://pages.cpsc.ucalgary.ca/~tamj/203/2017/203F/tutorial_schedule.htm
- Or under the 'teaching tutorial' portion of the course web page:

Teaching tutorials (commence week of Sept 24 - 30, TA assignment

- Tutorials are a mandatory component of the courses. Time will be sp requirements, completion of graded quizzes, and if possible some qu
- Schedule of activities for the tutorials: [Teaching teaching schedule]

Completing Assignment 'Zero':

- Learning how to upload assignments to D2L
- Learning (and practicing) how to check submissions in D2L by downloading what you submitted and verifying the file contents.
- Web address of assignment description:
  - http://pages.cpsc.ucalgary.ca/~tamj/2017/203F/assignments/assignment0/
  - TA will guide you through the 7 steps in the form of a tutorial exercise

TA Covering Requirements For The First Graded Assignment 'A1'

- Web address of assignment description:
  - http://pages.cpsc.ucalgary.ca/~tamj/2017/203F/assignments/assignment1/
- TA will go through Features 1 – 9 in the assignment that you are to implement and:
  - TA **will explain** the end result produced when you complete the feature
  - TA **will not** specify the details of how to produce that result (because that is 'the answer')
- TAs will go through the style requirements of assignment and point out how missing a style requirement will affect grading
  - The specifics of each style requirement comes later in lecture and in some cases in tutorial as well e.g. absolute vs. relative cell references

Assignment Marking

- Tutorial instructors mark assignments
- The deadline for TAs to complete marking is one week after the assignment deadline:

Assignment	Student submission date	TA marking deadline
A1: Excel spreadsheet	Friday Oct 13	Friday Oct 20
A2: Access database	Tuesday Nov 14	Tuesday Nov 21
A3: VBA programming	Friday Dec 8	Friday Dec 15

- After the TA finishes grading the course instructor will vet/verify the marking process
  - Student grades will be available sometime after the vetting is complete

Help With Assignments

- Feel free to not only ask your TA for help but any of the TAs for help (such as during the CT/Help tutorial times).
- Be aware that the TA will help you understand concepts but it's up to you to apply those concepts in a particular assignment
  - **Example of how a TA can help**: How to use the VLOOKUP function (example data won't be from the assignment)
  - **Example of what a TA cannot do**: Provide specific information about how that formula should be applied in an assignment (e.g. what values you need to enter for the assignment)
    - This actually is not 'helping' students because in this case the person is unlikely to understand the formula well enough for the exam or in actual use (if you get a job that employs spreadsheet).

Technical Issues

- The teaching assistant cannot fix technical issues (insufficient software permission in Windows)
- (A check list reminder mostly for the TA of 'who you gonna call', the first case is however for students):
  - **Problems with students university UC-IT accounts**: www.ucalgary.ca/it or The University Help Desk 7th Floor of Math Sciences (not ICT 7th floor)
    - **Students will need to UC-IT on their own** (student account information is often needed and only the student can provide it).
  - **Problems with the podium computer or projector**: TA can use the phone in the room to call ComMedia
  - **Problems with the student computers** (hardware missing/broken, software problems). **TA can contact Terri Starchuk**
    - +1 (403) 210-8831
    - starchuk@ucalgary.ca