

In-Class Exercise 01, Part II – Classroom Technologies

Topics: GGC Wiki, D2L, Remind, Lynda.com

Objectives:

This assignment will introduce you to several key technologies that will be part of this course.

Reminders:

- Please don't hesitate to call on the instructor if you need help. You are also welcome and encouraged to confer with your classmates if the instructor is busy helping somebody else.
- You are welcome to take breaks at your discretion while working on this assignment. However, you are not allowed to leave for the day until the class period has ended or you have completed the assignment and turned it in.

Please read each step carefully before completing it. Be sure to follow the rules of proper spelling, grammar, capitalization, and punctuation in your write-up.

Taking Screenshots:

This assignment asks you to take some screenshots. The screenshot tools are as follows:

- **Windows:** Start Menu -> All Programs -> Accessories -> Snipping Tool
- **Mac:** Command + Shift + 4 (puts an image file directly on your desktop)

Instructions:

Using Wikis

Example Profile: [http://wiki.ggc.edu/wiki/Picard, Jean-Luc ITEC2110](http://wiki.ggc.edu/wiki/Picard,_Jean-Luc ITEC2110)

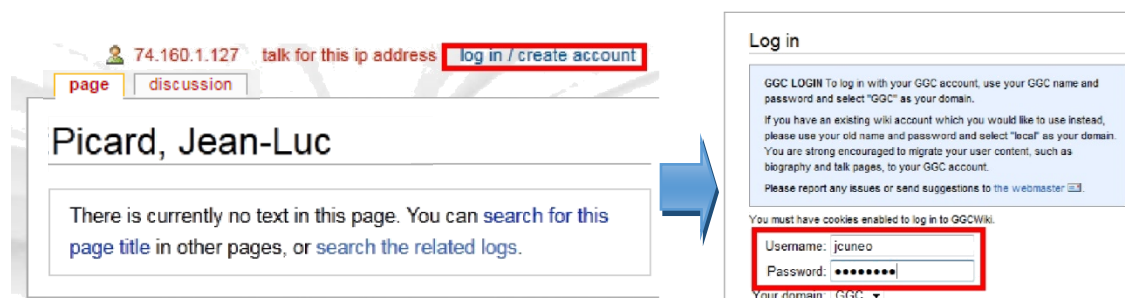
Note: Be careful to edit your ITEC 2110 profile page, **not** your wiki profile page or a Talk page. Pay attention to the URL to make sure you are on the right page. The page will have the word ITEC2110 in the title.

YES: [http://wiki.ggc.edu/wiki/Picard, _Jean-Luc ITEC2110](http://wiki.ggc.edu/wiki/Picard,_Jean-Luc ITEC2110)

NO: <http://wiki.ggc.edu/wiki/User:JPicard>

NO: [http://wiki.ggc.edu/wiki/Talk:Picard, _Jean-Luc ITEC2110](http://wiki.ggc.edu/wiki/Talk:Picard,_Jean-Luc ITEC2110)

6. Open up the browser of your choice and go to <http://wiki.ggc.edu/wiki/F16-ITEC2110-28>, then click “Student Profiles”.
7. Find your name in the list and click on it.
8. Click “log in” in the top right-hand corner of the screen and log in with your GGC account (e-mail login).

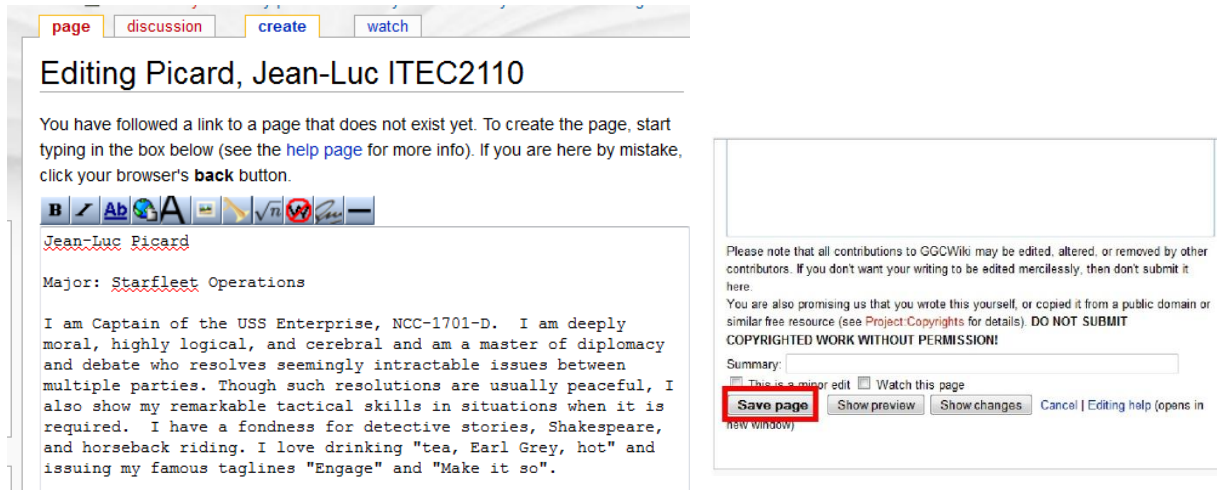


9. Return to your profile page, where you should see an Edit box. (If not, click the “Create” tab at the top of the screen.) In this box, type in the following information and click “Save page” when you’re done:
 - a. Your name. Put your name in bold by putting three single quotes on either side. (ex. '''Jean-Luc Picard''')
 - b. Your major (list “Undecided” if you don’t have one yet). Be sure this is on a separate line from your name!
 - c. A paragraph about yourself (this can be anything: where you live, work, hobbies, etc.). Please remember that this page will be visible to the entire world, so only put information you feel comfortable sharing. Be sure this is on a separate line from your name and major!

Note: Do not put any leading spaces or indentations before your text. All text should be flush with the left side of the edit window.

10. Click the “Save page” button at the bottom of the screen when you’re done.

Remember to save early and often, just as you would with any other file.



11. Open a new tab (Ctrl + t in most browsers).

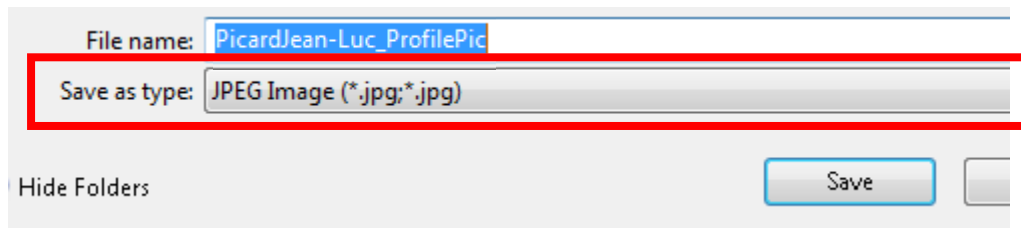
12. **In this new tab**, find a website that reflects your major or one of your interests. Copy the URL and paste it below the paragraph about yourself on the wiki. (Please be sure to include the entire URL.)

13. Click “Save page” again.

14. Find an image of either yourself (you can pull something from Facebook, if you like) or something that reflects the information described in your profile paragraph (check out my profile at <http://wiki.ggc.edu/wiki/User:Jcuneo> for an example). Download this image to your desktop:

- a. Right-click on the image (or Ctrl + click if that doesn’t work) and select “Save Image As...” from the pop-up menu.
- b. **Look at the “Save as type” field of the image you are saving, and check that it is JPEG, PNG, or GIF.** If the file is not one of these three types, choose a different

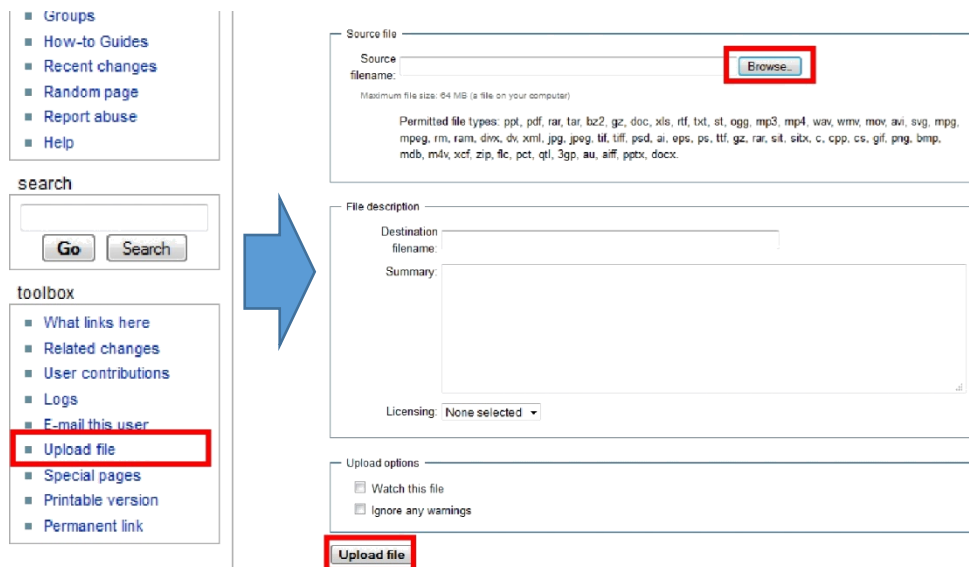
image.



- c. Rename the file **LastnameFirstname_ProfilePic** (ex. CuneoJoshua_ProfilePic) and hit Save.

15. Open another new tab in your browser.

16. **In this new tab**, go to the GGC wiki (<http://wiki.ggc.edu>). Upload your saved image to the Wiki using the “Upload file” option in the left-hand menu.



17. **Go back to the browser tab with your profile edit window.** In this window, place your cursor below your body text, then click the “Embedded file” icon above the edit window:

Editing Picard, Jean-Luc ITEC2110



This will produce a line of text that looks like this:

```
[[File:Example.jpg]]
```

Edit this line with the filename and extension from steps 10c and 10d. For example:

```
[[File:CuneoJoshua_ProfilePic.jpg]]
```

The image name is case sensitive. Make sure you match the case of your filename exactly.

I recommend doing a direct copy and paste of the filename, including the extension.

If your image is very large, please reduce it by adding the “|” (pipe) character (located above the “\” character on your keyboard) and a pixel size after the filename. For instance,

```
[[File: CuneoJoshua_ProfilePic.jpg | 300 px]]
```

18. Now let’s divide your page up into two subsections using Level 2 subheaders. Go up to the top of your page and type

```
==Introduction==
```

Then go down to the bottom of your page and type

```
==Projects==
```

19. Below your “Projects” subheader, we’ll create four new wiki pages that will hold your four projects this semester. Type

```
[[LastnameFirstname ITEC2110_PjtX]]
```

four times, replacing “LastnameFirstname” with your name and “X” with the values 1 – 4, consecutively. *Make sure each project link is on a separate line!*

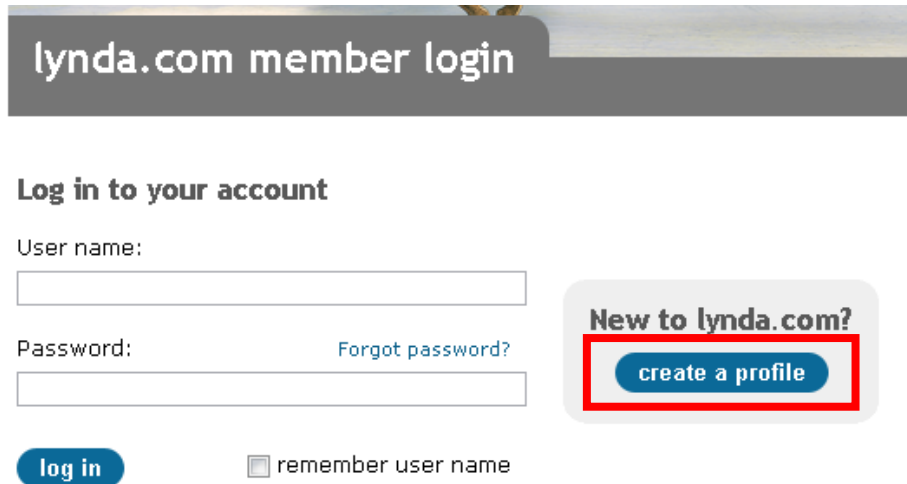
20. Double-check that your profile has your name, major, paragraph description, hyperlink, image, subheaders, and four project page links. (Use the Example Profile as a point of comparison.)

Lynda.com and Active Learning

All students in this class are expected to do a certain amount of self-directed learning, especially when it comes to the software we use for the projects. One excellent resource is Lynda.com.

21. In your browser, go to <http://libproxy.ggc.edu/login?url=http://iplogin.lynda.com>.

22. At the Login screen, click “create a profile”.

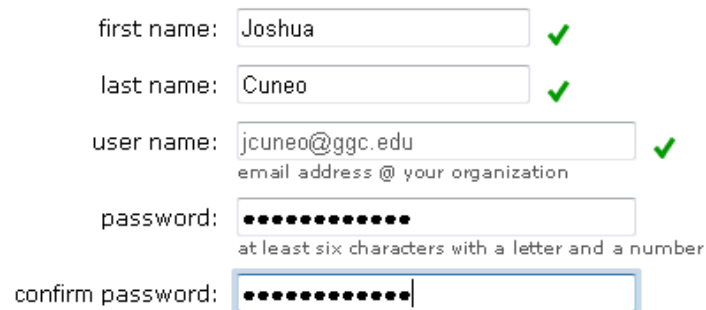


The image shows the Lynda.com member login page. At the top, there's a header with the text "lynda.com member login". Below this, the section is titled "Log in to your account". There are two input fields: "User name:" and "Password:". To the right of the password field is a link that says "Forgot password?". Below the input fields is a blue "log in" button and a checkbox labeled "remember user name". To the right of the login fields is a box titled "New to lynda.com?" which contains a blue button labeled "create a profile". This button is highlighted with a red rectangle.

23. Create a profile *using your GGC email*, then log in.

Create a new user profile

If you already have a profile, [please log in](#). All fields are required.



The image shows the "Create a new user profile" form. It has several input fields with labels to their left: "first name:", "last name:", "user name:", "password:", and "confirm password:". The "first name" field contains "Joshua" and has a green checkmark to its right. The "last name" field contains "Cuneo" and has a green checkmark to its right. The "user name" field contains "jcuneo@ggc.edu" and has a green checkmark to its right. Below the "user name" field is a small text label "email address @ your organization". The "password" field contains a series of dots and has a text label below it that says "at least six characters with a letter and a number". The "confirm password" field also contains a series of dots. There is a blue border around the "confirm password" field.

I would like to receive: ☐ General communication
☐ Newsletter
☐ New releases
☐ Special notices

log in

24. In the Search box, search for one of the pieces of software we will be using this semester (Inkscape, GIMP, Audacity, iMovie, Windows Movie Maker, or Blender).



25. Click one of the search results to be taken to the corresponding training video. Take a screenshot of your screen (Snipping Tool in Windows, keyboard shortcuts in Mac OS) that includes the tutorial title and the video.
26. Download your Word document from Part I of this assignment, and paste the screenshot into the specified area.
27. Take a few minutes to explore some of the additional buttons and features of Lynda.com. In your Word document, briefly describe at least one feature that you learned. **Describe a feature of Lynda.com itself, not something you learned from a video tutorial.**
28. Log out of Lynda.com.
29. In your browser, go to your favorite search engine and search for a tutorial on one of the pieces of software mentioned above. Be sure it is a proper video or written tutorial that describes how to perform some specific action in the software. (Some software programs have online manuals, and those are also acceptable.)
30. In your Word document, list the title and URL of the tutorial you found.
31. Save your Word document and submit it on D2L again. ***Be sure your file has the name LastnameFirstname_ICE01.***

Remind

32. **Optional:** If you want to sign up for the Remind service, go to <https://www.remind.com/join/fa16it1028> and enter your mobile phone number.
33. When you're done, you are free to leave.

Criteria, Part I:

Step	Points	Reason
2a	5	Name
2b	5	Major
2c	5	Favorite book, movie, or TV show
2d	5	One thing you hope to learn about computers this semester
2e	5	One interesting fact
5	5	Word file, correctly named

Criteria, Part II:

9a	5	Profile includes name, bolded
9b	5	Profile includes major, on separate line
9c	5	Profile includes paragraph about self, on separate line
12	5	Hyperlink to website that reflects interests
17	10	Profile includes image, resized to 300 px
18	5	Subheaders, appropriately placed.
19	5	Four project links, with line breaks.
26	10	Screenshot of Lynda.com tutorial
27	10	Information on additional Lynda.com feature
30	10	Title and URL of external tutorial