

CS 285 Lab Instructions

(Lab Test Password will be posted at the entrance to 16 Lloyd)

General Lab Reminders (Please read carefully)

- ✓ Complete each lab during your scheduled class/lab time in 16 Lloyd. Always log into a Lloyd lab computer with **your** account.
- ✓ Always **save** the start file first, and then **open** it second. Be sure you are in the Excel window.
- ✓ Never work on a Project start file that was downloaded from anywhere other than your account (see note at end of page 2).
- ✓ **The lab monitors are available only to check you out of the lab and to answer general questions. You are not allowed to receive help on completing any concepts.**
- ✓ Save your file as you work **and** when you complete the last step. If you do not save your final changes, the SAM system will deduct points for those unsaved steps.
- ✓ Use cell references in all formulas, when possible. Otherwise, your formulas will be counted wrong.
- ✓ Read all **Hints** in the instructions. Often, the **Hints** will indicate the correct way to enter a formula. You may bring your textbook and notes to the lab.
- ✓ After you browse to upload your completed file, do NOT double-click the Submit button, or you may be charged with 2 attempts.
- ✓ Every student is allowed 2 submissions, if time permits. If you are not satisfied with your first grade, view the Report, make corrections in your **completed** file (open the file in Excel, if necessary), **save your corrections**, and then submit the file again. Raise your hand **only one time**. **You must check out with a lab monitor to receive a grade.** **You may have a 3rd submission with instructor approval.**
- ✓ SAM will show your grade out of 100 points. Your official score will be converted to a score out of 50 (i.e. $100/100=50/50$).
- ✓ Once you submit your file, it will be stored in your SAM account. **To keep any unfinished files that have not been submitted, you should email the files to yourself.**
- ✓ Plan to submit the file the 1st time within 45 minutes of the class start time so that you will have time to use the SAM Report for feedback and to make corrections, if necessary.
- ✓ Close all programs and **Log Off** the computer when you are finished.

Get Started

1. Log into a computer (use your **Bama** account).
2. Open Internet Explorer or Firefox.
3. Go to <http://sam2010.course.com>
4. Log in using your SAM account information.
5. After you log in, you should see the Home page.
6. Click My Assignments or SAM Assignments.
7. Click the Lab Test # of the lab test you are assigned to complete. The password is posted at entrance.
8. Read the Assignment Details and click OK. It may take a few moments for the Project to load.
9. You may download the Instructions (a Word file) and then the Excel file. Be sure to Save the Excel file first, and then Open it. **Do not click Open until after you save the file.**
10. Save in My Documents or on the Desktop. Do not change the file name yet.
11. With the file open, click File, click SaveAs, and change the filename as instructed in Step 1 of the SAM instructions - **only change the last character from a 1 to a 2**. Note: you will not be able to submit the file for grading if the filename is not exactly right.
12. Complete all assigned steps in the SAM instructions (the Word file).
13. Save your changes after each step.
- 14. Save your final changes when you have finished the last step.**

Submit the file for grading -You should submit the first time within the 1st 45 minutes of your lab/section time

- ✓ Go back to SAM window. Go to the web page where you downloaded the instructions and the start file.
- ✓ Under **Grade Submission**, click Browse. Locate your **completed** file in your My Documents folder or on the Desktop. Double-click the filename. **Be sure you select the correct file (the one you most recently saved).**
- ✓ Click **Submit**. (If you select the wrong file or if your filename was not correct, then you will get an error. If this happens, try again. If necessary, change the filename (with the file open, click the File tab, SaveAs). Just be sure that you rename the completed file that you want to submit.)

View your grade

- ✓ If you are not satisfied with your score, **and if time permits**, you may use the SAM Report for remediation and/or training.
- ✓ Click **Reports** (on left side of SAM window).
- ✓ If necessary, change the Report Type to **Project**.
 - If you use the Report: Study Guide, then click the option button before the Project name and click the Generate Reports button. SAM will display your score out of 100 points. Your score will later be converted to a grade out of 50
 - If you use the Report: Download Submitted Projects, then click the **Download** link for the Project you want to open. An Excel file will open with a **Grade Result Summary** sheet inserted in your file that you submitted. If necessary, review the feedback on any errors. Do not edit this file; use it only for more information about errors. **Read the red text** to better understand the errors.
- ✓ You may make corrections to your completed file. If your **completed** SAM file is not still open, then open it. Make the corrections. Save the changes. Go to the web page where you downloaded the instructions and start file (if necessary, click SAM Assignments). Under **Grade Submission**, click Browse. Locate your **completed** file in your My Documents folder or on the Desktop. Double-click the filename. Click Submit. (If you select the wrong file or if your filename was not correct, then you will get an error. If this happens, try again. If necessary, change the filename in the Excel window. Just be sure that you rename the completed file that you want to submit.

Get your grade recorded

- ✓ Raise your hand and wait for a lab monitor (**with the Report page still open on your screen**).
- ✓ **If you do not check out with a lab monitor, your grade will not be counted.**

Finish

- ✓ Close all programs.
- ✓ **Be sure to log off the computer.**

You must check-out with a lab monitor.

Please note: You have been instructed to download a personalized file from your SAM account in the Lloyd computer lab. When you download a SAM project file, it is encrypted with a unique code that identifies that file with your account. You must use this file to work through the instructions. The instructions ask you to use the Save As feature to save the file as a new name that is given to you. Once you have completed the file, always save the changes you have made to the file. This file must be the one uploaded for submission for grading. If you do not follow directions, the system will alert your instructor that you have used a file that was not originally your file. If this happens, you will receive a zero (0) for the assignment due to failure to follow instructions. There is a danger of inadvertently using another person's file if you are practicing at home and sharing a computer with someone who is currently taking this course or who has taken it in the past. **This makes it IMPERATIVE that you correctly download, save, and submit your own files, as instructed. No excuses will be taken. There is a zero tolerance policy on uploading another person's file.**