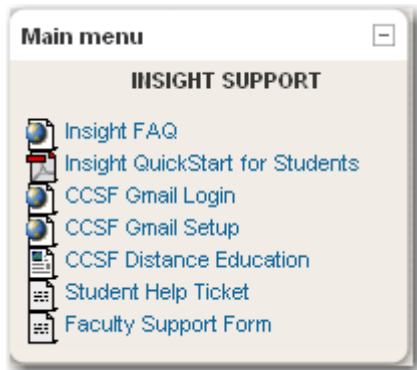


Insight: Orientation Notes

You probably don't need to print this- It has a bunch of images with color that won't print that well. I wanted to make the screen shots fairly large and this ended up being a lot of pages

My experience over the past few semesters with online classes is that students who are taking my computer classes do not need an in-person orientation to the Insight site. Insight uses a Web page with common web controls. The Insight staff at CCSF have provided information on the general aspects of working with Insight. Please read the following which you can access from the Insight initial page. You do not have to log into Insight to see these. I will not repeating that information here.

The Quick Start Guide- this is one page document to remind you how to edit your Profile, upload assignment files, post to a forum.

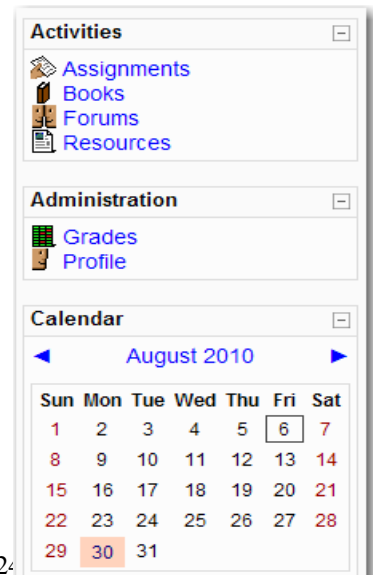


The Insight FAQ leads to a series of topics that are of interest. This info is coming from our Insight staff and is not specific to my classes. - for example there is a "Chat Participation" topic- but I do not use chat in my classes.

- (1) login and change your password and what to do if you have password problems. Note that I cannot help you with an Insight password problem; if you email me about your Insight password, I will refer you to this help system. Also you cannot login in to the class until (1) I open the class and (2) until you are fully added if you are not pre-enrolled.
- (2) Navigate a class that uses a tool called a Book resource. I do not use the book resource for the course contents but I do have a Book resource for some general course information. I will discuss the unit notes in this document.
- (3) The WYSIWYG editor. The main lesson is "do not write up your post in Word and then copy and paste into the editor"- that makes a mess. Use a text editor if you want to compose before you post. (or write in Word, copy and paste to Notepad - to get rid of the word formatting- then copy and paste to Insight.) For my classes you generally have brief replies to the forums and can generally type them 835directly into Insight.
- (4) Using the Forums- discussion tools

Resources and Activities for my Classes

I have several different classes using an Insight web site; this document will show screen shots for one of them (CS 150A) so your Insight web site may have a slightly different appearance but the components are the same. I am posting the screen shots in a simpler color scheme in case you decide you want to print this- but I expect you can easily change to a different color scheme- everything is labeled.



Insight: Orientation Notes

As the semester progresses, you will find other things on Insight that are helpful. But if I try to show you everything at once, it is just too much.

At the left side of the screen there are three blocks: Activities, Administration, and Calendar- followed by a list of your courses.

Under Activities:

The Assignments link takes you to a screen of assignments, with due dates and eventually your scores. This is a report page; you do not upload your assignment from this page. This shows only assignments for open units. This is the most useful of these links for my classes.

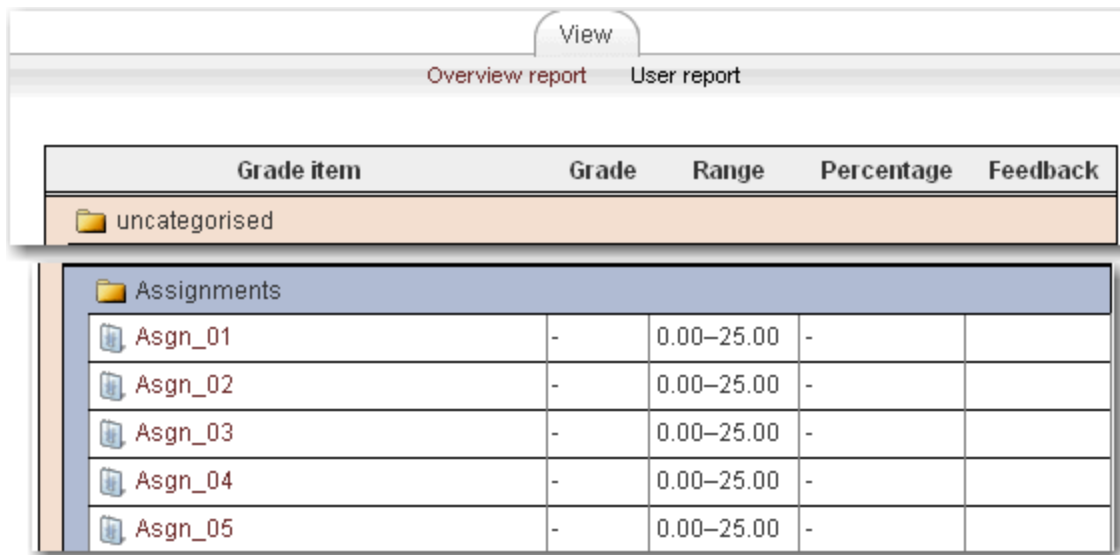
The Books link takes you to a screen that shows that I have only one "book" in my course. I do not use this tool for delivering course content.

The Forums link takes you to a page that lists the forums by unit.

If you click on the Resources link you will see that I do not use that tool very often either. There is a one page summary for each unit that is open.

Under Activities:

Grades. Your grade report will look like this. There is a section for Assignments. This Grade book tool does not understand that a grading component (such as a midterm exam) can be more than 100 points- so your midterm grade exam grade does not appear in the Grade. I report that to you separately.



The screenshot shows a web interface for a grade report. At the top, there is a 'View' button and two tabs: 'Overview report' (selected) and 'User report'. Below the tabs is a table with the following columns: 'Grade item', 'Grade', 'Range', 'Percentage', and 'Feedback'. The table is organized into folders. The first folder is 'uncategorised' and contains a sub-folder 'Assignments'. The 'Assignments' folder contains five rows of data:

Grade item	Grade	Range	Percentage	Feedback
uncategorised				
Assignments				
Asgn_01	-	0.00-25.00	-	
Asgn_02	-	0.00-25.00	-	
Asgn_03	-	0.00-25.00	-	
Asgn_04	-	0.00-25.00	-	
Asgn_05	-	0.00-25.00	-	

Profile: this page allows you to change some of your profile settings. Do not post anything that is personal in nature- this is discussed in the Insight posted material. Material that you post here will be seen by other students in class. You do not have to make your email generally available- the instructor can always get to this.

Under Calendar: This is less useful in my classes. It highlights dates with assignments due.

Introductory Block

I am now going to focus on the center panel which is where you find the required components of the class.

The top block is the introductory block. For the first three units it will look like this with a lot of links. After the third unit of class I will move most of these to the bottom of the page. What we have here is an area where I will post messages- such as the grading status of the assignments. There is a link to a book of general






Insight: Orientation Notes

class info and to the course policy. There is a forum to introduce yourself to your class mates. There are forums where you can post general questions about the class software or about Insight. You might also post interesting things you learned about the class software or Insight.



CS 150A SQL Server Databases
Rose Endres

No Show Policy: If you have logged into this class, I will not remove you as a No Show. I am assuming that you wish to participate in this course. If you decide this is not the right course for you then it is your responsibility to drop or withdraw. Consult the official time schedule for the various dates for drop, withdrawal, refund of tuition etc.




Course Resources

-  [CS 150A Course Information](#)
-  [Course Policy](#)
-  [DownloadPage](#)
-  [GradingStatus](#)
-  [News forum](#)

CCSF Insight Support

-  [Insight System Requirements including Browser Check](#)
-  [Download Student Quick Start Guide](#)

CS 150A Support

-  [Introductions](#)
-  [Class Support for Insight Questions](#)
-  [Class Support for General SQL Server and SSMS Questions](#)



A very important link here is to the DownloadPage.

This is the page where you download the basic resources for this class. You get the class notes and assignments here. In the SQL classes you download the SQL for the databases. The Notes are available in two formats- MS Word 2007 and PDF; the content is the same. The notes are zipped using the Windows zip program. The assignments are in pdf format only. At the start of the class, I have three units of material open and will open additional units during the semester.

CS 150A SQL Server Databases [Download Page](#) [Rose M. Endres](#)

There are three main databases schemas used during the semester. The SQL for these tables is posted here.

SQL for the altgeld_mart tables	SQL for the vet tables	SQL for the books tables	SQL for misc tables
General Assignment Rules	Class Policy		

Download Files for the Weekly Units

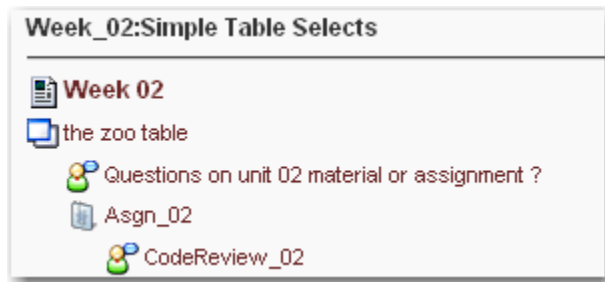
There is one unit for each week of class. Refer to the dates in Insight.

Units	Notes	Assignments
01	Notes_01 PDF Notes_01	Asgn_01
02	Notes_02 PDF Notes_02	Asgn_02
03	Notes_03 PDF Notes_03	Asgn_03

Unit Blocks

The rest of the center blocks are unit blocks and all have a similar structure. This is the block for unit 2.

Insight: Orientation Notes



There is a date range for the unit.

The first icon links to an information page for the unit. This is the page for unit 2, which essentially lists the topics for the unit, the reading from the book; the due date for the assignment.

02 Simple Table Selects

This week we are discussing some basic database concept and the basic rules of the SQL language. The SQL techniques for this week deal with additional syntax rules for simple select statements.

You should download the script to add more rows to the zoo table. We are using this table for the demos for this week.

The major topics in this unit are

- Database concepts
- The SQL language: standards, extensions, syntax
- SQL as a set-based nonprocedural language
- SQL: More on single table Selects
- SQL: Selecting columns by name
- SQL: Using column aliases
- SQL: Ordering the rows
- SQL: Using Distinct
- SQL: Using Top

To Do: Reading

- Download the notes for week_02 from the DownloadPage.
- In the Kellenberg book, read pages 37-43 and 70-71. Use this time to get a firm foundation on writing simple queries, testing them and creating variations of the demo queries. Also be sure you can easily create the script and spools for the class assignments.

To Do: Assignment_02 Due: 2010-09-06 10:00 a.m.

Download the assignment directions and any sql files needed from the DownloadPage. Complete the assignment. Upload the required files via the assignment tool.

Forums

The next icon in the block is a forum. The forum labeled "Questions..." is an open forum where you can ask questions and the unit's material and the assignments. You can also help other student (and yourself) by trying to answer these questions.

Click on the question and you open a screen with the question and a reply button.

Insight: Orientation Notes

Assignments



The next icon is used to upload your assignment file(s). This is a sample upload page. There is a browse button to let you locate the file to be uploaded and an Upload button. You cannot turn in an assignment after the due date/time.

Assignment: Week 02
Files must be uploaded by Sep 06, 10:00 am for credit.
Download the assignment files needed from the [DownloadPage](#). When you have completed the assignment, upload the required files. Be careful to use the correct file names and file extensions.
If you have troubles turning in your assignment, please read the [AssignmentSubmissionDirections](#)

Available from: Saturday, May 22, 2010, 11:50 AM
Due date: Monday, September 6, 2010, 10:05 AM

Submission

No files submitted yet

Upload a file (Max size: 64MB)

The following screen shows the Submission area of a typical assignment upload screen after two files have been uploaded. If an assignment requires more than one file, simply upload them one at a time. If you upload the wrong file, click the X icon to delete it and then reload the correct file.

Submission

A02.doc ✖

A02_TheDemoStudent.zip ✖

Code Review Forum

The last routine icon in a unit is labeled Code Review. This is another forum where I post general feedback of the assignment. Consult the Grading Status item at the top of the page to see when the Code Review is posted.

Forum 02 Graded
Assignment 01 Graded
Code Review 01 Posted

You can also post questions or replies in this forum but this is not the place to ask a question about your specific grading issues. (Do that via email).