Tips for Non-CDM Students Taking Computing and Digital Media Courses

DEPAUL UNIVERSITY

COLLEGE OF COMPUTING AND DIGITAL MEDIA

Updated 9/16/2008

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Where are the CDM Labs?

- CDM Collaboration Lab (CDM First Floor)
- CDM Tutoring Lab (CDM 208)
- IPD Lab (CDM 348)
- CDM General Lab (CDM 400)
- CDM General MAC Lab (CDM 632)
- CDM General PC Lab (CDM 634)
- LAN Lab and Telecommunication Lab (CDM 658/659)
- Animation Lab (CDM 722)
- Digital Cinema Lab (CDM 725)
- COL Lab (CDM 801)
- COL Lab II (CDM 819)

## Access to CDM Labs - Activate your CDM accounts by accessing the Intranet at:

http://cdm.depaul.edu Click on "MyCDM"
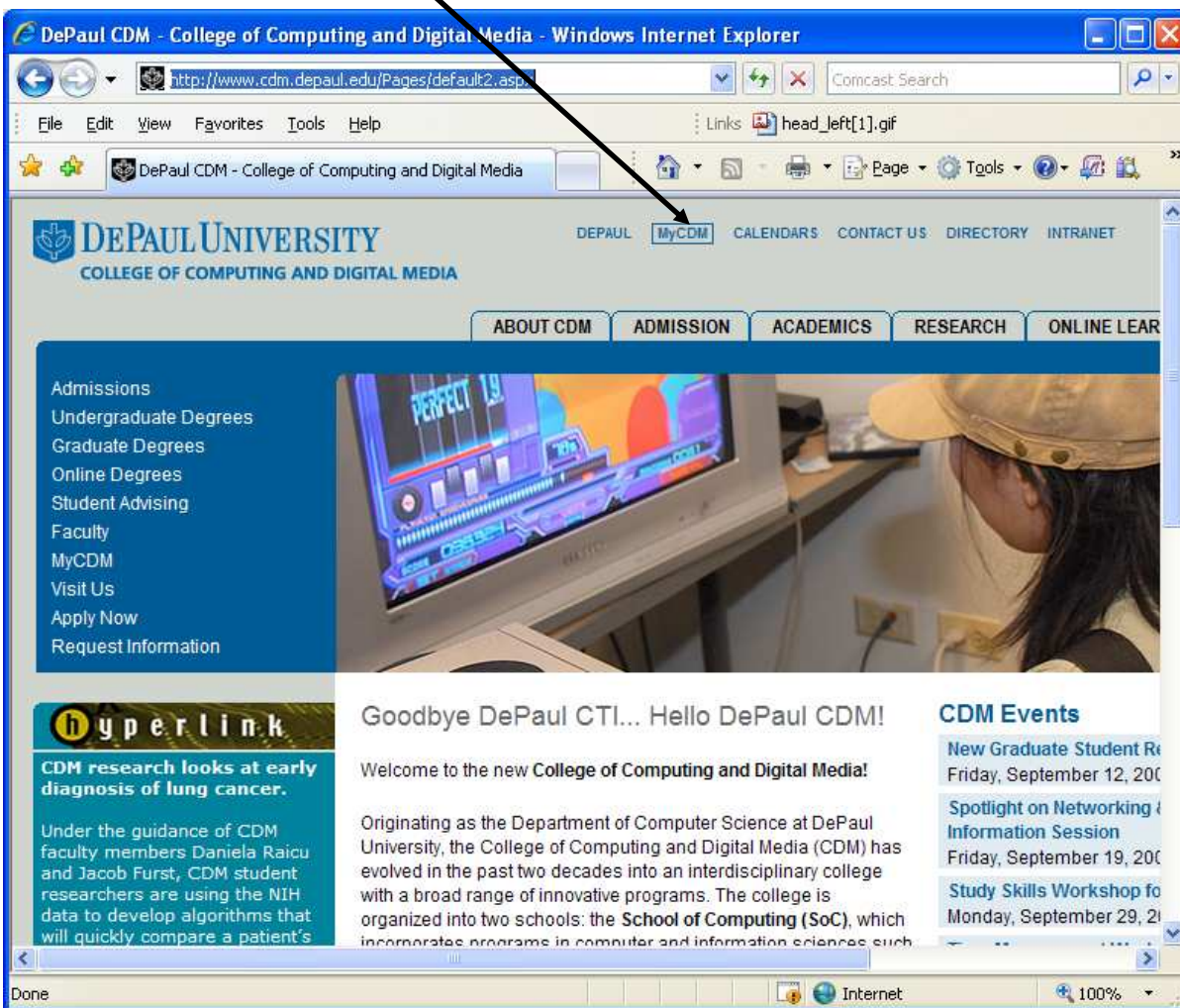
You will see the login screen below. Click on the" Login" button and type your Campus Connect ID and password
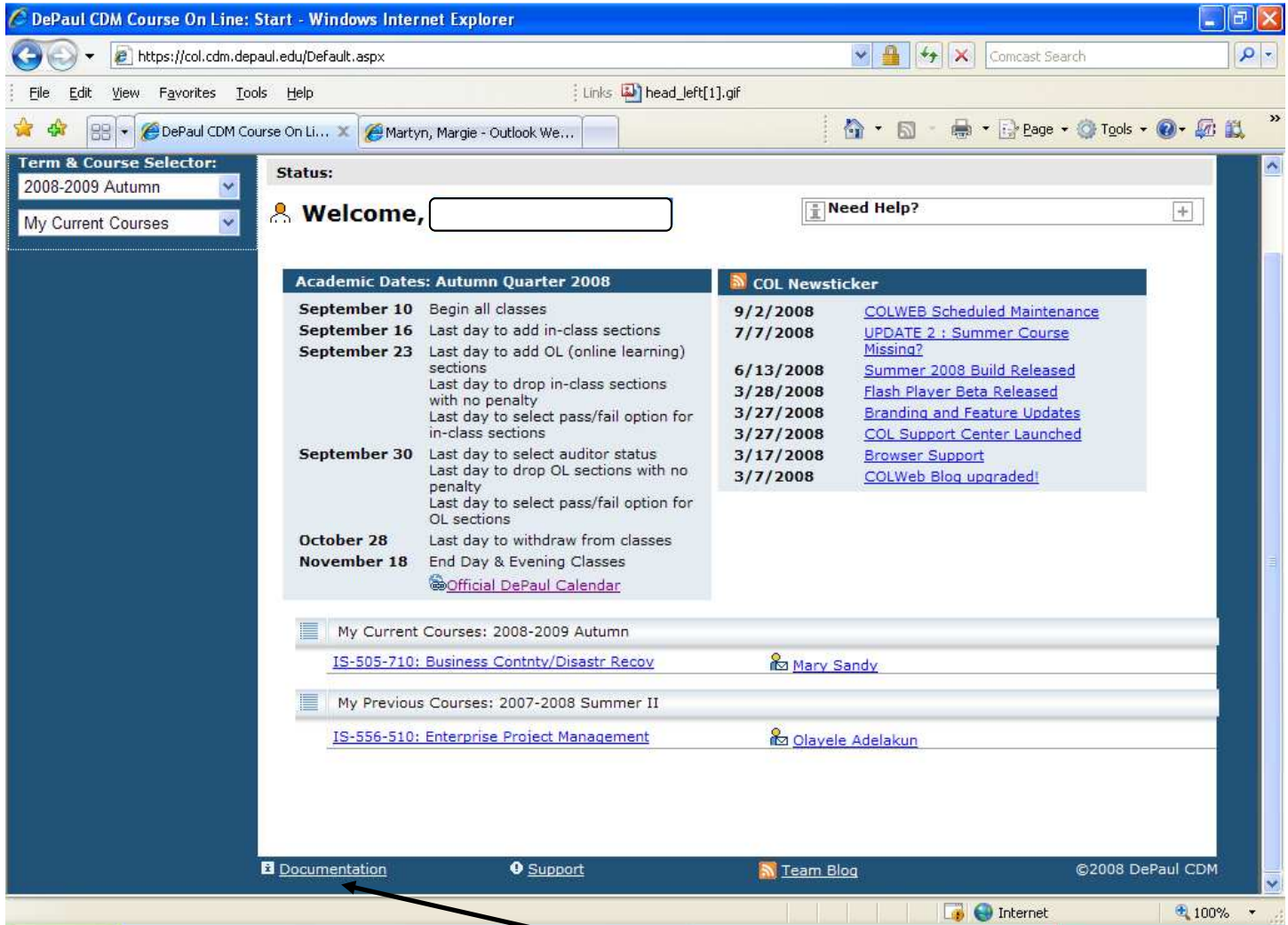
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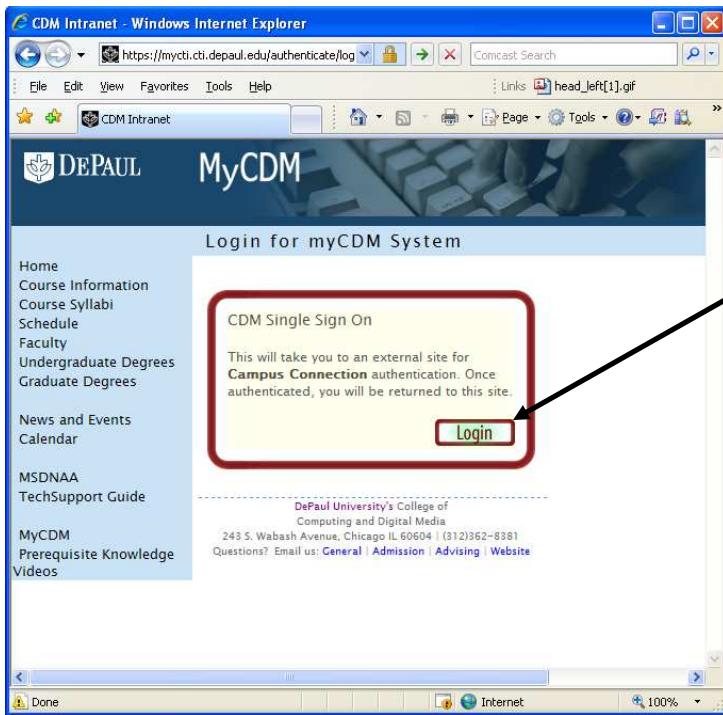
You will see the screen below. Click on the link "View my Hawk/CDM accounts" to activate your account.
Once you activate your account then the Web page will provide you with a username and password which you can use to log into the CDM lab machines.

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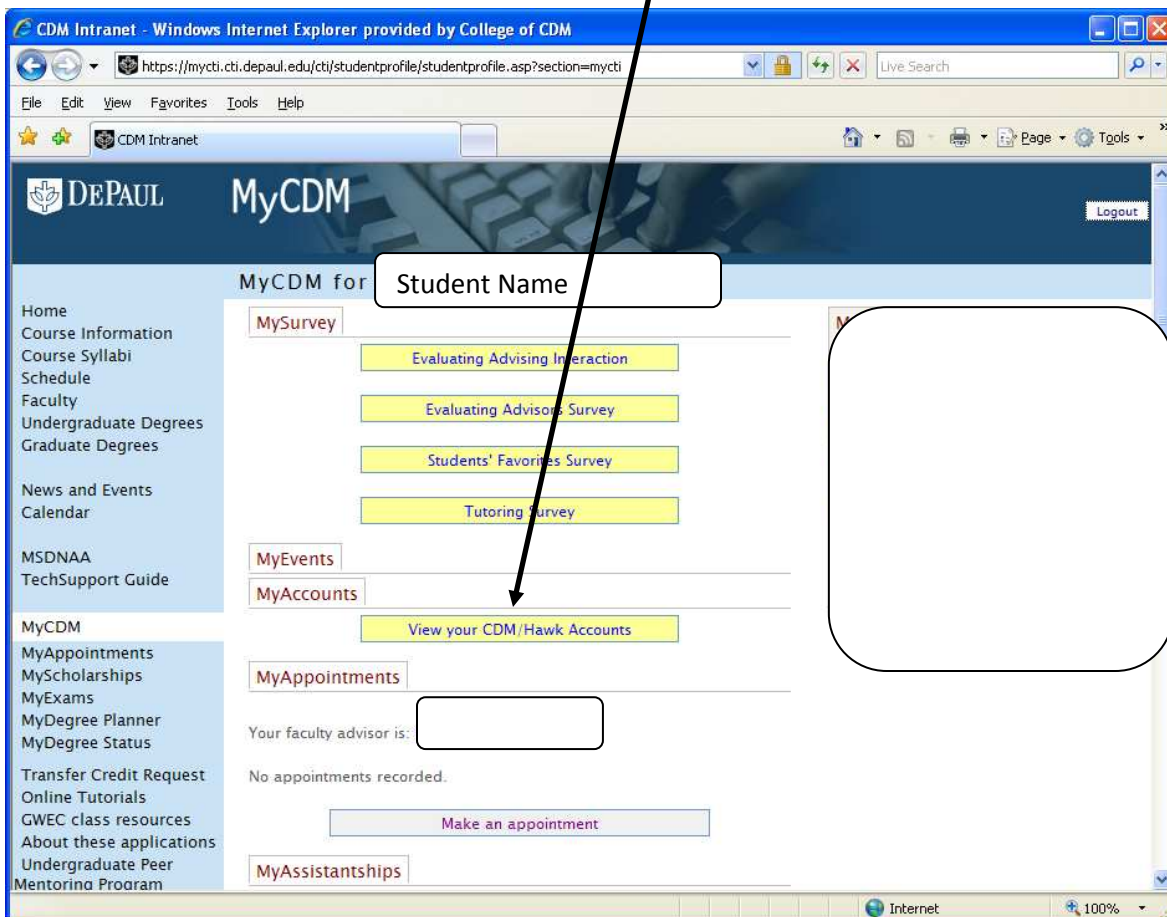
COLWeb - Where do you find your assignments and course syllabus?

You might be used to accessing Blackboard for some of your other courses. While some CDM faculty members use Blackboard or personal Web pages, others use a different Course Management System called "COLWeb". Your instructor will explain which method will be used for your CDM class.

You can access COLWeb by going to https://col.cdm.depaul.edu All of your course information is here.

You can learn how to use the course management software by clicking on the "Documentation" link

Many CDM classes are recorded so that you can view them again later. These recordings are available in COLWeb. Recordings are NOT a substitute for attending class… just another tool to help you review and learn the material.

Accessing Course Evaluations

Other courses in the University are evaluated through the "Campus Connect" logon screen. CDM courses are evaluated via MyCDM. You will get a reminder email during weeks 8 and 9. As soon as you complete the evaluation, you will stop receiving the reminder email.

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- Evaluations are a way for students to provide valuable feedback regarding your instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide students with the highest quality of teaching.
- The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity.
- Since 100% participation is our goal, students are sent periodic reminders over two weeks. Students do not receive reminders once they complete the evaluation.

The Course evaluation will appear under "My Course Evaluations" when you logon to MyCDM and it will either list the CDM courses to evaluate or indicate that the evaluations are not available yet.
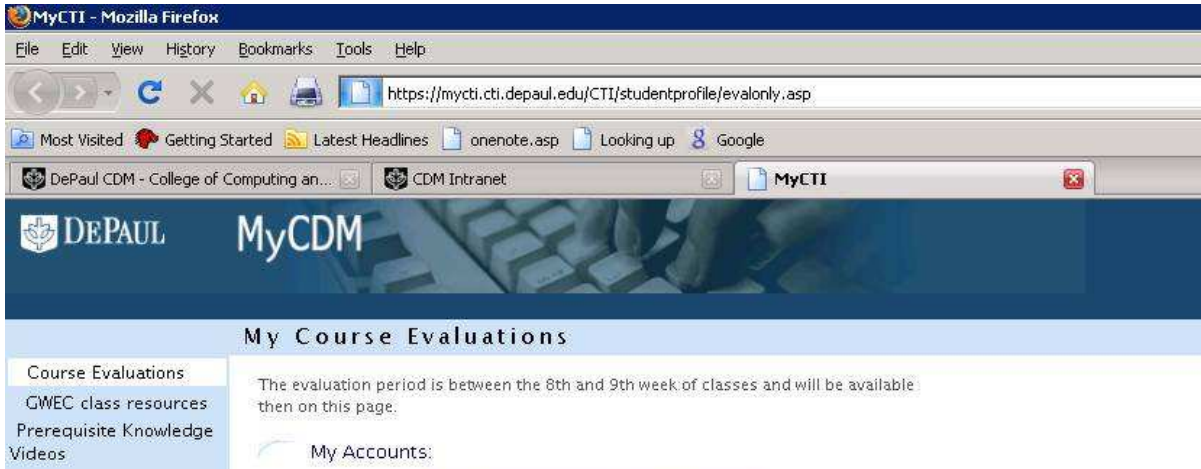
Important CDM Policies

Incomplete Grades
An incomplete grade is given only for an exceptional reason such as a death in the family, a serious illness, etc. Any such reason must be documented. Any incomplete request must be made at least two weeks before the final, and approved by the Dean of the College of Computing and Digital Media. Any consequences resulting from poor grade for the course will not be considered valid reasons for such a request.

Plagiarism
The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

Email
Email is the primary means of communication between faculty and students enrolled in this course outside of class time. Students should be sure their email listed under "demographic information" at http://campusconnect.depaul.edu is correct.

A complete list of academic policies and downloadable forms can be found at:
http://www.cdm.depaul.edu/advising/Pages/PoliciesandProcedures.aspx

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What is MSDNAA?

Microsoft Software Development Network Academic Alliance is a program that allows students taking CDM courses the ability to download free software. Software is listed below. Non-CDM students may be most interested in Microsoft Operating Systems, Microsoft Visio, and Expression Web for building Web pages.

Microsoft Operating Systems, SDKs and DDKs
Includes all the latest releases, including Windows Windows Vista, XP and Windows 2008.
Microsoft Server Platforms
Including Windows 2008 Server, Exchange Server 2007, Commerce Server, SQL Server, Systems Management Server, Application Center, BizTalk Server, and Host Integration Server.
Microsoft Visual Studio®
Visual Studio 2005 and 2008
Microsoft Visio
Visio, the premiere Microsoft diagramming application for technical schematics, network, software, and database design.

How do you get the software?

The link to the software management system is below, note the steps to get the software

1. Activate your CDM account here https://accountactivate.cti.depaul.edu/
2. Go to the web site http://msdn04.e-academy.com/depaul_cti/
3. Select "**Login**" and use your Campus Connect account.
4. YOU DO NOT NEED TO REGISTER.
5. If you are having Problems please make sure that your account is activated
6. DON'T USE YOUR EMAIL OR STUDENT ID AS THE USERNAME.

Software download and usage is restricted to students enrolled in CDM courses.
If there is an error or problem with MSDNAA contact msdnaa@cdm.depaul.edu.
Problems with your CSTCIS account please email LabSupport@cdm.depaul.edu
When reporting problems please include a screenshot whenever possible or copy and paste whatever error message you are receiving. Please include your student ID number whenever contacting MSDNAA or Lab Support.
You can attempt to download this software **twice.** After two unsuccessful tries, you will have to request additional installs via the "support wizard".
Average download is 100 MB, use high speed connections only.
The cd-key / product serial number is included in the Purchase Confirmation email you receive and the packing slip webpage that displays after you begin the download.
This key is only good for one installation.

See next page to view the Web site.

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Access to Remote Servers

Students in some courses can connect remotely to CDM resources. Your faculty member will tell you if this is an option for your class.

Click this link to read the access guide:**http://mycti.cti.depaul.edu/resources/Terminal_services_guide.pdf**

You will find the download for the Remote Access software at this link:

http://www.cdm.depaul.edu/academics/Pages/LabsAndResources/LabsandResources.aspx

Questions?

If you have any questions about CDM polices or services, please contact advising@cdm.depaul.edu. For technical issues and account problems, please contact the DePaul Technology Contact Center at (312) 362-8765 or email tcc@depaul.edu.

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