Georgia Institute of Technology

Course Syllabus: CS 1371 Computing for Engineers

Disclaimer: Information on this syllabus is subject to change. Any changes will be communicated via Canvas.

This is a Core IMPACTS course that is part of the Institution area.

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help students master course content, and support students' broad academic and career goals.

This course should direct students toward a broad Orienting Question:

- How does my institution help me to navigate the world?

Completion of this course should enable students to meet the following Learning Outcome:

- Students will demonstrate the ability to think critically and solve problems related to academic priorities at their institution.

Course content, activities and exercises in this course should help students develop the following Career-Ready Competencies:

- Critical Thinking
- Teamwork
- Time Management

Georgia Institute of Technology

Course Syllabus: CS 1371 Computing for Engineers

Semester: Fall 2026	**College:** College of Computing
Delivery: In Person - Synchronous	**Course Dates:** August 24, 2026 – December 17, 2026

Instructor Information

Professor: Cedric Stallworth	**Email:** cedric@cc.gatech.edu
Lectures: Sections A, GR – TR 11:00-12:15, D.M. Smith 115 Section B – TR 12:30-1:45, D.M. Smith 115 Section C – TR 3:30-4:45, Klaus 1443	**Office Hours:** TBA
Professor: Dan Forsyth	**Email:** dan.forsyth@cc.gatech.edu
Lectures: Section D – MW 12:30-1:45, Scheller 100	**Office Hours:** MW 2-3:15 pm, 6:30-7 pm **Appointments**: Look at Free/Busy below, pick 2 convenient Free times, send them to me, and I will send you an invitation for one. **Calendar**: Free/Busy **Urgent Situations**: Text to (678) 992-9248

Georgia Institute of Technology

Course Syllabus: CS 1371 Computing for Engineers

TA Information

Aaditya Majumdar (Head TA)	**amajumdar41@gatech.edu**
James White (Course Manager & HW STA)	**jwhite424@gatech.edu**
AJ Blackmon (Course Manager)	**ablackmon9@gatech.edu**
Jackson D'Ambrosio (Exam STA)	**jdambrosio6@gatech.edu**
Anja Govednik (Exam STA)	**agovednik3@gatech.edu**
Shiva Subramanian (Quiz STA)	**ssubrama38@gatech.edu**
Savannah Hardy (Recitation STA)	**shardy45@gatech.edu**
Ace Caracioni	acaracioni3@gatech.edu
Alec Teff	ateff3@gatech.edu
Annika Kaelin	akaelin3@gatech.edu
Anvit Vemuri	avemuri42@gatech.edu
Brodric Winston	bwinston8@gatech.edu
Clara Dalhoff	cdalhoff3@gatech.edu
Connell Bartling	cbartling3@gatech.edu
Eleanor Trobradovic	etrobradovic3@gatech.edu
Hansel Zhang	hzhang993@gatech.edu
Jackson Armstrong	jarmstrong72@gatech.edu
Jackson Fluss	jacksonfluss@gatech.edu
Jafet Baez	jbaez33@gatech.edu
Kathryn Hughes	khughes71@gatech.edu
Kaung Khant Kyaw Swar	kswar3@gatech.edu
Mandy Xu	mxu396@gatech.edu
Margaux Newman	mnewman46@gatech.edu
Michael Hyde	mhyde34@gatech.edu
Morgan Spruill	mspruill6@gatech.edu
Paisley Hoppe	phoppe3@gatech.edu
Rania Arabella De Guzman	rguzman35@gatech.edu
Ruiyang Xu	rxu400@gatech.edu
Shayda Torab	storab3@gatech.edu
Wilson Coombs	wcoombs6@gatech.edu

Georgia Institute of Technology

Course Syllabus: CS 1371 Computing for Engineers

General Course Information

Description

This course is intended as an introduction to solving problems by coding solutions in the MATLAB programming environment. It assumes no prior knowledge of programming or coding skills. Students will develop a beginner's skill level for deriving algorithms. This will be complemented by them learning how to use the MATLAB language and integrated development environment in concert to code these algorithms as functions. The development of the students' skills and knowledge base will be done in the context of them encoding data; processing the data with respect to a given problem; and outputting a correct answer in the appropriate format.

The course begins with an introduction to the concepts of data encoding and the methodology of writing functions. There is also a good deal of time spent on getting the students familiar with the programming and evaluation environments. From that foundation, students are exposed to variables, functions, and scope. The course then expands the students' abilities to deal with data collections of vectors and arrays. Next, they learn the power of conditional and iteration statements. They then use these abilities to deal with the more complex data collections of cell arrays, spreadsheets, text files, structures, and directory information. The course also provides instruction on how to make plots of the results of their data analyses. It concludes by exposing students to images.

Pre- &/or Co-Requisites

None

Course Level Objectives

Upon successful completion of the course, you will be able to:

1. Use the MATLAB integrated development environment and programming language to write functions as solutions to basics problems involving numeric and character data.
2. Use a six-step process to develop an algorithmic solution to a problem.
3. Understand and utilize the fundamental concepts of coding
    a. Comments
    b. Variables
    c. Data
    d. Functions
    e. Conditionals
    f. Iterations
4. Translate a basic algorithm into code.
5. Test your coded solutions
6. Trace and debug your code and the code of others.

Course Materials

MATLAB Programming Language & IDE

MATLAB is an excellent first language for engineers. MATLAB is a registered trademark of MathWorks, Inc. It is an interpreted language that provides students with immediate feedback from their actions and postpones many of the tedious details of correctness until a program is run. MATLAB has an interactive development environment (IDE) that is ideal for ordinary engineering computation. The course is conducted through the MATLAB programming environment.

MATLAB is available free of charge for students to install on their personal computers. Follow the instructions provided at this link (https://www.mathworks.com/academia/tah-portal/georgia-institute-of-technology-621625.html). Be careful to select the latest MATLAB version for students. MATLAB is also available on all the public computers on campus.

Video Lectures (Suggested, Not Required)

- This class has a video library of recorded lectures.
- The course calendar details which videos correspond to in-class lectures.

Canvas Learning Management System (LMS)

- All course information and resources will be found on the class Canvas site.
- This includes, but is not limited to: Syllabus, Assignments, Submissions, Announcements, Grades & Feedback, Resources, etc.
- The files and slides that are covered in each lecture are provided by going to Canvas

Course Requirements, Assignments & Grading

Grading Scheme

There is no curve in this course. However, there are opportunities to earn extra credit (see Homework, Recitation). There are three possible grade distributions. We will calculate your grade for all three distributions. Your course grade will be the highest of the three:

Grading Scheme 1 (Basic):

- 15% Homework (10 Assignments worth 1.5% each)
- 15% Lecture Quizzes (24 Quizzes, Lowest 6 Dropped)
- 40% Midterm Exams (3 Exams)
  - 13% Exam 1
  - 13% Exam 2
  - 14% Exam 3
- 30% Final Exam

Grading Scheme 2 (Lowest Midterm Dropped):

- 15% Homework (10 Assignments worth 1.5% each)
- 15% Lecture Quizzes (24 Quizzes, Lowest 6 Dropped)
- 25% Midterm Exams (3 Exams, Lowest Dropped)
  - 12.5% Exam 1
  - 12.5% Exam 2
- 45% Final Exam

Grading Scheme 3 (Final Exam Dropped):

- 15% Homework (10 Assignments worth 1.5% each)
- 15% Lecture Quizzes (24 Quizzes, Lowest 6 Dropped)
- 70% Midterm Exams (3 Exams)
  - 23% Exam 1
  - 23% Exam 2
  - 24% Exam 3

Extra Credit:

- Extra Credit points are added to your course average.
- A maximum of 2.5% of Extra Credit can be earned in the following ways:
  - 1.25% from Homework (see the Homework section below)
  - 1.25% from Recitation (see Recitation section below)
  - Additional assignments to be announced throughout the semester

Homework

This first homework assignment may seem a little overwhelming if this is your first experience coding, but don't worry! The process for completing homework assignments will be consistent throughout the semester and you will get the hang of it quickly. Each homework assignment will consist of problems on each of the levels below.

All your homework submissions will be compared to those of your classmates, online resources such as Chegg, and responses from AI services such as Chat GPT. If your solution is found to be identical or reasonably similar to that of another student, online resource, or an AI service, you will receive the following action:

- **First Offense:** Meeting with your TA.
- **Second Offense:** Meeting with Professor.
- **Third Offense:** Zero on assignment and escalation through OSI process.

Level 1 Problems

- Basic application of one concept to solve straightforward problems that directly convert the inputs to the desired outputs with one operation.

Level 2 Problems

- Application of one concept that requires two to three operations to derive the outputs from the inputs.

Level 3 Problems

- Application of multiple concepts that requires any number of steps to derive the outputs from the inputs.

Extra Credit Problems

- Challenging problems that require a very good understanding of the concepts and the ability to apply them creatively to solve complex problems.

Homework Grading

Homework assignments will be assigned weekly and split into two parts:

- **Part 1:** Completing the first four programming steps for each problem.
- **Part 2:** Coding solutions for each problem.

Problems are weighed depending on their level:

- Level 1 problems are worth 1 point **each**
- Level 2 problems are worth 2 points **each**
- Level 3 problems are worth 3 points **each**

Submissions:

- All problems allow unlimited submission attempts.

Extra Credit:

- If you were to complete the extra problem for every homework, you will receive an extra 1.25% on your final grade.
- There are 10 extra credit problems making each one worth 0.125 points added onto your final grade.

Notes:

- **You are only allowed to use functions on the reference sheet (in Files).**
- Additionally, some functions may be banned on specific questions that otherwise are typically allowed.
  - This is done to avoid trivializing some concepts.
- **Using any banned functions or topics will result in a 0 for the problem.**
- **Conditionals and Iterations are BANNED until stated otherwise.**

Solutions are expected to run in less than 30 seconds:

- If your solution takes longer, there is a problem with your approach or implementation.

Homework is the best way to study for exams:

- We provide many extra problems because practicing and completing problems is the best way for most of us to learn how to code.
- Because of this, homework problems are available after they are due.
  - Although you will not receive a grade for any problems completed after the deadline, continue to work on them as you prepare for exams.

Exams

- Exams will all be administered in-person, during your regularly scheduled lecture.
- You will have **60 minutes** to complete the exam unless you have been granted additional time.
- Exams will be completed **on a laptop**.
- As you walk into the exam, you **MUST** scan your Buzzcard to confirm attendance and receive a reference sheet and scratch paper. If you do not, you will receive a **zero**.
- If you leave the room during the exam, you **MUST** leave and return via the indicated doorway. You **MUST** leave your cell phone and Buzzcard with the teaching assistant who is monitoring the doorway. Nothing else may leave the room with you. Your cell phone and Buzzcard will be returned to you when you reenter the exam room.
- You will be provided with scratch paper and a reference sheet to be used during each exam. These are the only two items that you may have on your desk along with your computer and a writing utensil.
- If you have questions or experience a technical difficulty during the exam, raise your hand **immediately** so that we may address it. You must address any technical issues **during** the exam, as once the exam has closed, it will **not** be reopened.
- Your cell phone and Buzzcard must be placed **face up** on your desk while taking the exam. (Other instructions will be given if this is not possible.)
- At the end of the Exam, you **MUST** scan your Buzzcard to terminate your attendance. If you do not, you will receive a **zero**.
- Exams will require you to answer a variety of problems including but not limited to tracing, fill in the blank, coding, etc.
- Partial credit will be granted.
- All exams, including the **final exam**, are cumulative covering all previous material.

Submitting Assignments

See the assignment instructions.

Assignment Due Dates

All assignments will be due at the times listed in the assignment. Any changes will be made as an announcement in Canvas.

Assignment Deadlines and Policies

The leadership within the School of Computing Instruction has recommended that the first few CS Major courses adopt a policy regarding makeup assignments, assessments, and exams to address the limitations of scale by which our large courses are affected.

There will be **NO** makeups offered for exams, quizzes, or homework missed without an **Institute Approved Absence (IAA)**.

If you miss any assignment without a valid excuse, you will receive a **ZERO** for that assignment. Any request for an exception to this policy **MUST** be received **PRIOR** to the assignment due date. Documentation is required for **ALL** valid excuses to be considered.

Some examples of valid excuses are:

- Incapacitating illness
- Death in the family
- Judicial procedures
- Military service
- Official University functions
- Physical accident

To be considered as a valid Institute Approved Absence (IAA), an official letter must be obtained from the Dean of Students (https://studentlife.gatech.edu/) and provided to your professor. The Dean of Students Office will make the decision on the excuse and contact your professor directly stating what (if any) accommodations will be provided.

For **homework assignments,**

- An excusal may allow for an extension of **no more than 72 hours**, or the assignment may be excused.

For **exams**,

- **NO** makeups or extensions will be offered without an IAA.
    - If you miss an exam without an IAA, that exam receives a **zero**. Further, that exam is ineligible to be dropped in Grading Scheme #2.
- If you miss an exam with an IAA absence, a makeup exam must be taken **within 3 school days** of the scheduled exam.
    - For example, if a student misses an exam given on a Tuesday, they must make it up by the following Friday. If a student misses an exam given on a Thursday, they must make it up by the following Tuesday.
- **Note:** If the student is unable to make up an exam, their exam score will be replaced by their following exam score. For example, if a student misses Exam 1, their Exam 2 score will count for both Exam 2 and Exam 1.
    - In the event the Final Exam is used to replace a student's Exam 3 score, the Final Exam will **not** be used to replace the student's lowest exam score for Exam 1 or Exam 2.

The final decision regarding any exception is made solely at the discretion of your professor. Events such as vacations, parents setting up travel plans, weddings, graduations, work conflicts, alarm malfunction, forgetting to submit, forgetting date and time of exam, or not being aware are all NOT valid excuses.

Recitation

Recitations are small-group weekly sessions run by TAs that will further expose you to the course content. Recitations will mainly go over example questions with discussion, questions about the homework and interactive solutions. While recitation is optional, it is a great resource.

Extra Credit

- There will be an attendance quiz given in each recitation class.
- If you attend all recitations, you will receive 1.25% on your final grade.
- Each recitation attendance is worth 1.25 divided by the total number of recitations.

Grading Scale

Your final grade will be assigned as a letter grade according to the following scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Resources

Recitation
See above.

Help Desk
Help Desk is this class's form of TA Office Hours. It's a great resource for you to ask TAs specific questions about course topics and homework. The Help Desk schedule and additional information are posted on Canvas.

Ed Discussion
This is a resource you can use to ask or answer questions about course format, course content, or homework help, and is available online 24/7.

One-on-One Sessions
One-on-one TA help for content review in the course.

Exam Review Sessions
Held before the exam with the Exam STAs and will go through guided solutions of problems on topics of that exam.

Office Hours
Your professors will hold scheduled office hours or by appointment.

Past Exams
Can be found under files.

Online Lecture Notes
Each professor posts their source code from the lecture. You can find these files linked from the class Canvas site.

Lecture Videos
There is a set of video lectures that cover course concepts.

Tutoring and Academic Success Center
This site can get you 1-on-1 tutoring with Georgia Tech tutors from the Office of Undergraduate Education.

Yourself
It is up to you to seek out these resources as you see fit. However, as with most things in life, you will only get out of these resources what you put in. Come prepared with questions and be ready to work hard.

Georgia Institute of Technology
Course Syllabus: CS 1371 Computing for Engineers

Course Policies, Expectations & Guidelines

Attendance and/or Participation

This is a synchronous course. While not mandatory, students are expected to attend all lectures. There will be quizzes given in lecture. Recitation is optional but is an opportunity for extra credit.

Course Announcements

All course announcements will be made through Canvas. It is your responsibility to have notifications turned on, read any announcements in their entirety and make note of any due date changes.

Student-Faculty Expectations Agreement

At Georgia Tech we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. See Student-Faculty Expectations for an articulation of some basic expectation that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class.

Subject to Change Statement

The syllabus and course schedule may be subject to change. Changes will be communicated via email, and/or Canvas announcement tool. It is the responsibility of students to check email messages and course announcements to stay current in the course.

Allowed Functions

This course provides you with a reference sheet found on canvas. You may only use functions found on this reference sheet. Use of other functions will result in substantial point loss. We also reserve the right to ban any function on any homework or test problem, which will be stated clearly in the problem statement.

Communication Policy

- Please use professional etiquette when communicating with your professors, your TAs, and your peers.
- In any email, include “CS1371” in the subject line
- With over 600 students in the class, Professors cannot respond to all emails immediately. As such, if you have a question, please initially email your recitation TA. If they do not respond or are unable to assist you with your question, email an STA. The step up from there is the Head TA or Course Manger, and then finally your Professor.
- Email will be checked regularly, Monday – Friday. During the week, we will do our best to respond to all emails within 24 hours; emails may not be checked on weekends and holidays. If there are special circumstances that will delay a response, we will make an announcement to the class.
- If you have any issues, including but not limited to grade disputes, missing grades, etc., communicate with your TA/Professor ASAP. Leaving these things to the end of the semester makes it much more difficult for everyone.
- For questions related to technology, please contact: Digital Learning Support.

Student Conduct and (N)etiquette

Communicating appropriately in online spaces can be challenging. To minimize this challenge, it is important to remember several points of **"internet etiquette"** that will smooth communication for both students and instructors:

1. *Read first, Write later*. Read the ENTIRE set of posts/comments on a discussion board before posting your reply, to prevent repeating commentary or asking questions that have already been answered.
2. *Avoid language that may come across as strong or offensive*. Language can be easily misinterpreted in written electronic communication. Review email and discussion board posts BEFORE submitting. Humor and sarcasm may be easily misinterpreted by your reader(s). Try to be as matter of fact and professional as possible.
3. *Follow the language rules of the Internet*. Do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings.
4. *Consider the privacy of others.* Ask permission prior to giving out a classmate's email address or other information.
5. *Keep attachments small*. If it is necessary to send pictures, change the size to an acceptable 250kb or less (one free, web-based tool to try is picresize.com).
6. *No inappropriate material*. Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden.

***NOTE**: The instructor reserves the right to remove posts that are not collegial in nature and/or do not meet the Online Student Conduct and Etiquette guidelines listed above.*

University Use of Electronic Email

A university-assigned student e-mail account is the official university means of communication with all students at Georgia Institute of Technology. Students are responsible for all information sent to them via their university-assigned e-mail account. If a student chooses to forward information in their university e-mail account, he or she is responsible for all information, including attachments, sent to any other e-mail account. To stay current with university information, students are expected to check their official university e-mail account and other electronic communications on a frequent and consistent basis.
Recognizing that some communications may be time-critical, the university recommends that electronic communications be checked minimally twice a week.

Plagiarism & Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. All students enrolled at Georgia Tech, and all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied. For information on Georgia Tech's Academic Honor Code, please visit https://www.catalog.gatech.edu/policies/honor-code/or Academic Honor Code.

Academic Consequences of Violations

See the *Homework* section in **Course Requirements, Assignments & Grading** for details on the Homework plagiarism policy. For exams, **all instances of suspected academic misconduct will be immediately forwarded to the Office of Student Integrity (OSI) for further investigation.** Any student suspected of academic misconduct on a quiz, exam, or homework assignment will be subject to the Honor Violation Resolution process, which will begin by receiving an email containing the form on the following page.

Georgia Institute of Technology
Course Syllabus: CS 1371 Computing for Engineers

CS1371 STUDENT HONOR VIOLATION FACULTY CONFERENCE RESOULUTION (FCR)

NAME: «name»
GT ID: «user_id»
SECTION: «section»
INSTRUCTOR: «instructor»
ASSIGNMENT: Homework «HW_No»
OFFENCE NUMBER: «Strike»

Evidence of an Academic Honor Code violation has been detected in your assignment submission. The evidence indicates that you violated the Institute's and our course's academic misconduct policies because your submitted code was not your own intellectual creation. Specifically, your submitted solution code was inappropriately generated from an AI, or a result of inappropriate collaboration, or the work of someone else. This is a violation of the course academic honesty policy and the Institute's rules regarding academic integrity. More specifically, our class syllabus states:

> **Plagiarism & Academic Integrity**: Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. All students enrolled at Georgia Tech, and all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools, and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied. (For information on Georgia Tech's Academic Honor Code, please visit http://www.catalog.gatech.edu/policies/honor-code/ or Academic Honor Code.)

Any student suspected of cheating or plagiarizing on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

This email constitutes a Faculty Conference Resolution (FCR). At any point, you may decline this process and opt instead to have the Office of Student Integrity (OSI) resolve this case. Make sure to read the following documentation from OSI: · Faculty Conference Resolution (https://osi.gatech.edu/faculty/faculty-conference-resolution) · Section F.3. of the Student Code of Conduct Student Rights (http://policylibrary.gatech.edu/student-life/student-code-conduct) If you accept responsibility for academic misconduct, you will receive the following:

- **First offence:** a zero on this assignment, this academic warning, and a mandatory meeting with your instructor to discuss the offence and develop a strategy so that it does not happen again.
- **Second offence:** a zero on this assignment and a zero on the previous assignment, this academic warning, and a mandatory meeting with your instructor to discuss why a second offence has occurred.
- **Third offence:** a zero on this assignment and a zero on the previous two assignments, this academic warning, a mandatory meeting with your instructor to discuss what happens next, and the incident reported to OSI.

Please reply by email within the next two (2) working days, as to how you would like to proceed with this incident with choice 1, or 2 from below:

1) You accept responsibility and accept the consequences described above, as the FCR.

2) You do not accept responsibility and would like to meet with OSI for mitigation (note that sometimes this takes several weeks). We will send them the collected evidence for justification.

Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, contact the Office of Disability Services at (404)-894-2563 or http://disabilityservices.gatech.edu/, as soon as possible, to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e- mail me as soon as possible to set up a time to discuss your learning needs.

Technology Requirements and Skills

Computer Hardware and Software

- High-speed Internet connection
- Laptop with a camera
- Windows for PC computers OR Mac iOS for Apple computers.
- Chrome Browser
- MATLAB Downloadable from GT
- LockDown Browser on Chrome

Canvas

This class will use Canvas to deliver grades and important information to students. To login to Canvas, visit canvas.gatech.edu.

Respondus LockDown Browser

See below.

Respondus LockDown Browser

LockDown Browser Requirement

This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser: **https://www.respondus.com/products/lockdown-browser/student-movie.shtml**

Download Instructions

Download and install LockDown Browser from this link:
https://download.respondus.com/lockdown/download.php?id=912935199

Once Installed

- Start LockDown Browser
- Log into to Canvas
- Navigate to the exam
- **Note:** You won't be able to access an exam that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
- If you're still unable to resolve a technical issue with LockDown Browser, go to https://support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Technology Help Guidelines

30-Minute Rule: When you encounter struggles with technology, give yourself 30 minutes to 'figure it out.' If you cannot, then post a message to the discussion board; your peers may have suggestions to assist you. You are also directed to contact the Helpdesk 24/7.

When posting or sending email requesting help with technology issues, whether to the Helpdesk, message board, or me use the following guidelines:

- Include a descriptive title for the subject field that includes 1) the name of course 2) the issue. Do NOT just simply type "Help" into the subject field or leave it blank.
- List the steps or describe the circumstance that preceded the technical issue or error. Include the exact wording of the error message.
- When possible, always include a screenshot(s) demonstrating the technical issue or error message.
- Also include what you have already tried to remedy the issue (rebooting, trying a different browser, etc.).

End of Semester

This section is to set your expectations for viewing grades at the end of the semester:

- Please check your grades in Canvas before the start of Final Exams.
    - The grade shown to you on Canvas is **NOT** guaranteed to be your current grade in the course. Canvas does **NOT** include unpublished grades and cannot be configured to calculate your grade using the grading schemes detailed in the syllabus.
- You should **ALWAYS** calculate your grade yourself when making decisions about how to proceed in the course.
- We make every attempt possible to grade final exams correctly and perform the math necessary to generate letter grades. Canvas does not offer the ability to do this. You will, therefore, see neither your final exam score nor your overall grade on Canvas, but only your final letter grade on OSCAR.
- If you have any concerns about your grades, you have all of the next semester you are on campus to discuss them. We will not reply to e-mail grade questions between the end of Finals and the beginning of the next semester. If your grade has registration or financial implications, we will address your concerns in person during the first week of the next semester. Otherwise, please wait until the third week of class.
- The **only** exception to this e-mail policy is the grade for seniors who are graduating this semester. You will, upon request from your gatech.edu address, receive your grade information as soon as it is computed.