

STUDENT DOCUMENTATION FOR CMS

LOGGING IN TO THE CMS

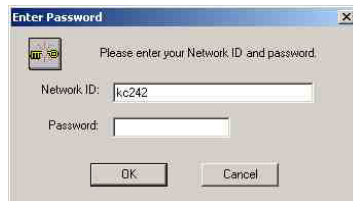
The CMS is located at <http://cms.csuglab.cornell.edu>.

If you have been entered into the CMS by Course Staff for your course, you will be able to access the CMS splash screen. Visit the url above and you'll be prompted for either:

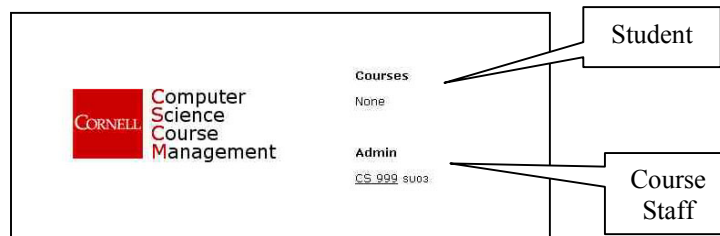
Kerberos (sidecar)
authenticated login:

OR

CUWebLogin:



Enter your netid and Cornell password; you will now enter CMS.



- If you are a student presently enrolled in any courses using CMS, then you'll see those courses listed under the "Courses" section on this screen.
- If you are a course staff member of one (or several) courses using CMS, then you'll see each of these courses listed under the "Admin" section on this screen.







A security alert dialog box will appear to notify you that you are about to view pages over a secure connection—click **OK**. A second security alert dialog box will next appear asking you to accept the security ticket required by CMS. Click **Yes** to enter the CMS.


VIEW ASSIGNMENTS

After entering the CMS, the Assignments screen will become visible. (see below)

Assignments status takes four values:

- o *Hidden*: completely hidden from students (for use when Course Staff is setting assignment up, but not ready to release it for public viewing by students)
- o *Open*: The given assignment is visible. You are able to create groups (if applicable) and to submit homework files electronically.
- o *Closed*: You can still see the given assignment, but are not able to submit homework. Grades are invisible while an assignment is in this status.
- o *Graded*: Homework submission is closed, groups are locked for this assignment, and grades now become visible.

assignment	status	due	score	max	high	avg	dev	
KC Test (Assignment Source Solutions)	Open	September 01, 2003 00:00		4		Not Released		  
Assignment 1 (Assignment Source Solutions)	Graded	September 01, 2003 23:58	9	10		Not Released		  

 KC Test due in 3 days, 16 hours, and 29 minutes

GROUP FORMATION

CMS allows you to form your own group. The number of people allowed in a group is based upon options selected when Course Staff created the assignment.

Create a group by issuing or accepting an invitation to/from one of your CMS classmates.

To initiate an invitation –

1. Click on the **groups** button located next to the pertinent assignment.
2. Type one (or several) netids, separated by a comma or space, and then press the **Invite** button.
3. You'll see a confirmation that invitations have been sent to those individuals.
4. To cancel an invitation you've issued, click on the *Cancel* link.

KC Assignment 2

Allowed Group Size	1 - 3		
Current Group	Theodore Chao (tc99)		
Invite Students <i>(list of netids)</i>	<input type="text"/>	<input type="button" value="Invite"/>	
Sent Invitations To	Hubert Chao (hc85)	Invited	Cancel
	Pei-chen Lee (pl225)	Invited	Cancel

To accept/reject an invitation:

1. Click on the **groups** button located next to the pertinent assignment.
2. Click on the appropriate *Accept* or *Reject* link next to each invitation you have received.

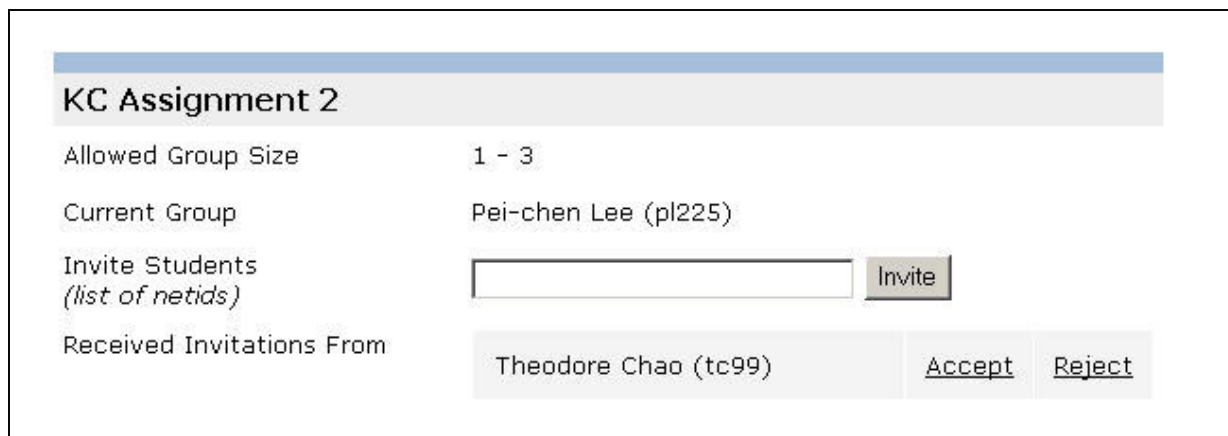
KC Assignment 2

Allowed Group Size	1 - 3		
Current Group	Theodore Chao (tc99)		
Invite Students <i>(list of netids)</i>	<input type="text"/>	<input type="button" value="Invite"/>	
Received Invitations From	Pei-chen Lee (PL225)	Accept	Reject

Group FAQ

- How do you know if you've been invited?

Login to the CMS. Click on **groups** button of the current assignment. If you've received an invitation, then you'll see the details listed on this screen. *Accept* or *Reject* the invitation by clicking on the desired link.



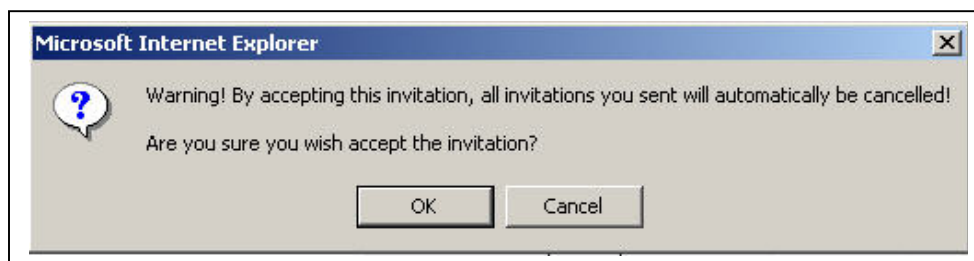
The screenshot shows a web interface for 'KC Assignment 2'. It displays the following information:

- Allowed Group Size:** 1 - 3
- Current Group:** Pei-chen Lee (pl225)
- Invite Students (list of netids):** A text input field with an 'Invite' button next to it.
- Received Invitations From:** Theodore Chao (tc99) with 'Accept' and 'Reject' buttons.

(If you want an email notification when you receive group invitations or when your invitations have been accepted or rejected, then go to the User Settings link and select this option.)

- What if several people have invited you?

The CMS has several rules in place that prevent people from joining multiple groups.



- What if you've issued an invitation that you want to cancel?

Canceling an invitation is easy. Click on the **groups** button next to the desired assignment. All outstanding invitations are listed here. Click the *Cancel* link to cancel the invitation.

The screenshot shows the 'KC Assignment 2' interface. It includes the following elements:

- Allowed Group Size:** 1 - 3
- Current Group:** Theodore Chao (tc99)
- Invite Students (list of netids):** A text input field followed by an 'Invite' button.
- Sent Invitations To:** A table listing two students:

Hubert Chao (hc85)	Invited	Cancel
Pei-chen Lee (pl225)	Invited	Cancel

- What if the **groups** button is “ghosted”?

The **groups** button is “ghosted” when the deadline for the assignment has passed OR if you've already received a grade for this assignment.

- What if I click on the **groups** button, and I see the message “groups are locked ... please contact course staff”?

Groups are locked when the assignment only allows individuals to work and submit homework (i.e. 1 person group)

- What if my **submit** button is “ghosted”?

If you have outstanding invitations, then your ability to submit homework electronically is not functional. You must cancel any pending invitations, at which time your **submit** button becomes functional.

- Who submits homework for the group?

Any group member can submit a homework file electronically.

SUBMITTING HOMEWORK FILES ELECTRONICALLY

Multiple homework submissions are allowed. Any member of a group may submit homework for that group. Click the **submit** button (next to the appropriate assignment) to submit homework electronically.

assignment	status	due	score	max	high	avg	dev	
KC Test (Assignment Source Solutions)	Open	September 01, 2003 00:00		4			Not Released	<input type="button" value="details"/> <input type="button" value="groups"/> <input type="button" value="submit"/>

You'll be brought to the file upload screen. Choose the **Browse** button to locate your

filename	last upload	size	upload
test1.zip	Aug 26 2003 03:32PM by kc242	178 <input type="text"/>	<input type="button" value="Browse..."/> <small>Max size: 50 kB</small> <input type="button" value="upload"/>

file(s), then press the **upload** button to actually “submit”. For multiple homework files, you should repeat this process. Confirmation of your homework submission will be shown on the screen immediately giving your filename, last upload and size of file uploaded.

If your file size exceeds the file sizes allowed by this assignment, then your homework upload will fail. Please contact the Course Staff for further information.

VIEWING GRADES

assignment	status	due	score	max	high	avg	dev		
KC Test (Assignment Source Solutions)	Open	September 01, 2003 00:00		4				Not Released	details groups submit
Assignment 1 (Assignment Source Solutions)	Graded	September 01, 2003 23:58	9	10				Not Released	details groups submit

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For assignments in the “Graded” status, your score for an assignment/exam is visible in the *score* column. Assignment statistics will only be available if Course Staff has selected this feature in the assignment setup. To view details about your grade, click the **details** button.

Assignment 1
Solutions ([Download](#))

NetID	tc99				
Score	<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Score</th> <th>Max</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> </tr> </tbody> </table>	Score	Max	10	10
Score	Max				
10	10				
Grading History	<p>Initial Comments: Submitted by da10 at Aug 23 2003 01:01AM</p> <p style="text-align: center;">- - -</p> <p>Responded: Responded by da10 at Aug 23 2003 01:04AM</p> <p style="text-align: center;">- - -</p> <p>Responded: Responded by kc242 at Aug 28 2003 02:48PM</p>				

To submit a regrade request, please contact the course staff.

The grade details screen will provide:

- The graders comments (either as text or as a file for download)
- A link to download a solutions file (if posted by Course Staff)
- The ability to submit a regrade online (using the CMS), if this feature was included in the assignment setup.
- You will also see a listing that indicates date and time and identity of course staff person that has modified your grade.

USER SETTINGS

You can opt to receive an email notification for a variety of events relating to CMS.

Send E-mail When:

- A new assignment is announced.
- The due date for an assignment is changed.
- You receive invitations to join another group or when invitations you send others to join your group are accepted or rejected.
- Grades for an assignment are released.
- Your grade for an assignment is changed (regrade answered, etc.)
- Successful file submission for your group.
- Final grades for the course are released.

REQUESTING REGRADES

The CMS has the capability for electronic regrade tracking. This option must be included in the assignment setup done by Course Staff. If this option has been activated, you can request a regrade from the *grade details* screen (click the **details** button). You'll see the "Regrade Request" text box and appropriate buttons.



The screenshot shows a web form titled "Regrade Request". It features a large, empty text input field with a vertical scrollbar on the right side. Below the input field are two buttons: "Request" and "Clear".

Type in your specific regrade request, and click the request button. Your grade will now have a regrade flag visible to Course Staff within CMS. Upon resolution, the Course Staff will send a response to you. You can view your regraded score and the grader's comments from this same screen.

How to get help –

1. Contact Course Staff
2. send email to cms-admin@cs.cornell.edu (only after you've contacted your Course Staff and your problem remains unresolved).