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:

- **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)
- **Open**: The given assignment is visible. You are able to create groups (if applicable) and to submit homework files electronically.
- **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.
- **Graded**: Homework submission is closed, groups are locked for this assignment, and grades now become visible.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Status</th>
<th>Due Date</th>
<th>Score</th>
<th>Max</th>
<th>High</th>
<th>Avg</th>
<th>Dev</th>
</tr>
</thead>
<tbody>
<tr>
<td>KC Test</td>
<td>Open</td>
<td>September 01, 2003 00:00</td>
<td>4</td>
<td>Not Released</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 1</td>
<td>Graded</td>
<td>September 01, 2003 23:58</td>
<td>9</td>
<td>10</td>
<td>Not Released</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⚠️ KC Test due in 3 days, 15 hours, and 19 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.

<table>
<thead>
<tr>
<th>KC Assignment 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed Group Size</td>
</tr>
<tr>
<td>Current Group</td>
</tr>
<tr>
<td>Invite Students</td>
</tr>
<tr>
<td>(list of netids)</td>
</tr>
<tr>
<td>Sent Invitations To</td>
</tr>
<tr>
<td></td>
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<tr>
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<td></td>
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</tbody>
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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.
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.

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</tr>
<tr>
<td>Invite Students (list of netids)</td>
</tr>
<tr>
<td>Received Invitations From</td>
</tr>
</tbody>
</table>

  (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.

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• 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.

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

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.

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.

Update
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.

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).