CSU101 Computer Science and Its Applications
Spring 2009
Lab 0

1. Open your Blackboard account and make sure this course, **CSU101,** is listed among your courses.
2. Go to Tools / Personal Information / Edit Personal Information. In the email address box, enter the email address where you wish to receive mail from this course. You may use any account you wish as long as you check mail from that account regularly. After you have set the email address box to the email address of your choice, click submit / click OK / click OK again, you will get an error. Ignore the error.
3. Now notify the instructor that your email has been set. The instructor will send an email to that account.   You will need to receive that email in order to complete the assignment. However, you may continue on while you are waiting for the email.
4. Go to http://www.neu.edu/osccr/academichonesty.html#Cheating and read the document.
5. Access your space in **MyFiles.neu.edu** using Microsoft Internet Explorer. Click on the WebFolder button, to open a web folder. You may have to log in again.
6. Create a new Microsoft Word Document on your desktop, then drag it (move it) into your Web Folder. You may have to enter credentials. Open the Word Document and type in the following text.

> I have read the Northeastern University Academic Honesty Policy found at http://www.neu.edu/osccr/academichonesty.html#Cheating .
>
> I understand that my CSU101 professor permits me to discuss my assignments with other students in the class, permits me to allow other students to view my assignment on my screen and permits me, if allowed by another student, to view that student's assignment on his or her screen.
>
> I understand that I am not allowed to send to any student by any means whatsoever, an electronic copy of any of my assignments, or to receive from any student an electronic copy of an assignment.
>
> I understand that I am not allowed to work on my assignment while another student has access to the same computer. Nor may I allow another student to use a computer in a manner which would allow that student access to my assignments.
>
> I understand that copying from another student's work in violation of the above constitutes cheating according the Academic Honesty Policy.

I understand that sharing an assignment with a peer in violation of the above constitutes Unauthorized Collaboration according to the Academic Honesty Policy.

I have successfully received email sent to me through Blackboard and intend to continue checking my email account for further communications from my professor.

I have read and agree to all of the statements above.

7. After you have created the word document, read it, and if you agree to it, **add your name** at the bottom. Remember that you must have successfully received email from the instructor via Blackboard before you can agree to the document. Save the document.   Then submit it to Blackboard.
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