

HANDOUT FOR STUDENTS

ON-LINE TUTORIALS ASSIGNMENT

As part of this course you are expected to complete two on-line tutorials: **The Academic Integrity Tutorial** and **The Library Research Roadmap Tutorial**. Each of these tutorials has a quiz at the end which you will need to complete. On completion you will print out your quiz results and hand them in to your tutorial leader.

These must be handed in by [insert date] in order to receive X grade points.

The Academic Integrity Tutorial is designed to help you learn about plagiarism, what you can do to avoid it, and how to generally improve your academic efforts. This tutorial takes about 30-40 minutes to complete.

The Library Research Roadmap Tutorial leads you through the basic steps of the research process in preparation for writing an essay in the social sciences. It takes about 20-30 minutes to complete.

TECHNICAL REQUIREMENTS

You will need:

A web browser. Any recent release of Internet Explorer or Netscape Navigator is recommended. Netscape version 4 (any release) is *not* recommended, because it will not be able to print the Quiz results page successfully. You must also have Javascript enabled in your web browser, in order to view certain parts of the tutorial.

A printer, to print the Quiz Results page.

A Passport York username and password. If you do not yet have this, you can activate one on-line using Manage My Services, available at <<http://apps.yorku.ca>>.

IF YOU DO NOT HAVE ACCESS TO A COMPUTER AT HOME OR WOULD LIKE SOME HELP, THIS ASSIGNMENT CAN BE DONE AT THE FCAP LAB. The staff can assist you with any of these instructions, printing and getting a Passport York ID.

Foundations Computer Assistance Program [FCAP] Lab is located in the Bootstrap Lab at 108 Calumet College. Open 9-5 for computer use; computer assistance available from 10-2 M-F.

HOW TO PROCEED

1. Connect to the Tutorial:

Connect to the web site <<http://www.yorku.ca/fcap/onlinetutorials.html>>. Click on first tutorial you wish to complete and follow the instructions provided.

2. Log In and Take the Quiz:

At the end of each tutorial you will reach a section with a quiz where you can test yourself. Since you need to hand in your quiz results to your tutorial leader, be sure to choose the log in version of the quiz. You will know you have the correct quiz version if it prompts you for the Passport York username and password.

Remember to fill in *all* of the text boxes at the top of the quiz page, and select an answer for *every* question; otherwise, your quiz won't be graded.

3. Repeat the Quiz As Needed to Score 100%

After you complete the quiz, you will be shown your results. You can click the 'Check Answers' button to see which questions you had correct and incorrect. You are encouraged to re-do the quiz until you score 100%.

If you did not score 100%, you can start over by (1) returning to the original tutorial window (which will remain open), and clicking on the quiz link again, or (2) using the 'Try Again' button from the Quiz results page in order to back up to the Quiz page.

4. Printing and Handing in Your Quiz Results

Once you score 100% on the quiz, you have completed the tutorial successfully!

Use the Print command from your web browser to print the results page. This page will show your name, your passport York ID, your score and the date. You will need to hand in the results pages for both tutorials to your tutorial leader by [insert date] at the very latest.