# IT 3703 Labs General Guide

Summer 2022

This is the general guide for all assignments/labs. The general guide provides default and common requirements for all labs. For detailed and specific instructions, please refer to each lab guide.

## Labs overview

|  |  |  |
| --- | --- | --- |
| **Lab #** | **Lab Focus** | **Point Total** |
| Lab 1 | GDS intro and BigQuery overview | 10 |
| Lab 2 | Data preparation | 10 |
| Lab 3 | Calculations and analysis | 10 |
| Lab 4 | Charts and dashboards | 10 |

## Collaboration

Please work independently on labs. You may discuss the labs (on the no submission part) but still do it independently (on the submission-required part). Unauthorized collaboration on is considered academic misbehavior.

## General submission requirements

Please complete all tasks in each lab, but only submit the required parts (indicated by “Include this part in the lab report”) in and compile them in a lab report.

All labs generally ask for screenshots compiled in a report document with clear explanations. Compile all required documents and screenshots in **ONE** file and submit it in D2L. **All screenshots must be clear, original, and show the complete screen - no graphic editing or cropping is allowed.** See examples later. Clearly label and explain all parts.

## General grading guide

The labs are generally assessed based on:

* Completion of required tasks.
* Satisfaction of submission requirements.
* The quality of lab report, including completeness and explanation of screenshots.

More grading notes:

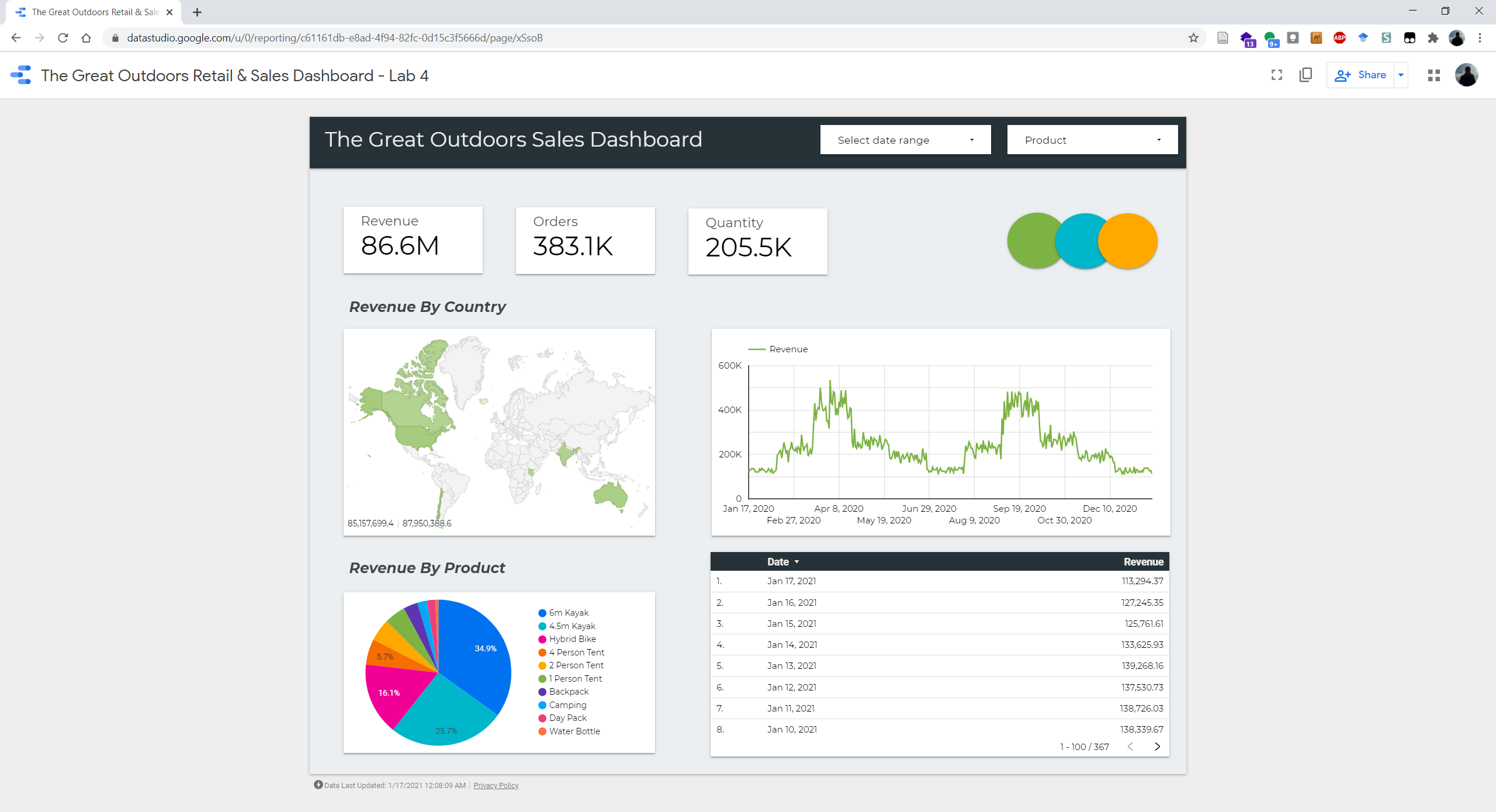
* Need to grade many student works in a short time; may not provide comprehensive and detailed explanation of grading.
  + Use rubric for grade ranges.
  + The work in this course is more open and subjective. The rubric is only for a rough grade range.
* Understand and review your grade and work
  + Match your grade to the rubric grade range. Check the general comments for each range.
  + For individual feedback, only key issues will be listed without comprehensive and detailed explanation.
  + A summary file will be provided to the whole class. This file summarizes issues and key points. Always check the summary file together to understand your own grade and work.
  + Contact the instructor if you need more detailed explanation.
* Late submissions
  + Generally allowed with prior communications but will get deductions (at least 20% off).
  + Usually, you can still submit late work after the “due date”. Your submission will be labeled as “late”.
* Mistakes may happen, please always communicate.

## General grading rubric:

|  |  |  |
| --- | --- | --- |
| **Score** | **Summary** | **Rating Description** |
| 10 | Outstanding work; beyond expectation. | Completed all required tasks and steps correctly.  Clear screenshots with good explanations. |
| 8-9 | Good work; meet expectations | Completed all tasks and steps but with minor mistakes.  Missing some screenshots, or without explanations. |
| 6-7 | Adequate work; need improvement. | Completed most tasks and steps and with minor mistakes.  Missing key required screenshots, or unclear/unqualified screenshots. |
| <6 | Lack of effort. | Incomplete work.  Unclear, partial screen, or edited screenshots. |

## Screenshot requirements

Generally, all reports and screenshots must be compiled in **ONE** report document (PDF). **All required screenshots must be clear, original, and show the complete screen - no graphic editing or cropping is allowed.** Clearly label and explain each screen. See examples below:

**Acceptable screenshot**

**Unacceptable screenshots (unless accompanied by a clear and complete screenshot)**

 Graphical user interface, application

Description automatically generated