

## W2: TA Meeting Agenda

### P1: released today (Mon 1/26)

TAs who write test cases for programming assignments will have fewer students to grade based on time and number of tests written. Contact Corey Schulz (schulzca@cs.wisc.edu) to get started as a test-writer. Hint: Writing tests and maintaining the test-server are great skills to have and talk about during job interviews.

Instructors: Make sure that your students know to attend lab this week. I will authorize students for labs that have seats available (student no-shows). Steven Slatterly has already contacted me regarding his absence from his assigned lab to attend a funeral.

### Lab TAs Consulting Hours (start on Today 1/26 )

Each lab TA is also responsible for assisting as a lab consultant. Please be sure to wear your nametag and place the machine placard on your monitor while working in 1350cs or 1370cs. Students will be directed to find you in 1350cs. You may ask students to make list that includes their workstation and login names on a piece of paper or the white board if there are to many questions being asked at one time. If there are two TAs, both should be in 1350cs as this is where students will seek you. However, if it is really busy, you may split up and have one TA each in rooms 1350 and 1370.

### For Lab Each Week:

#### *Get the file cabinet key from 1303.*

If you are the first lab in the morning or after lunch. Get the file cabinet key from the left desk drawer in Room 1303. Open the file cabinet in 1350cs, where you'll find reference text books, name tags and lab sign-in sheets. The last TA in the room before lunch or at end of the day must return the key to the left desk drawer in 1303. Please be careful to not leave the room while the file cabinet is unlocked. Be sure to lock the file cabinet and return the key to 1303 for the next TAs.

#### *Write the Lab # and the TA names on the board.*

It all about getting students CS accounts activate and getting them started in Eclipse in the Labs. Offer help as you know and understand for Eclipse at home. But focus is getting all working in the labs. Remind students that any configuration actions must be performed individually by each team member. There should be someone from the CSL to assist students with any account activation or login problems.

#### *Lab Sign-In sheets*

Every few weeks, new teams will be created for your labs and lab sign-in sheets will be generated. Be sure to record the attendance on the sheet and ensure that it gets returned to the correct lab sign-in sheet folder.

**Needed: Manasa will generate the lab sign-in sheets (run scripts, print reports, place in folders ~ 30 minutes once every few weeks)**

#### *Photo Rosters*

Login to my.wisc.edu and open the Faculty Center under Teaching menu. When you view the students enrolled in your sections, you can also check the "Photo Roster" button to find a photo roster of your section. This information is protected by federal FIRPA law, so the roster and photos may not be used outside of class room needs.

#### *Assigned Seating*

**Get your lab's sign-in sheet from the cabinet in 1350cs. and direct students to the correctly named workstation for their teams.** All students are assigned lab partners and work stations. Students should not be working on their own laptops during labs. Team labs are designed to help student learn and understand pair-programming. Students must not be permitted to work alone on labs. If necessary, (there is an odd number of students), have the single student join a nearby pair.

**[first lab only]** Make sure that only students enrolled in the course are seated in the labs (as indicated on sign-in sheets). Only if there is room after all enrolled students are seated should a

student who is trying to enroll be seated at a computer station. Please get the full name and NetID of any students still trying to get enrolled in your lab. **Send me an email with your Lab number, your TA names, and the names, UW ID# (campus ID number), and NetIDs of students who attended (and there was room for), but were not yet enrolled. I will request authorization for students if there is room, but students are still responsible for actually changing to the desired section.** If there is not room for all students present ask those that are not enrolled to try to attend a different lab session.

**[remaining labs this semester]** Please make sure that only students enrolled in the course are seated in the labs. Only if there is room after all enrolled students are seated should a student who is trying to makeup a lab be seated at a computer station. Record the attendance of the student on your lab sign in sheet and also mark their makeup attendance on the lab sign-in sheet for the lab that they were supposed to attend.

## ***During Lab***

During lab walk around and talk to each group. Be sure to ask questions as students will rarely volunteer that they have questions unless very stuck. TAs must be more proactive and actually challenge students understanding during labs. Make sure that they are not skipping sections and do not allow students to leave early. It is not a race, and we do want students to stay and learn as much as they can during their scheduled lab sessions.

You may not do your own work or take calls or text or email or other during your scheduled lab time. You must be actively working to help students with the lab problems and suggesting other similar problems if time permits.

## ***Grades***

Grades must be recorded on the paper sign-in sheets (this is the official and backup record). Grades must also be entered in Learn@UW so students may check and let us know of mistakes in the record. **NOTE: Record scores accurately on paper, as this is the final say if there are discrepancies between electronic record and student's memory.**

2 pts - ontime, full participation, stays for entire lab period, no phone calls, texting, or other disruptions.

1.5 pts - arrives more than 5 minutes late, or leaves more than 5 minutes early, or repeats a behavior after one warning (text, email, calls, etc)

1 pt - missed more than 15 minutes of the lab due to absence

0.5 pt - shouldn't happen. Instead encourage student to attend a different lab.

0 pts - did not attend lab

If a student attends a different lab than the one they are scheduled for (and there is room and they wish to switch, please send email with the student's name and wisc.edu email address). I will see if they can be authorized. If there is not room, the student must be directed to the lab for which they are enrolled.

## **Entering Lab attendance grades in Learn@UW**

1. Login to <http://Learn@UW> and login using your Net ID username and password.
2. Add a photo to your Learn@UW profile.
3. Click on link to CS302 course page.
4. Click on the Grades link header area.
5. Select "Grade All" from the drop down box (small down arrow next to L1)
6. Select View By: Groups and click "Apply".
7. Select your lab from the Groups dropdown box and click "Apply".
8. Make sure that all students are visible (may have to change the number "per page" field).

9. Click the check box above all check boxes.
10. Uncheck any student who will not get full credit for the lab.
11. Click the Grade link (or the Ruler icon w/check mark).
12. Enter 2/2 for the score and click "Save". (scores are NOT saved yet).
13. Scroll the page down.
14. Click "Save" at bottom of page.
15. Manually enter scores for all other students.

## Lab 1: Eclipse Tutorial

It all about getting students started in Eclipse in the Labs. Offer help as you know and understand for Eclipse at home. But focus is getting all teams working in the labs. Remind students that any configuration actions must be performed individually by each team member.