**FM504 - Facilities Management Sections 708 & 928**

**Assignments**

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**Assignment - Introductions**

**Learning Objective:**

1. To get an introduction from each student (I know a lot of you already, but you may not know each other, so play along).

2. To gain familiarity with the "mechanics" of the course (e.g. DropBox, Forum, GradeA, etc.)

**Task:**

1. On the **Forum** in the topic named **Get Acquainted** please tell us something about yourself. Include information such as, what you prefer to be called, why you are pursuing this degree, and what you hope to gain from this class (other than a passing grade so you can move on). Please feel free to include any other information you would like to share: family status (if any), occupation status (if any), etc. Remember, most of the time people don't like to hear you talk about yourself, this is your one opportunity with a captive audience.

   (If you've never used **Forum**, click on the discussion **Introductions** then the topic **Get Acquainted**, then click on **Reply to Topic**. Enter a brief Message Title, then type your comments in the Message Text area. Click on **Submit** at bottom.)

2. Upload a picture of yourself in the **DropBox** in the folder named **My Picture**. That way, I can try to put a face on the names that will be coming through the web. Try to keep it a basic picture, so the webpage doesn't get too big to load. Then, go to the **DropBox** and download the "Picture Directory Reply.rtf" form; you will find it in the **Downloads** category under **File(s) available for Downloading**. Mark whether you do or do not want your picture to appear in a **password protected** course picture directory. I would like to have a directory for everyone to see each others' pictures, but only for those who do not object, so I will not post your picture on the Directory if you do not want me to, but I would still like to have one for my use. After marking the appropriate selection, upload this form into the **Picture Permission DropBox**.

3. Go to **Tests & Quizzes** and take the quiz named **Introductory Quiz**. You will need to use a secure browser, so follow the link to do so. You may need to enter the website location
http://courses.semo.edu/2009summer/fm504/class/ if it asks for a quiz location. This will take you to **UTest**.

4. A couple days after each Task is completed, check the Gradebook for your score. Send me an e-mail telling me the grade you received on the assignment(s).  

4. Look at the **Gradebook**, and e-mail me telling me whether you will or will not be attending the face-to-face/ITV class on Monday, 29 June.

**Deadline:**

1. Monday, 22 June, 7:59 a.m. CDT for the Forum
2. Monday, 22 June, 7:59 a.m. for the picture, and permission slip.
3. Monday, 22 June, 7:59 a.m. for the quiz "Introductory Quiz."
4. Wednesday, 24 June - Monday, 29 June, 7:59 a.m. for the e-mail

**Grading:**

1. 5 points for posting in **Forum**
2. 5 points for uploading your picture in **DropBox**, and 5 points for uploading the permission sheet.
3. 5 points for the **UTest**
4. 5 points for e-mailing me
   
   (Don't worry, they won't all be this easy.)

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