

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Faculty Information: Faculty contact information and office hours can be found on the faculty profile page.

COURSE DESCRIPTION AND OUTCOMES

Course Description:

Students in this course will learn the skills to design, implement, manage, and maintain a virtualization infrastructure using current technologies. The course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Servers. This course overviews the latest virtualization technology with chapters dedicated to Oracle VirtualBox, VMware Workstation, Microsoft® Hyper-V, and VMware vSphere. Content focuses on virtualization in software-defined data centers. Students learn to build virtual networks, implement high-availability clusters, enhance performance and security, and manage the virtual data center. Students also implement virtual desktop infrastructures using both VMware Horizon and Microsoft VDI. They also examine cloud computing environments with VMware vCloud and Microsoft Azure.

Course Overview:

This course overviews the latest virtualization technology with chapters dedicated to Oracle VirtualBox, VMware Workstation, Microsoft® Hyper-V, and VMware vSphere. Content focuses on virtualization in software-defined data centers. You will learn to build virtual networks, implement high-availability clusters, enhance performance and security, and manage the virtual data center. You will also implement virtual desktop infrastructures using both VMware Horizon and Microsoft VDI. Finally, you will examine cloud computing environments with VMware vCloud and Microsoft Azure.

Specific topic coverage includes:

Introduction to Virtual Computing & Working with Oracle VM VirtualBox 5
Virtual Networking
Data Center Virtualization & Storage Configurations
Working with Microsoft Hyper-V
Maintaining a Hyper-V Environment & Working with Virtual Machine Manager and VMware vSphere
Hyper-V Replica and Cloud & VCenter Server
Implementing a Virtual Desktop Infrastructure
Bringing it All Together

This course also utilizes MindTap, a digital platform that delivers the chapter readings and requisite activities you need in order to successfully complete the course. If you have any questions about this or any issues getting logged into the MindTap portion of this course, be in touch with your instructor right away!

Course Learning Outcomes:

1. Discuss capabilities of Microsoft Hyper-V; architect a Hyper-V solution for a datacenter.
2. Compare and contrast hybrid cloud scenarios specifically with Windows Azure to complete the full virtualization piece of providing data both on premise and off premise.
3. Evaluate the implementation and use of Microsoft native tools and System Center.
4. Analyze business requirements related to planning a deployment/migration to Hyper-V.
5. Discuss server, desktop, and application virtualization and how you use Microsoft System Center to manage the virtual infrastructure.
6. Compare and contrast a conversion of a physical server to a virtual machine and a migration of virtual machines or a cloned virtual machine.
7. Evaluate ways to protect, monitor, and maintain a server virtualization infrastructure.
8. Describe backup and restore options for virtual machines.
9. Discuss Windows Server failover clustering with Hyper-V.

PARTICIPATION & ATTENDANCE

Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

COURSE MATERIALS

Required:

Simpson, T., & Novak, J. (2018) *Hands-on virtual computing* (2nd ed.) [MindTap access]. Boston, MA: Cengage Learning. ISBN-13: 9781337289221 – 6 month access code

**Make sure that you purchase or rent the Mind Tap version of this textbook! You will need this to access Opening Exercise, Check Your Understanding, Mastery Exercise, and Critical Thinking activities!*

Suggested:

Colorado State University Global Campus - Information Technology - Microsoft Imagine Premium

Free Registration required to access:

<http://e5.onthehub.com/WebStore/Welcome.aspx?vsro=8&ws=DD56B36D-799C-E211-87E9-F04DA23E67F4>

NOTE: All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

COURSE SCHEDULE

Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Opening Exercises:** Take the opening exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade. **You can find your Opening Exercises in MindTap; complete the assigned chapter's crossword puzzle as your Opening Exercise.**
- **Mastery Exercises:** Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire. **You can find your Mastery Exercises in MindTap; complete the assigned quiz for your Mastery Exercise.**
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.

WEEKLY READING AND ASSIGNMENT DETAILS

Module 1

Readings

- Chapters 1 & 2 in *Hands-on Virtual Computing*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (60 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Module 1 Hands-On Activities and Written Summary

Activity 1-1

Creating a VMware Account and View Product Categories

Time Required: 10 minutes

Objective: Create a VMware account you can use for later activities and Case Projects.

Description: In this activity you will create a VMware account that you can use to obtain trial copies of products as well as free educational classes.

Activity 1-2

Creating a Microsoft Live Account and Viewing Microsoft Azure Product Features

Time Required: 10 minutes

Objective: Create a Microsoft Live account that you can use for later activities and then view Microsoft Azure product features.

Description: In this activity you will create or access your Windows Live account and then view and record information about Microsoft Azure features. You may then use your Windows Live account to obtain a trial subscription to the Microsoft Azure service and use it to work with virtual machines and virtual networks.

Activity 1-3

Downloading VMware Workstation 12

Time Required: 15 minutes

Objective: Download VMware Workstation 12.

Description: In this activity, you download VMware Workstation 12 for Windows and get a 30-day trial serial number.

Activity 1-4

Downloading Oracle VirtualBox Files

Time Required: 15 minutes

Objective: Download Oracle VirtualBox and documentation file.

Description: Follow these steps to download the installation file for the Oracle VirtualBox software.

Provide screen shots of the steps completed and of the final installation completion for each activity. Then write a one- to two-page summary of your experience with the activities and how the experience could or will apply to you in the workplace.

Your paper should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Final length will vary with number and size of screens-shots and the one- to two-page summary.
- Be formatted according to the CSU-Global Guide to Writing and APA, including a title page.

Option #2: Module 1 Hands-On Activities and Presentation Summary

Activity 1-1

Creating a VMware Account and View Product Categories

Time Required: 10 minutes

Objective: Create a VMware account you can use for later activities and Case Projects.

Description: In this activity you will create a VMware account that you can use to obtain trial copies of products as well as free educational classes.

Activity 1-2

Creating a Microsoft Live Account and Viewing Microsoft Azure Product Features

Time Required: 10 minutes

Objective: Create a Microsoft Live account that you can use for later activities and then view Microsoft Azure product features.

Description: In this activity you will create or access your Windows Live account and then view and record information about Microsoft Azure features. You may then use your Windows Live account to obtain a trial subscription to the Microsoft Azure service and use it to work with virtual machines and virtual networks.

Activity 1-3

Downloading VMware Workstation 12

Time Required: 15 minutes

Objective: Download VMware Workstation 12.

Description: In this activity, you download VMware Workstation 12 for Windows and get a 30-day trial serial number.

Activity 1-4

Downloading Oracle VirtualBox Files

Time Required: 15 minutes

Objective: Download Oracle VirtualBox and documentation file.

Description: Follow these steps to download the installation file for the Oracle VirtualBox software.

Provide screen shots of the steps completed and of the final installation completion for each activity. Then, create a PowerPoint presentation summarizing your experience with the activities. You can include your screen shots as part of your presentation.

Your presentation should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Length will vary with number and size of screens-shots, but aim for a minimum of seven slides.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Module 2

Readings

- Chapter 3 in *Hands-on Virtual Computing*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (60 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Module 2 Hands-On Activities and Written Summary

Lab 3-1: Working with VMware Workstation 12 Pro

Lab 3-2: Working with VMware Workstation 12 Pro

Provide screen shots of the lab completions for each activity. (No partial credit)

Then write a one- to two-page summary of your experience with the activities and how the experience could or will apply to you in the workplace.

Your paper should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Final length will vary with number and size of screens-shots and the one- to two-page summary.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Option #2: Module 2 Hands-On Activities and Presentation Summary

Lab 3-1: Working with VMware Workstation 12 Pro

Lab 3-2: Working with VMware Workstation 12 Pro

Provide screenshots of lab completions for *each* activity (no partial credit) and create a PowerPoint presentation summarizing your experience with the activities. You can include your screen shots as part of your presentation.

Your presentation should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Length will vary with number and size of screens-shots, but aim for a minimum of seven slides.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Portfolio Milestone Options #1 & #2 (50 points)

The following milestone applies to both Portfolio Project Option #1 and Option #2. Please complete this milestone and submit by 11:59pm MT on Sunday of Week 2.

In Week 2, you will submit your outline of your Portfolio Project. In Week 5, you will submit a rough draft of your project, and in Week 8, you will submit your final version of your Portfolio Project. The goal is to give you opportunity to receive and implement instructor feedback in order to prepare a polished final project by the end of the course.

This week, your **outline** is due this week and should meet the following requirements:

- Be approximately two to three pages in length, not including the required title page and reference page. Even if you are completing Portfolio Project Option #2 and designing a presentation and not a written paper, you can still outline your ideas and map them out by slide number (vs. using a more traditional outline form).
- Your outline can take one of several forms; however, this material is best presented in a topic outline (where the paper's ideas/content are detailed at a high, but specific level; often organized alphanumerically). This will work for organizing your ideas by slide if you are electing the presentation option in Option #2.
- Identify at least two scholarly articles (of the required four total) that you can incorporate into your final presentation. Follow the CSU-Global Guide to Writing & APA when citing sources. The CSU-Global Library is a great place to find resources.

Module 3

Readings

- Chapter 4 in *Hands-on Virtual Computing*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (60 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Module 3 Hands-On Activities and Written Summary

Lab 4-1: Data Center Virtualization and Cloud Computing

Provide screen shots of the lab completions for each activity. (No partial credit given.)

Then write a one- to two-page summary of your experience with the activities and how the experience could or will apply to you in the workplace.

Your paper should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Final length will vary with number and size of screens-shots and the one- to two-page summary.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Option #2: Module 3 Hands-On Activities and Presentation Summary

Lab 4-1: Data Center Virtualization and Cloud Computing

Provide screenshots of lab completions for *each* activity (no partial credit) and create a PowerPoint presentation summarizing your experience with the activities. You can include your screen shots as part of your presentation.

Your presentation should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Length will vary with number and size of screens-shots, but aim for a minimum of seven slides.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Module 4

Readings

- Chapter 5 in *Hands-on Virtual Computing*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (60 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Module 4 Hands-On Activities and Written Summary

Lab 5-1: Working with Microsoft Hyper-V

Provide screen shots of the lab completions for each activity. (No partial credit given.)

Then write a one- to two-page summary of your experience with the activities and how the experience could or will apply to you in the workplace.

Your paper should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Final length will vary with number and size of screens-shots and the one- to two-page summary.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Option #2: Module 4 Hands-On Activities and Presentation Summary

Lab 5-1: Working with Microsoft Hyper-V

Provide screenshots of lab completions for *each* activity (no partial credit) and create a PowerPoint presentation summarizing your experience with the activities. You can include your screen shots as part of your presentation.

Your presentation should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Length will vary with number and size of screens-shots, but aim for a minimum of seven slides.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Module 5

Readings

- Chapters 6 & 7 in *Hands-on Virtual Computing*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (60 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Module 5 Hands-On Activities and Written Summary

Lab 6-1: Working with Microsoft Virtual Machine Manager

Lab 7-1: Working with VMware vSphere

Lab 7-2: Working with VMware vSphere

Provide screen shots of the lab completions for each activity. (No partial credit given.)

Then write a one- to two-page summary of your experience with the activities and how the experience could or will apply to you in the workplace.

Your paper should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Final length will vary with number and size of screens-shots and the one- to two-page summary.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Option #2: Module 5 Hands-On Activities and Presentation Summary

Lab 6-1: Working with Microsoft Virtual Machine Manager

Lab 7-1: Working with VMware vSphere

Lab 7-2: Working with VMware vSphere

Provide screenshots of lab completions for *each* activity (no partial credit) and create a PowerPoint presentation summarizing your experience with the activities. You can include your screen shots as part of your presentation.

Your presentation should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Length will vary with number and size of screens-shots, but aim for a minimum of seven slides.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Portfolio Milestone Options #1 & #2 (50 points)

The following milestone applies to both Portfolio Project Option #1 and Option #2. Please complete this milestone and submit by 11:59pm MT on Sunday of Week 5.

Rough Draft

This week a rough draft of your paper is due. Your rough draft should reflect about 70%-80% of the final project, but communicate 100% of where you are taking the project. Your outline will help you communicate this. Ensure you have incorporated instructor feedback from your outline (which you turned in during Week 2) in this draft.

Your rough draft should also incorporate at least three of the four total sources required for the final draft. Ensure you submit a title page and a properly formatted Reference list. Format your paper and citations according to the CSU-Global Guide to Writing & APA.

Module 6

Readings

- Chapter 8 in *Hands-on Virtual Computing*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (70 points)

Choose one of the following two assignments to complete this week. Do not do both assignments.

Identify your assignment choice in the title of your submission.

Option #1: Module 6 Hands-On Activities and Written Summary

Lab 8-1: Working with VMware vCenter Server

Lab 8-2: Working with VMware vCenter Server

Lab 8-3: Working with VMware vCenter Server

Lab 8-4: Working with VMware vCenter Server

Provide screen shots of the lab completions for each activity. (No partial credit)

Then write a one- to two-page summary of your experience with the activities and how the experience could or will apply to you in the workplace.

Your paper should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.

- Be of adequate length to address the full assignment. Final length will vary with number and size of screens-shots and the one- to two-page summary.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Option #2: Module 6 Hands-On Activities and Written Summary

Lab 8-1: Working with VMware vCenter Server

Lab 8-2: Working with VMware vCenter Server

Lab 8-3: Working with VMware vCenter Server

Lab 8-4: Working with VMware vCenter Server

Provide screenshots of lab completions for *each* activity (no partial credit) and create a PowerPoint presentation summarizing your experience with the activities. You can include your screen shots as part of your presentation.

Your presentation should meet the following requirements:

- Be clear and well-organized, with each screen capture of high quality and clearly labeled.
- Be of adequate length to address the full assignment. Length will vary with number and size of screens-shots, but aim for a minimum of seven slides.
- Be formatted according to the CSU-Global Guide to Writing & APA; include a title page.

Module 7

Readings

- Chapter 9 in *Hands-on Virtual Computing*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Module 8

Readings

- Chapter 10 in *Hands-on Virtual Computing*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Portfolio Project (250 points)

Choose one of the following two projects to complete this week. Do not do both projects. Identify your assignment choice in the title of your submission. Remember to use all of the documents and materials you have created so far in your Portfolio Project milestones to help you bring this project to its successful completion!

Portfolio Project Option #1: Written Analysis

Throughout this course, you have been learning about server virtualization generally and Microsoft virtualization technologies including the various components of System Center specifically. For your final Portfolio assignment complete a case study of the organization you work for (use a hypothetical or “other” organization if more applicable) that will address the following prompts:

- Describe your organization’s environment, and evaluate its preparedness for virtualization.
- Explain Microsoft licensing for virtualized environments.
- Recommend a configuration for shared storage; make sure to discuss the need for high availability and redundancy for virtualization for your organization.
- Explain how to configure Hyper-V settings, storage, and networking, including details about implementing failover clustering with Hyper-V for your organization.

- Explain Windows Azure capabilities for virtual machines and managing a hybrid cloud, including Windows Azure's Internet as a Service (IaaS) and storage capabilities, then make a recommendation for their use in your organization, including a justification for your recommendation.

Submit your portfolio as a single document.

Your paper should meet the following requirements:

- Be approximately eight to ten pages in length, not including the required cover page and reference page.
- Follow the CSU-Global Guide to Writing & APA. Your paper should include an introduction, a body with fully developed content, and a conclusion.
- Support your answers with the readings from the course and at least four scholarly journal articles to support your positions, claims, and observations, in addition to your textbook. The CSU-Global Library is a great place to find resources.
- Be clearly and well-written, concise, and logical, using excellent grammar and style techniques. You are being graded in part on the quality of your writing. If you need assistance with your writing style, start with Tools for Effective Writing at the CSU-Global Library, accessible from the Library's homepage.

Prior to Week 8, you will submit your outline of the paper in Week 2 and a draft of the paper in Week 5. Be sure to review the Portfolio Project Rubric in the Module 8 folder for grading details

Portfolio Project Option #2: Analysis Presentation

Throughout this course, you have been learning about server virtualization generally and Microsoft virtualization technologies including the various components of System Center specifically. For your final Portfolio assignment complete a case study of the organization you work for (use a hypothetical or "other" organization if more applicable) that will address the following prompts:

- Describe your organization's environment, and evaluate its preparedness for virtualization.
- Explain Microsoft Licensing for Virtualized environments.
- Recommend a configuration for shared storage; make sure to discuss the need for high availability and redundancy for virtualization for your organization.
- Explain how to configure Hyper-V settings, storage, and networking, including details about implementing failover clustering with Hyper-V for your organization.
- Explain Windows Azure capabilities for virtual machines and managing a hybrid cloud, including Windows Azure's Internet as a Service (IaaS) and storage capabilities, then make a recommendation for their use in your organization, including a justification for your recommendation.

Submit your portfolio as a presentation (using PowerPoint, Prezi, or some other presentation tool).

Your presentation should meet the following requirements:

- Be approximately 12-15 slides in length, not including the title and reference slides.
- Follow the CSU-Global Guide to Writing & APA. Your presentation should include an introduction, a body with fully developed content, and a conclusion.
- Support your answers with the readings from the course and at least four scholarly journal articles to support your positions, claims, and observations, in addition to your textbook. The CSU-Global Library is a great place to find resources.

- Be clearly and well-designed, concise, and logical, using excellent grammar and style techniques in your speaker's notes (which may be included as speaker's notes in the presentation or as a separate Word document, organized clearly by slide). You are being graded in part on the quality of your writing. If you need assistance with your writing style, start with Tools for Effective Writing at the CSU-Global Library, accessible from the Library's homepage.
- Use the CSU-Global Library's page for **visual presentations** for examples of presentations, speaker's notes, and other presentation tips. Avoid using distracting transitions or animations, and ensure a use of relevant graphics that aid in audience understanding (vs. distract or inhibit audience understanding).

Prior to Week 8, you will submit your outline of the presentation in Week 2 and a draft of the presentation in Week 5. Be sure to review the Portfolio Project Rubric in the Module 8 folder for grading details

COURSE POLICIES

Grading Scale	
A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

Course Grading

20% Discussion Participation
0% Opening Exercises
8% Mastery Exercises
37% Critical Thinking Assignments
35% Final Portfolio Project

IN-CLASSROOM POLICIES

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style

All students are expected to follow the *CSU-Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions in your course.

Disability Services Statement

CSU-Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom. If you have concerns about something that has been said, please let your instructor know.