

I-clicker, e-mail and WebCT

CS 241

Data Organization using C

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i>clicker Web Registration

■ <http://www.iclicker.com/registration/>



UNM
NetID

First Name

Last Name

Student ID

Clicker ID



Please type in the verification word in the image

Enter

i>clicker WEB REGISTRATION

e-mail – Importance of Good Subject Line

- Last week, I received e-mails with the following subjects:
 - Which are from students in CS-150, and which are spam?
- | | |
|-------------------------|--|
| 1. Hi | 1. <i>Hi – student</i> |
| 2. Important Problem | 2. <i>Important Problem – spam</i> |
| 3. Please Help | 3. <i>Please Help – spam</i> |
| 4. Please Help! | 4. <i>Please Help! – student</i> |
| 5. CS 150 Lab 2 | 5. <i>CS 150 Lab 2 – student</i> |
| 6. CS-150 Web CT issue | 6. <i>CS-150 Web CT issue – student</i> |
| 7. Question | 7. <i>Question – student</i> |
| 8. CS-150L Registration | 8. <i>CS-150L Registration – student</i> |
| 9. Need help | 9. <i>Need help – student</i> |
| 10. Grade | 10. <i>Grade – spam</i> |
| 11. <blank> | 11. <i><blank> – student</i> |
| 12. <blank> | 12. <i><blank> – spam</i> |

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e-mail body – Give Context

- "Professor, I registered for the class on Jan 22. Why am I not registered for WebCT. Please help with this problem. Thanks."
- What class and what section?
- During spring 2009, I teach 9 sections of CS-150, 2 sections CS-351, and a section of CS-241. All use WebCT.
- In LoboWeb, only the roster for a single section can be viewed at a time.

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e-mail body – Necessity of Context

■ **Subject:** English Credit

■ **Body:**

Joel,

I was wondering if it was possible to fill the English core requirement with English 221 (Creative Writing) in place of English 219 or 220. I've had some scheduling issues with those classes.

Thanks,

--Scott

■ **Reply:**

Sorry Scott, but I think you have the wrong Joel.
I teach computer science.

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e-mail – Necessity of Context: part 2

■ **The reply to the reply:**

Joel,

Sorry for the confusion. I talked to Lynne about it, and she said you're on the CS Undergrad Curriculum Committee and might know the answer. Do you know who I might talk to about that?

Thanks, --Scott

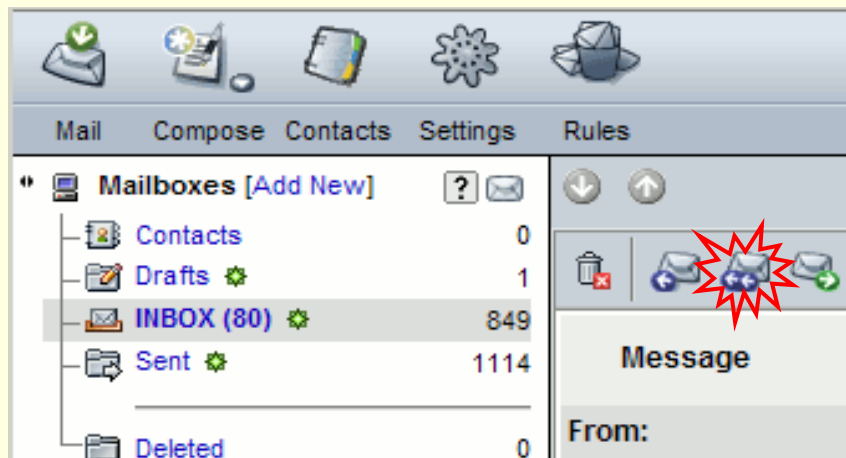
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Notes on e-mail Subjects

- "English Credit " was a good subject for Scott. To him, it is what the message is about.
- But the subject is not for the sender's file cabinet.
- The subject needs to be meaningful to the recipient *before the message is read*.
- If the content is not something the recipient is expected to read, act on immediately and delete, then the subject also needs to aid the recipient in finding the message for future reference.
- Ask yourself: Does this e-mail contains business content that may need to be archived and later reviewed by the recipient's successor.

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UNM Webmail



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