

Lab Rules

1. Lab File Naming Convention

- Submit all files used in each IST239 Hands-On Project as a ZIP file, the zip files are for backup, the instructor will grade your Hands-On Projects on your virtual hosts
- If needed, download and install 7-Zip from <https://7-zip.org> to create your zip files
- Student's in IST239 should use the following naming convention when submitting their lab assignments:
Lastname_Firstname_Hands-On-Project_CHP-NUM.zip
- For example: **Sanders_Beau_Hands-On-Project_5-5.zip**
- HTML and/or data files should follow the naming convention in the textbook

2. CSS and Images Needed for Labs To Run Properly

- **IMPORTANT:** When uploading the Hands-On Project files to your virtual host, it is each IST239 student's responsibility to include everything that is needed to grade the labs. This includes any files (CSS or images) created by your programs or read by your programs. If a student does not include the required directories and data files, they will be graded accordingly.

3. Documentation Rules

- All Hands-On Project files must be correctly documented
- Project files must have the following documentation:
 - The student's name, date submitted, course-section number, and lab number in the comments at the beginning of the file.
 - After the line containing the student's name there should be a comment inside the comment tags (starts with `<!--` and ends with `-->`) explaining what the program file is supposed to do, what is the purpose of the code/program/scenario, and how the code solves this purpose/scenario.
 - The documentation above the project code at the top of project file should be written/formatted like this example:

```
<!--  
Beau Sanders, August 18, 2025, IST239-W01, Hands-on Project 1-1  
  
In Hands-on Exercise 1-1 we are learning how to use the  
document.write() command to have JavaScript create the HTML code  
for an ordered list of items.  
-->
```
 - All code blocks should be preceded with a comment line to explain or define what the code block is designed to accomplish; do not assume the comments in the textbook provided files are sufficient, students should write their own documentation. For example from Project 1-1:

```
<!-- The following JavaScript code will use the document.write()  
command to generate an HTML ordered list; the <script> and  
</script> tags contain the JavaScript code -->
```

4. Upload Hands-On Project Files to Your Virtual Host

- Create a folder on your virtual host for each Hands-On Project; inside these folders you may need additional folders/directories for CSS files or image files
 - Follow our standard format for folder names on your virtual host:
project01-01
project01-03
project01-05
project02-01
...on through the 36 projects in IST239
- Upload the JavaScript files you worked on in the Hands-On Project, as well as any CSS or image files provided by the publisher for the lab project
- Test your completed and uploaded Hand-On Project on your virtual host using your local browser to make sure the project works correctly
- In Blackboard Ultra you need to create a working, clickable, hyperlink to the Hands-On Project so your instructor can see your project work; Blackboard Ultra by default will make your hyperlink open the project on a new tab/window in your browser
 - Your lab exercises will be graded on your virtual host, the ZIP files are for backup
 - Use the file name on your virtual host as the name of the hyperlink submitted, do not submit an alias name as your hyperlink
- Your instructor will grade your Hands-On Projects uploaded to your virtual host using the grading rubric posted in each Blackboard Hands-On Exercise assignment; there may be additional comments as needed; check the grading rubric in Blackboard Ultra to see how your Hands-On Projects are graded

Please email your instructor if you have any questions about IST239 Hands-On Projects (Labs) and how to submit them.

-Beau Sanders
IST239: JavaScript
Lead Instructor
sandewbs@my.qvltec.edu

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