

California Science and Technology University

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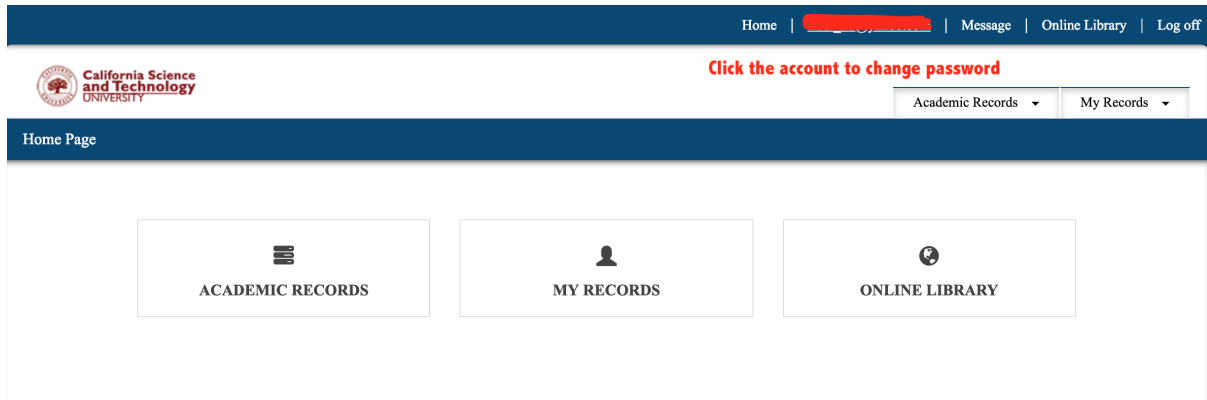
www.linkedin.com/in/cstuniversity

Online Faculty Account

Before the class start, please log in the faculty system at <http://www.cstu.edu/faculty/myc/user/login>

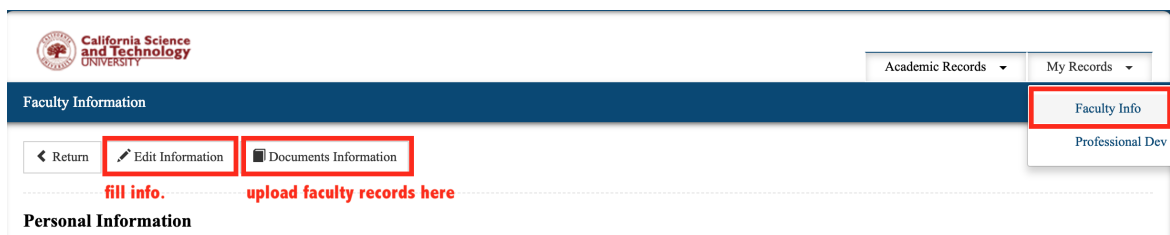
The initial password would be 11223344. Please change the password before filling in personal information.

Change Password:

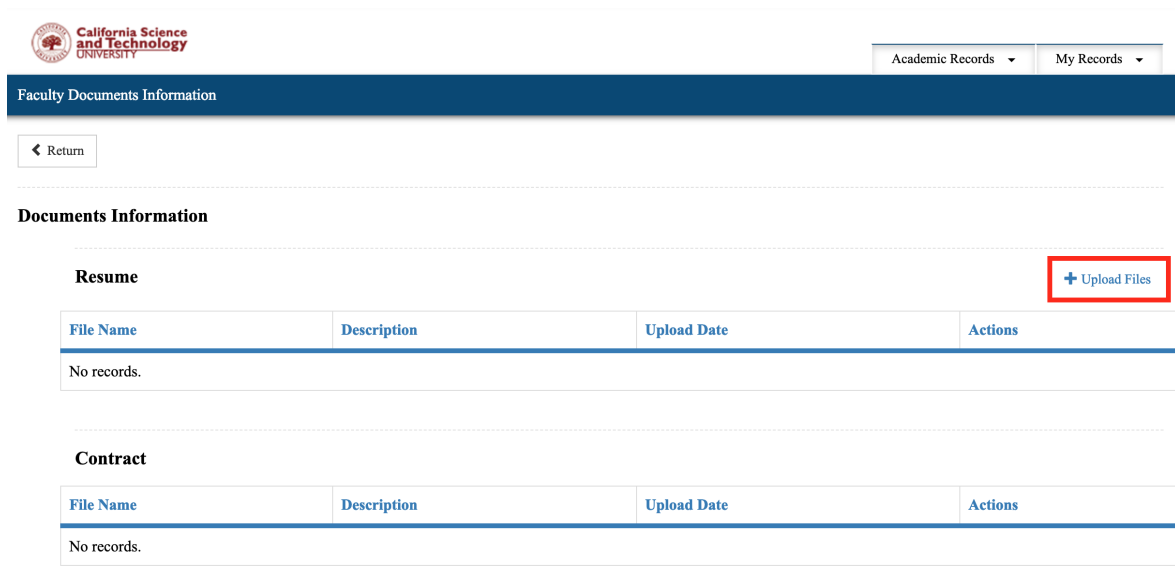


The screenshot shows the 'Home Page' of the CSTU Faculty Account system. At the top, there is a navigation bar with links for Home, Message, Online Library, and Log off. Below this, the California Science and Technology University logo is displayed on the left, and a red banner prompts the user to 'Click the account to change password'. To the right of the banner are dropdown menus for 'Academic Records' and 'My Records'. The main content area features three large, light blue buttons labeled 'ACADEMIC RECORDS', 'MY RECORDS', and 'ONLINE LIBRARY'.

Complete Faculty Record:



The screenshot shows the 'Faculty Information' page. It includes the university logo and navigation links. A red box highlights the 'Faculty Info' dropdown menu, which also shows 'Professional Dev'. Below the navigation bar, there are links for 'Return', 'Edit Information', and 'Documents Information'. A red box highlights the 'Edit Information' link. Below these links, there are two red text prompts: 'fill info.' and 'upload faculty records here'.



The screenshot shows the 'Faculty Documents Information' page. It includes the university logo and navigation links. Below the navigation bar, there is a 'Return' link. The main content area is titled 'Documents Information' and contains two sections: 'Resume' and 'Contract'. Each section has a table with columns for 'File Name', 'Description', 'Upload Date', and 'Actions'. In the 'Resume' section, there is a red box highlighting the '+ Upload Files' button. Both tables show 'No records.'

File Name	Description	Upload Date	Actions
No records.			

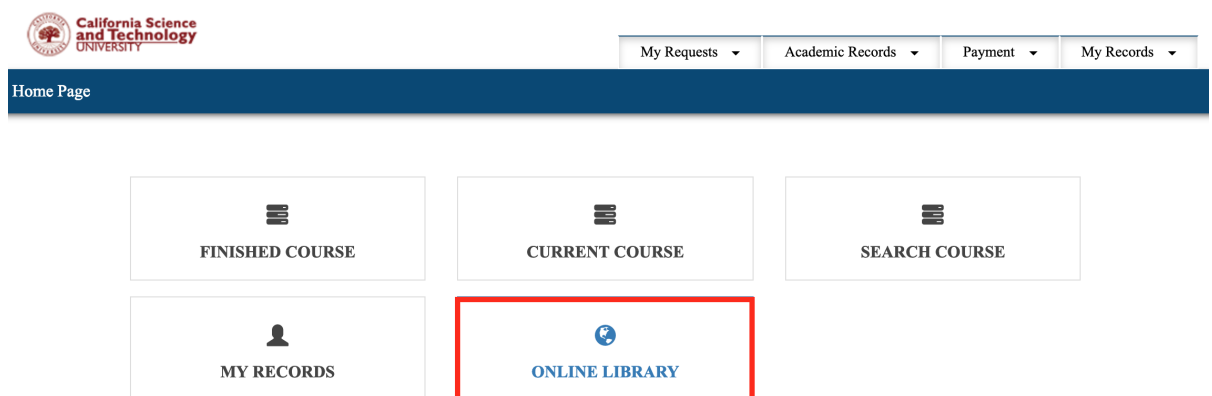
File Name	Description	Upload Date	Actions
No records.			

Update Professional Development: My Records > Professional Development

The screenshot shows the 'Professional Development Plan' update page. At the top left is the California Science and Technology University logo. To the right are two dropdown menus: 'Academic Records' and 'My Records'. Below these is a dark blue header bar with the text 'Faculty Professional Development Information'. On the right side of this bar are two links: 'Faculty Info' and 'Professional Dev', both highlighted with red boxes. Below the header bar are two buttons: 'Return' and 'Save Information', with the latter also highlighted with a red box. The main content area is titled 'Professional Development Plan' and includes a 'Please Select Year' dropdown menu set to '2019 Spring'. Below this is a section titled 'Professional Development Plan's Objectives' with a text area for describing the plan. A red text prompt 'Fill out the activity and objectives here' is visible within this text area.

Library Access

Once you have successfully logged in to your CSTU account, you are able to access the online library.



Accessing Your LIRN Resources

After you log in to your CSTU account, please click on the “ONLINE LIBRARY” to the **Online Library** (LIRN). You will see the **Subject View** which allows you to click on a subject category and see the relevant databases. You can also click on the **Vendor View** tab to see databases listed alphabetically beneath the vendor's name. Click on the database you would like to link to and it will open in a new tab in your browser.

[↕ Alphabetical View](#) | [≡ Subject View](#) | [📖 Vendor View](#) | [✂ Tools](#)



Jump to a specific group

[Automotive / Aviation](#) | [Building & Construction](#) | [Business](#) | [Computer Science](#) | [Cosmetology / Spa Services](#) |
[Culinary Arts / Hospitality](#) | [Dental](#) | [Dictionaries & Encyclopedias](#) | [Education](#) | [General & Interdisciplinary](#) | [Health & Medical](#) |
[History & Social Science](#) | [Language & Literature](#) | [Law & Criminal Justice](#) | [Library Science](#) | [Psychology](#) | [Science & Technology](#) |
[Veterinary Science](#)

Automotive / Aviation


 Gale General OneFile

Gale Cengage

 Business Insights: Global

 Gale Business:
Entrepreneurship

 Gale Directory Library


 Gale General OneFile

 Gale In Context: College

 Gale In Context: College

 Gale OneFile: Business

 Gale OneFile: Computer
Science

 Gale OneFile: Economics
and Theory

 Gale OneFile:
Entrepreneurship

 The Economist Historical
Archive, 1843-2015

The faculty and students are provided access to Gale resources, where the students can research scholarly and peer-reviewed journals, unlimited, full-text access to the entire Computer Science Collection, Computer and Information Systems Abstracts, Computer Science Journals, etc. The students are expected to fully utilize the Gale library database: Gale foundation, when addressing discussion questions, written assignments, course research projects (CRPs), and the capstone projects.

- Gale General OneFile
- Gale OneFile: Business
- Gale OneFile: Computer Science
- Gale OneFile: Economics and Theory

- Gale OneFile: Entrepreneurship

For more advanced instructions, you can have a look at the following recording on specific subjects.

CSTU 2021 Library Instruction Recording:

<https://drive.google.com/file/d/1kf4G0E-UuOIJNPvIpiRoyZPxOv4EhOO/view?usp=sharing>

Gale Vendor Resource Page:

<https://www.lirn.net/tools-and-training/vendor-resources/gale/>

Grade Policy

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative in that it includes all periods of attendance, and all periods of attendance are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured weekly in all programs.

Grade Point Average

A student's grade point average (GPA) is obtained by dividing the total number of points earned by the total credit hours attempted. Grades and symbols used to record academic progress are listed in the grading system table below. GPA is based on a maximum of 4.0. Grade points are assigned to all grades as follows:

Grade	GPA	Indicator
A+	4.00	Excellent
A	4.00	Excellent
A-	3.67	Excellent
B+	3.33	Above Average
B	3.00	Very Good
B-	2.67	Good

C+	2.33	Average
C	2.00	Satisfactory
C-	1.67	Need to Repeat
D+	1.33	Need to Repeat
D	1.00	Need to Repeat
D-	0.67	Need to Repeat
F	0	Need to Repeat
P	0	Pass
I	N/A	Incomplete
T	N/A	Transfer Credit
W	N/A	Withdrawal

The grade points stated above will be used to calculate the GPA. Students must maintain a 3.0 cumulative GPA to be in good standing.

Class Management

Start class preparation in advance.

The session including: edit course syllabus, attendance record, trimester grades

Courses in Current Term

Course Num	Course Title	Location	Time	Stu. Count	Other Information
CSE540	Advanced Data Structure and Algorithms	Conference Room	Saturday 2:00 pm - 5:00 pm	0	Edit Syllabus Handouts Trimester Grade Attendance Records Teaching Evaluation

My Courses

Please Select Term **2019 Spring** [Select term to see all courses](#)


Show 10 entries Search:

Course Num	Course Title	Location	Time	Stu. Count	Other Information
CSE540	Advanced Data Structure and Algorithms	Conference Room	Saturday 2:00 pm - 5:00 pm	0	Edit Syllabus Handouts Trimester Grade Attendance Records Teaching Evaluation

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Faculty System > Academic Records


 **California Science and Technology UNIVERSITY**


Academic Records My Records


Home Page

Term Information


My Courses

 **ACADEMIC RECORDS**

 **MY RECORDS**

 **ONLINE LIBRARY**

Edit Course Syllabus:

**California State
University**

Academic Records ▾My Records ▾

Course Info

Base Information

Course Title	Advanced Data Structure and Algorithms	Course number	CSE540
Program	Master of Science in Computer Systems And Engineering	Type	foundation
Lab Requirements		Credit	3.00
Syllabus		Text Book	
Instruction Methods		Grading Policy	
Prerequisite			
Created Time	2017-05-16		

Upload Course Handout:

Course Handouts

Term	2019 Spring	Instructor	
Course number	CSE540	Course Title	Advanced Data Structure and Algorithms

Handout	#	Handout Title	Upload Date	Actions
---------	---	---------------	-------------	---------

New Handout

Choose File


No file chosen

Upload

upload class materials accordingly

Return

Attendance Record:



Academic Records ▾My Records ▾

Attendance Records

2019 Spring CSE540 Details

Term2019 Spring

Instructor

Course numberCSE540

Course TitleAdvanced Data Structure and Algorithms

Student Attendance Records

Notes: P:Present A:Absent L:Arriving Late E:Leaving Early B:Unauthorized Excessive Break N/A:Not Available M:Make-up

#	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	P	A
		3/1	3/5	3/8														

Fill each class date

You will see student list

SubmitReturn

Trimester Grade:

At CSTU all the students' grades and evaluations are based on demonstrated performance during each course and the level of academic knowledge gained during the course. The grading will consist of letter grades of A through F with grade points as indicated in catalog. Additional elements of essays, problems, projects and case studies will receive letter grades from the faculty based on the grading rubric established by the CSTU. Each course is based on a total of 100 maximum points.

Return Homework Quiz Midterm Final Project Participation

Grade detail

Course Base Information

Term2019 Spring

Instructor

Course numberCSE540

Course TitleAdvanced Data Structure and Algorithms

Trimester Grade

#	Name	Homework	Quiz	Midterm	Final	Project	Participation	Total	Attendance	Grade
Weight										
		25 %	%	25 %	25 %	%	25 %	100 %	15 Weeks	
Score										

You will see student list

Save GradeReturn

Add Homework Grade:

[← Return](#)Grade Detail[+ New Record](#)

Course Base Information

Term	2019 Spring	Instructor	Donald Liu
Course number	CSE540	Course Title	Advanced Data Structure and Algorithms
Full Mark	100		

Grade Information

[← Return](#)

Homework Information

Date	3/1/2019	Title	Module 1 assignment
Description	Python practice Assignment description		

Online Teaching Guide

CSTU Uses Zoom As Online Lecturing Tool

About Zoom

Zoom unifies cloud video conferencing, simple online meetings, group messaging, and a software-defined conference room solution into one easy-to-use platform. Zoom offers the best video, audio, and wireless screen-sharing experience across Windows, Mac, iOS, Android, Blackberry, Linux, Zoom Rooms, and H.323/SIP room systems.

Zoom Getting Started: User Guide

- <https://support.zoom.us/hc/en-us/categories/200101697>

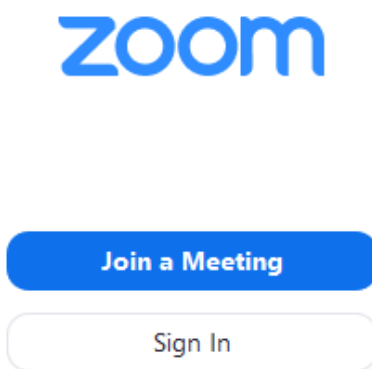
Find the Zoom App

Once you have signed up or logged in, click on Host a Meeting, the desktop app will auto-download. Alternatively, you can click on the download footer link at <https://zoom.us> or directly from <https://zoom.us/support/download>

- For iOS, visit the Apple [App Store](#) and search "zoom"
- For Android, visit [Google Play](#) and search "zoom"

To Start

After you launch the app, you have two options. You can select **Join a Meeting**. If you would like to login and start or schedule your own meeting, click on **Sign In**.



Note: The client version number is located on the bottom of this dialog box.

Zoom Settings

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking **Settings**, you will have the following options:

- **General:** You can select default preferences
- **Audio:** You can test, select and adjust your speakers, and microphone
- **Video:** You can test and select your video camera

- **Feedback:** We welcome any questions, comments, or feedback
- **Recording:** Here you can browse/open your stored recordings (all recordings are stored on your local device/computer)

Meeting Features

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

- Invite more people to join by email, IM, SMS (mobile users) or meeting ID ([learn more](#))
- Screen share your desktop or specific application window ([learn more](#))
- Group or private chat ([learn more](#))
- Record your meeting ([learn more](#))
- Manage participants ([learn More](#))
- Mute and unmute your audio
- Select audio options ([learn more](#))
- Stop and start your video
- Configure your settings ([learn more](#))
- Leave or end the meeting
- [Zoom Getting Started with PC and MAC v6.pdf](#) (5 MB)

Online Teaching Tools

Whiteboard Tools Recommendations

Sharing a whiteboard on Zoom

The whiteboard feature will allow you to share a whiteboard that you and other participants (if allowed) can annotate on.

1. Click the **Share Screen** button located in your meeting tool bar.

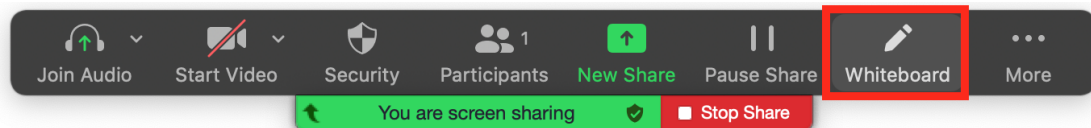


2. Click **Whiteboard**.



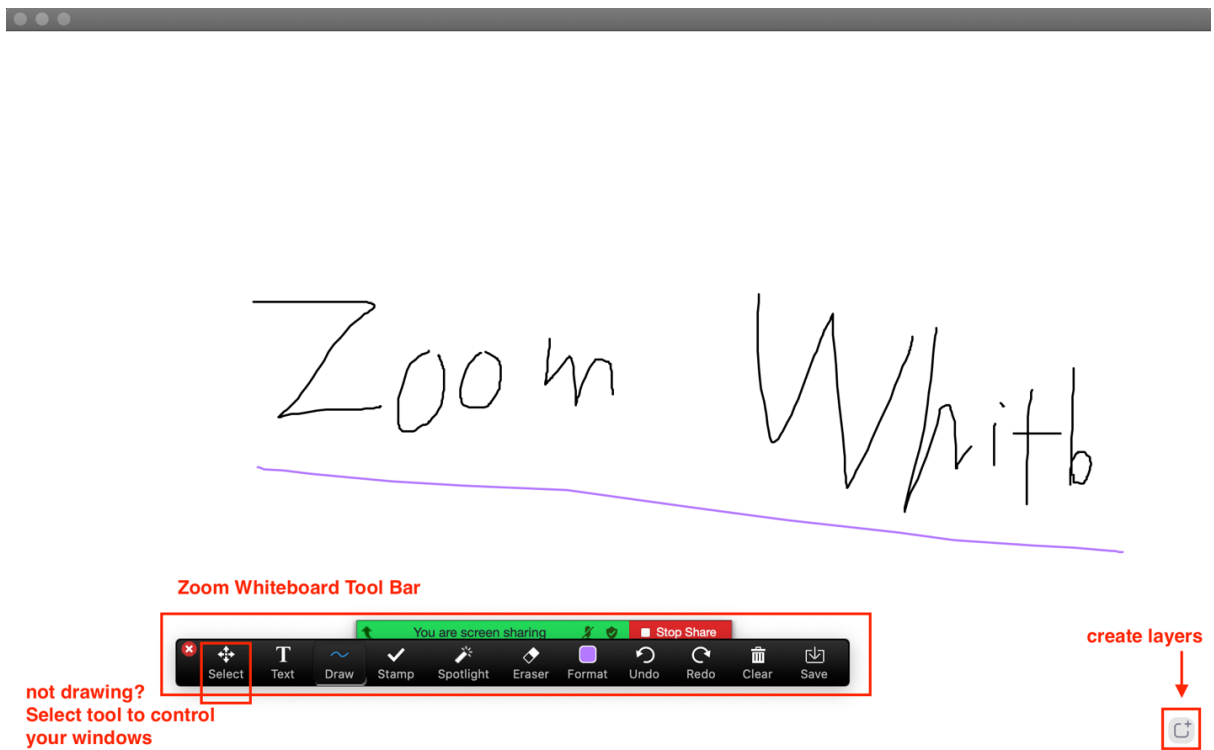
Whiteboard

3. Click **Share**.
4. The annotation tools will appear automatically, but you can press the **Whiteboard** option in the meeting controls to show and hide them.



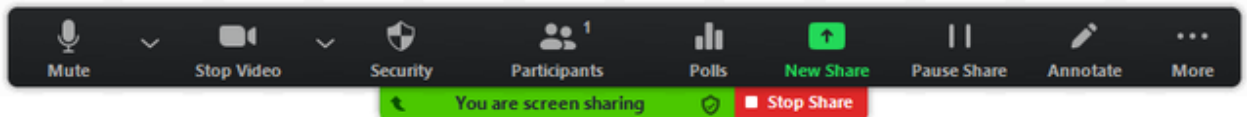
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.





Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

6. When you are done, click **Stop Share**.

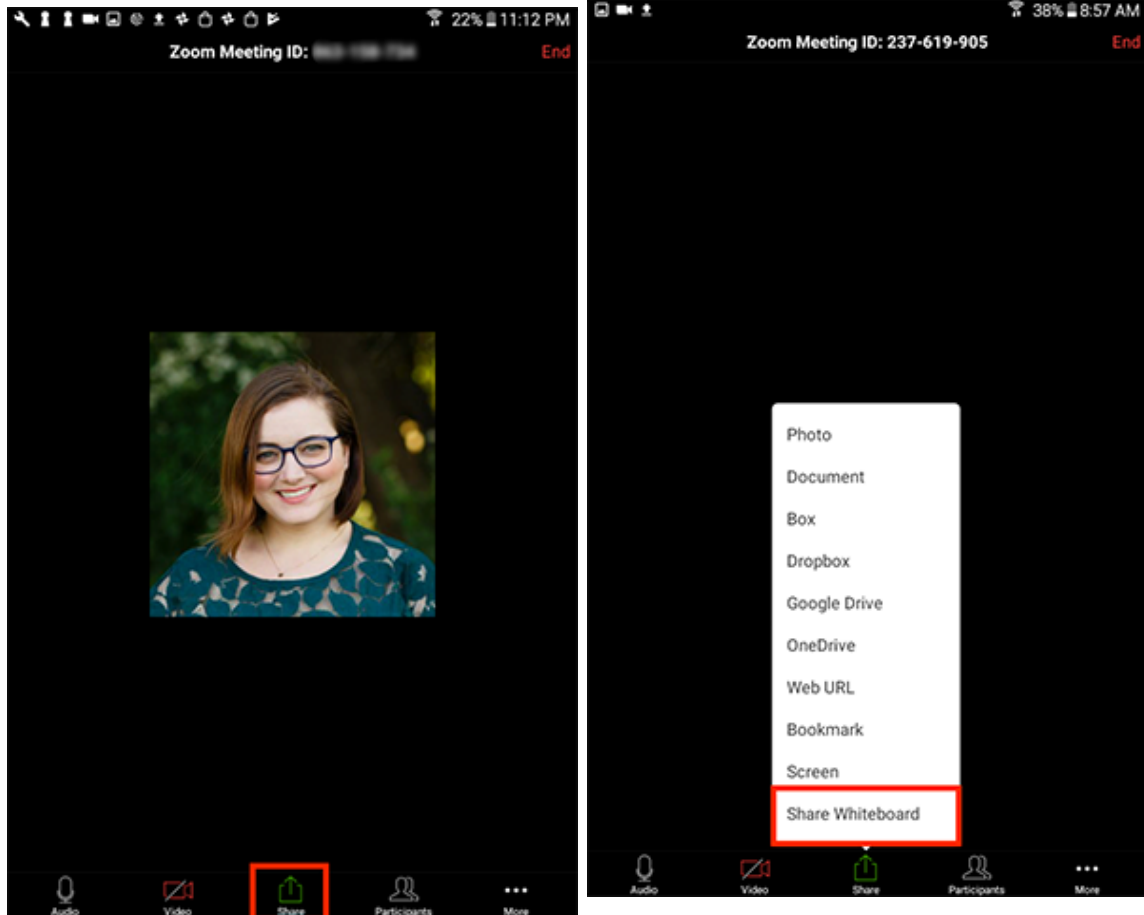


Multiple whiteboards in a meeting

If you have simultaneous screen sharing on, multiple participants will be able to share a whiteboard at once. However, to see two whiteboards at once, or your own whiteboard and another participant's, you will need to have dual monitors enabled.

Sharing a whiteboard on Android

1. Tap **Share** in the meeting controls; Tap **Share Whiteboard**.



2. Tap the pen icon to open the annotation tools.

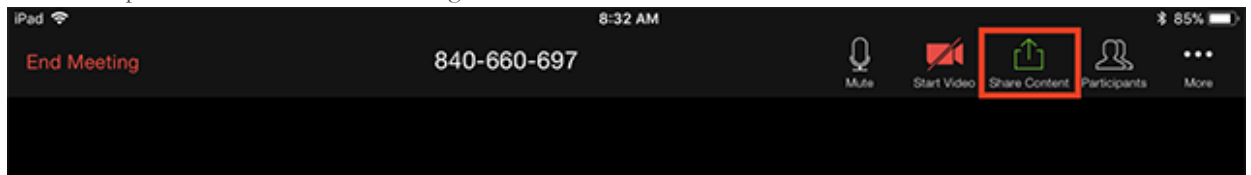


3. When you are done, tap the pen icon to close the annotation tools and tap **Stop Share**.

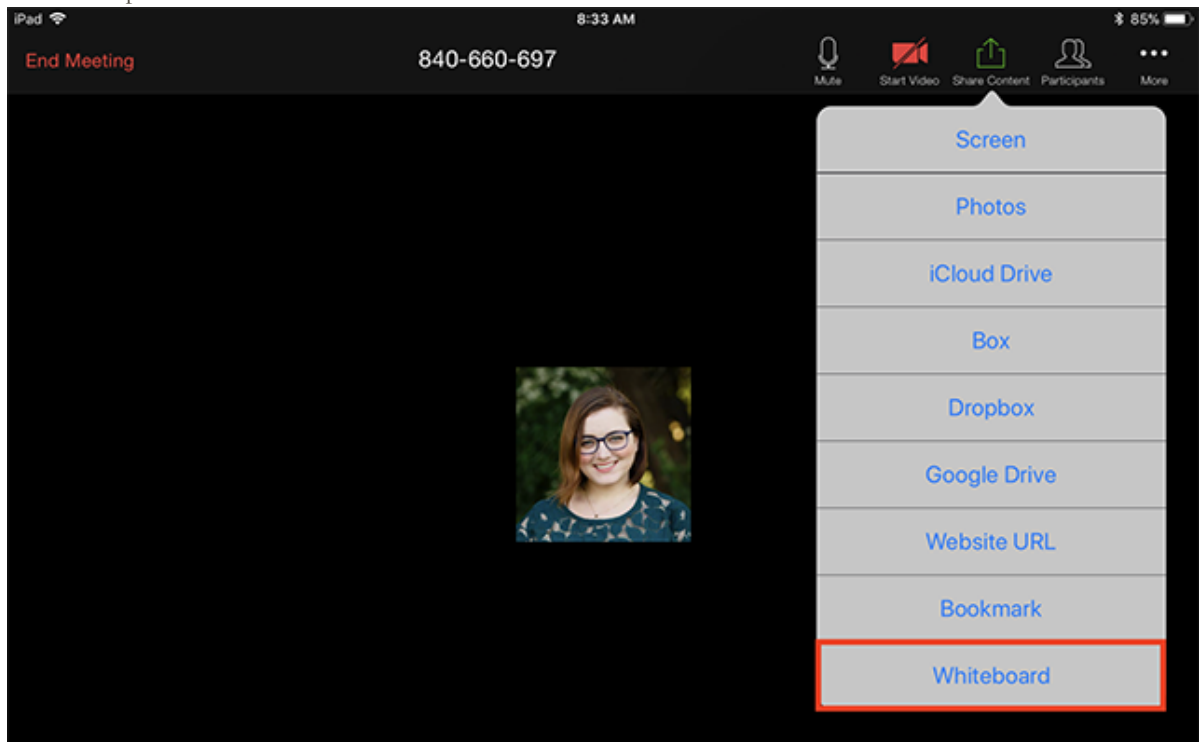
Note: Whiteboard is currently available for iPad only. If you are on an iPhone, you will not see the Whiteboard option.

How to Share a Whiteboard on iPad

1. Tap **Share Content** in the meeting controls.



2. Tap **Whiteboard**.



3. The annotation tools should appear automatically, but you can tap the pen tool to show and hide them.



4. When you are done, tap **Stop Share**.

Activities include

- Running effective meetings
- Brainstorming
- Team sprint planning
- Project planning
- Problem-solving
- Continuous improvement
- Incident management

To learn more, visit the Microsoft Whiteboard site, or search for the Whiteboard app in the Microsoft Store on Windows 10, and on the App Store for iPhone and iPad.

How do I start using Whiteboard on my PC?

- You can install the Microsoft Whiteboard app for Windows 10 from the [Microsoft Store](#).

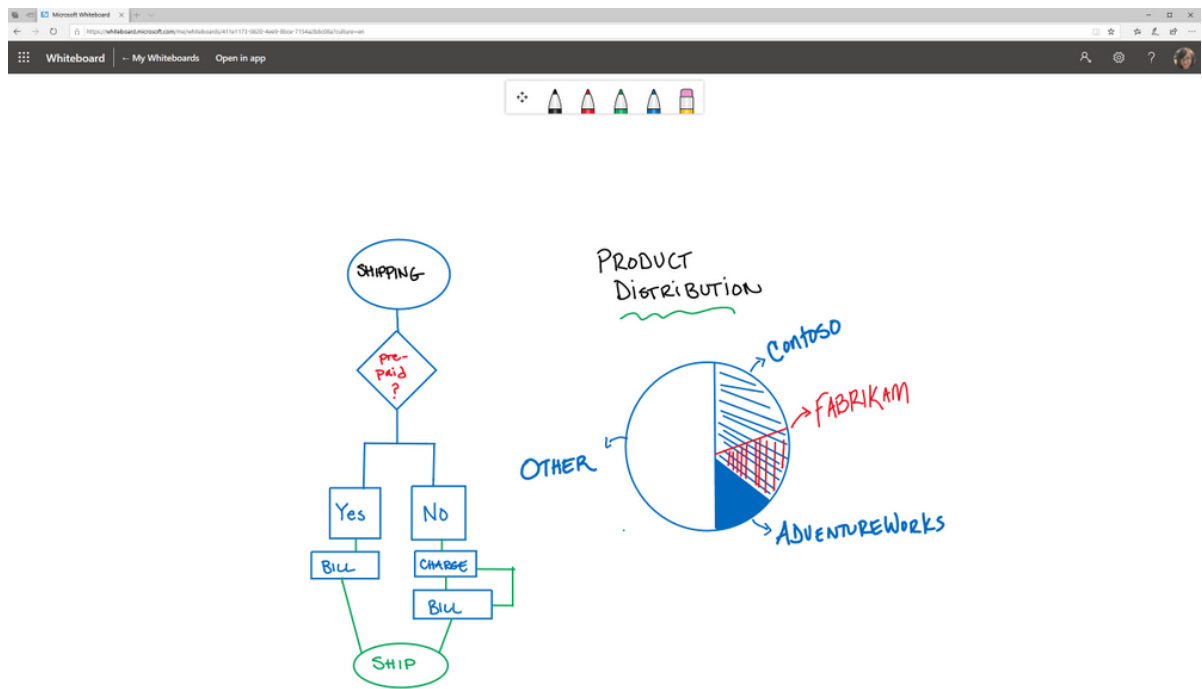
After installing, sign in to Whiteboard with a free [Microsoft account](#) (Outlook, Hotmail, Live, Xbox, etc.) or Microsoft 365 account (personal, work, or school).

How do I start using Whiteboard on my iOS device?

- Download [Microsoft Whiteboard](#) to your iOS device from the App Store (requires Apple iOS 9 or later, iPhone 5s or later, iPad Mini 3 or later, iPad Air, or iPad Pro).

After installing, sign in to Whiteboard with a free [Microsoft account](#) (Outlook, Hotmail, Live, Xbox, etc.) or Microsoft 365 account (personal, work, or school).

How do I start using Whiteboard for the web?



Easily collaborate with others or access your boards from any device

It is available on the all apps list under office.com or directly at whiteboard.microsoft.com.

Whiteboard is available on devices including PCs, tablets and phones running Windows, MacOS, iOS and Android. Whiteboard for the web provides the ability to collaborate in real-time with others as well as access your existing boards.

CSTU Careers

CSTU Alumni Networks

[CSTU LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) |

CSTU Hiring

[Careers Page](#)

Contact mail: asmission@cstu.edu, Contact #: (408) 400-3948

Teaching Method Training

Links for creating a teaching methodology training for faculty:

<https://www.qualitymatters.org/professional-development/workshops/higher-ed-to>

<https://www.lynda.com/learning-paths/Education-Elearning/become-an-online-instructor>

<https://library.educause.edu/topics/teaching-and-learning/online-teaching-strategies>

Employee Grievance Policy

PURPOSE

The purpose of this Policy is to provide a mechanism for individual employees to raise a grievance arising from their employment. The Policy will also ensure that such grievances are dealt with promptly, fairly, and in accordance with other related Policies of the Organization. This includes concerns from an employee about an action that has been taken and or an in-action, or a contemplated action in relation to them by a supervisor, another employee, or from the Management.

This policy should be read in conjunction with other related Policy Documents such as the Code of Conduct, Policy Against Harassment, and the Respect for Colleagues Guideline. Any additional related Policies passed by the Organization will automatically become conjunct with this Policy.

SCOPE

The initial approach to settling any issue is open communication. An employee should first seek to resolve any complaint with his/her immediate supervisor through informal discussion. If such discussion does not resolve the matter informally, and the employee believes that his/her complaint rises to the level of a grievance, then the employee may initiate a formal grievance as described in this policy in an effort to seek an equitable solution.

For the purposes of this Policy, a 'grievance' is defined as any type of problem, concern, or complaint related to work or the work environment. A grievance may be about and act, omission, situation, or decision that the Employee thinks to be unfair, discriminatory, or unjustified.

The Policy will not cover matters of Employment that has a separate appeals process through other established Policies and procedures of the Hospital. This Grievance Policy shall not be available to contest, dismiss, demotion, suspension, or other disciplinary measures. If a grievance is filed and disciplinary action has begun for the same or related issue, no further action shall be taken with the grievance procedures while such disciplinary action is pending.

GUIDING PRINCIPLES

Whenever the grievance procedure is being followed, it is important that issues are dealt with fairly. The following elements shall be considered in doing so:

- All employees should always try to resolve problems in the workplace at the earliest possible opportunity and usually with the least possible formality.
- All efforts shall be put to address matters before they reach the stage of becoming a formal grievance issue.
- All employees should raise and deal with issues promptly and should not unreasonably delay meetings, decisions, or confirmation of those decisions.
- All employees should act consistently.

The Hospital recognizes that a formal grievance procedure can be a stressful and upsetting experience for all employees involved. Hence, employees involved in the process are entitled to be treated calmly and with respect while upholding confidentiality. The Hospital will not accept and/or tolerate abusive or insulting behavior from anyone taking part in or conducting grievance procedures. Any such behavior will be treated as misconduct under the disciplinary Policies of the Hospital.

The Hospital also recognizes the diverse needs of the services provided as well as that of the workforce. Hence this Policy is aimed to provide a common platform that ensures the processes implemented under this Policy does not place any employee at a disadvantage over others.

TIME LIMITATIONS

This Policy applies to grievances filed once the Policy comes into effect. No grievance shall be heard unless it has been filed under the process of lodging within thirty (30) calendar days after the act or the condition giving rise to the grievance.

GRIEVANCE COMMITTEE

The Managing Director shall appoint a four (4) member Grievance Committee within fifteen (15) days of ratification of this Policy.

In appointing members to the committee, gender representation and a cross-section of different levels of competent staff shall be considered. New members shall be appointed to the Grievance Committee once a year.

GRIEVANCE PROCEDURES

Developing and implementing a procedure for lodging and managing grievances shall compliment this Policy. The Human Resources Department shall develop such procedures in consultation with the Management and the Grievance Committee no later than thirty (30) days from the appointment of the Grievance Committee.

ROLES AND RESPONSIBILITIES

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy.

In doing so, the Committee shall adhere to the following principles

- Take grievances seriously taking on board why the employee feels aggrieved, unhappy or dissatisfied,
- Investigate the facts and surrounding circumstances, and show the employees that this has been done thoroughly and sensitively,
- Actively look for a solution that will satisfy the employee, where practical, without causing disproportionate difficulty for the organization or the Employee's colleagues,

- Provide feedback to the employee about what can, and cannot be done to resolve the grievance,
- Take necessary follow-up action

RECORDS

The Committee should ensure that the following minimal set of records is kept for matters attended by the Committee. The Human Resources department shall be the responsible unit that ensures the filing and safekeeping of the records.

- The nature of the grievance
- Written grievance statement
- Action was taken with reasons for it to be taken
- A written statement of the decisions

DECISIONS

The decisions of the Committee shall be final. However, the Grievance Procedure should include an appeals mechanism whereby a grievant can raise further dissatisfaction with a decision of the Committee. The Committee shall send to the grievant, a written statement of its decision within ten (10) days of completion of the process.

CONFIDENTIALITY

All members of the Grievance Committee and those assigned for record-keeping, as well as any staff member questioned in relation to an issue at hand, are bound by the duty of confidentiality at all times and hold in confidence, all documentation and information exchanged in the process.

School Documents & Links

[CSTU Catalog](#)

[School Policies and Procedures](#)

[Faculty Login](#)

[CSTU Emergency Preparedness Plan](#)

[School Calendar](#)

[Admission Policy](#)

[Careers Page](#)

[CSTU Public Events & Seminars](#)

[CSTU Classroom Zoom](#)

Above content can be found at www.cstu.edu

Faculty In-service Training

TEACHING METHODS AND SKILLS TRAINING

<https://docs.google.com/presentation/d/1nhj9G2k7vDRd4tfdl-6pejCYVgkkc6r/edit?usp=sharing&ouid=102351869084204143782&rtpof=true&sd=true>

CSTU LIBRARY GUIDE

[CSTU Online Library User Guide \(PDF\)](#)

[2021 Library introduction \(Recording\)](#)

CAREER CENTER TRAINING

[Expectations & Engagement – NOVAworks Job Center](#)

ACCSC TRAINING WEBINARS

<http://www.accsc.org/Events/Webinars.aspx>