



WESTCLIFF
UNIVERSITY
Educate. Inspire. Empower.

Westcliff How-To's

A guide for new students on how to access and get started with Westcliff's Technology Platforms

SIS (Student Information System)

[HOW TO ACCESS HELPFUL INFORMATION FROM YOUR SIS HOMEPAGE](#)
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GAP (Global Academic Portal)

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[HOW TO SUBMIT PAPERS \(PAs & CLAs\) ON GAP](#)
[HOW TO ACCESS AND NAVIGATE THE WESTCLIFF WRITING CENTER](#)
[HOW TO ACCESS AND NAVIGATE LIRN](#)

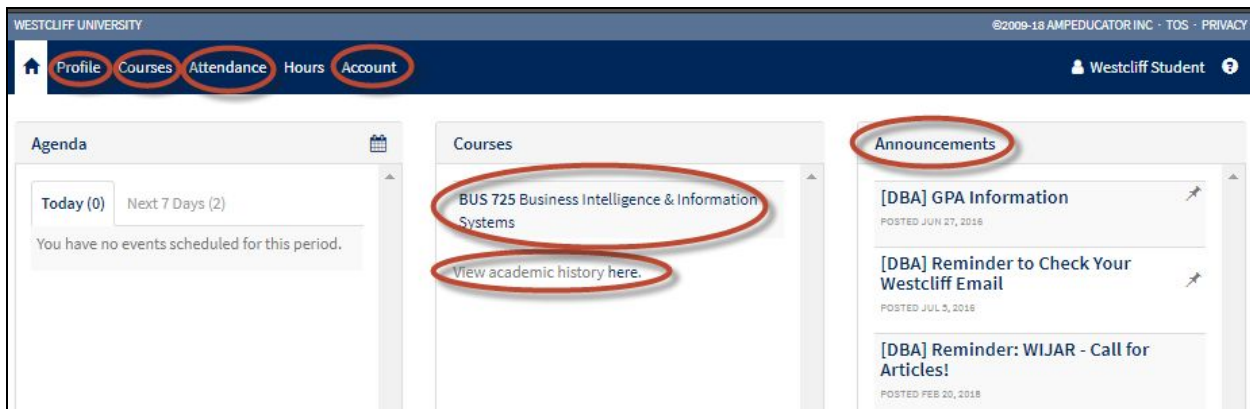
Provided by
Student Services Team

SIS (Student Information System)

sis.westcliff.edu

HOW TO ACCESS HELPFUL INFORMATION FROM YOUR SIS HOMEPAGE

1. Go to sis.westcliff.edu and log in to your account.
**Remember that your username is your student ID number (lowercase letter in front!). If you have forgotten your password, please email your Student Rep right away so that it can be reset for you.*
2. When you log into SIS you will see your program/course announcements, courses details, academic history, attendance history, account balance, and your profile. **See image below.**



HOW TO ACCESS YOUR PROFILE AND UPDATE STUDENT INFORMATION

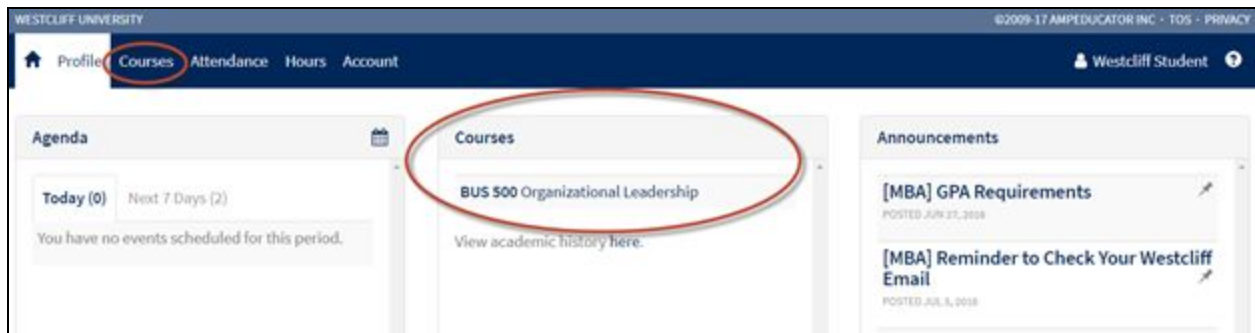
Your profile will show you your general information such as address, phone number, emergency contact, and academic history. You are able to update this information yourself!

1. From the homepage, click on "Profile".
2. Click into the field to add or change any of your personal information or emergency contacts information.
3. Click the green "Save" button at the bottom of the section you have updated.

See image on right.

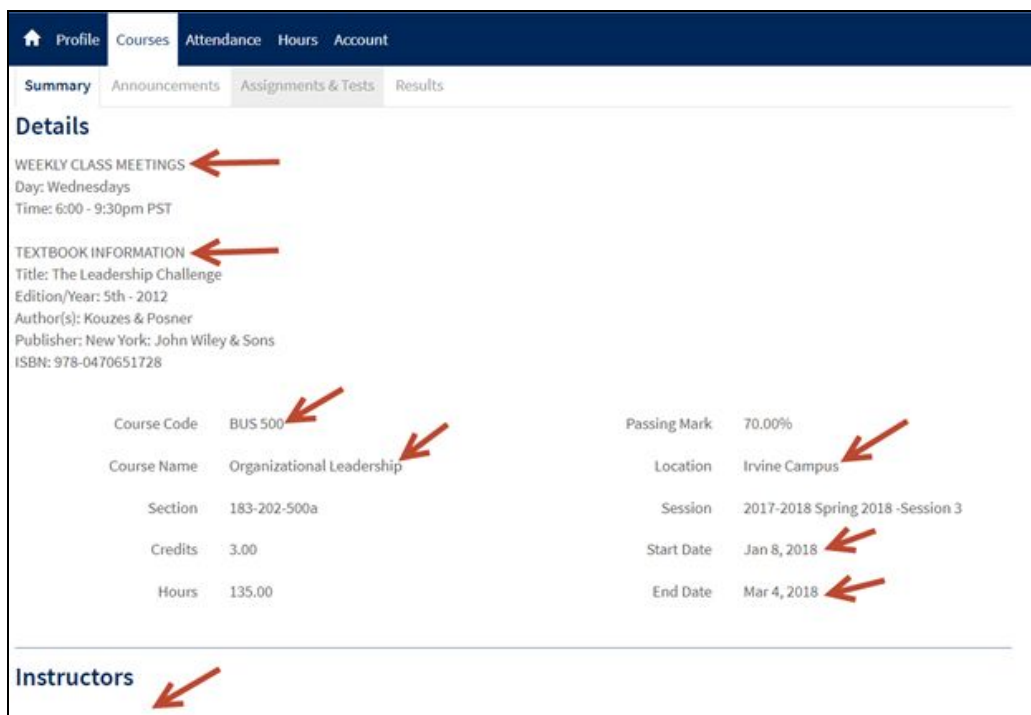
HOW TO VIEW YOUR COURSE DETAILS IN SIS

1. Log in to SIS at sis.westcliff.edu.
2. Once logged in, go to “Courses” either in the center of your homepage or from the options that run across the menu bar at the top of the webpage. **See image below.**



3. Click on the course code and name.
4. From this screen you will be able to see a summary of all of your course details* including the following:
 - a. class meeting days/time
 - b. textbook information
 - c. location
 - d. start and end date of course
 - e. professor name

See image below.



GAP (Global Academic Portal)

gap.westcliff.edu

HOW TO ACCESS HELPFUL INFORMATION FROM YOUR GAP HOMEPAGE

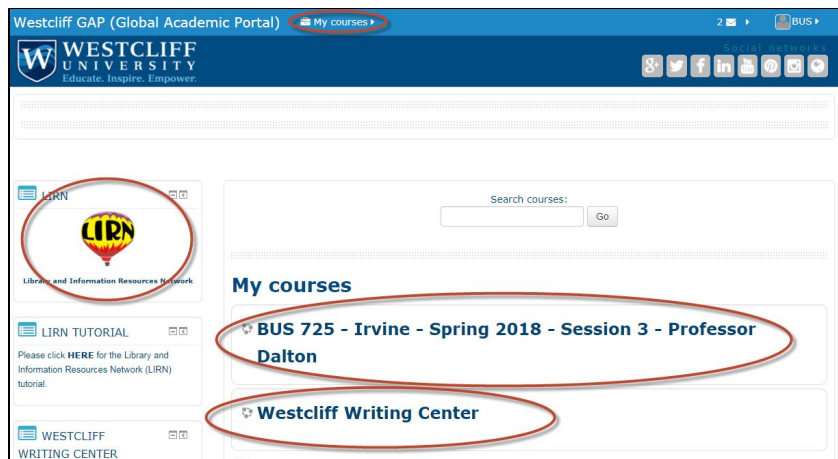
GAP houses your actual courses as well as our online library and Westcliff Writing Center. You can access all of this from your GAP homepage!

1. Go to gap.westcliff.edu, and log in to GAP using the login information provided in a Westcliff email. If you have not received this email, please contact your Student Services Representative.

2. When you have logged in you will see the course(s) you have been enrolled in.

You will also see LIRN (Westcliff's online library), and the Westcliff Writing Center. All of which can be accessed directly by clicking on the name or image.

See image on right.



HOW TO UNDERSTAND THE COURSE FORMAT IN GAP

1. You can access your course by clicking on the course title on your homepage or by going to "My courses" at the top of your screen. **See image above.**

2. Once you have clicked into your course you will see the following:
 - a. course heading - your professor contact information, day and time of class
See image on right.
 - b. items to complete prior to your course start - including viewing your syllabus and completing your pre-course survey
See image below.



Before Your Course Begins

Hello Students and Welcome!

Before you begin the course please take the time to perform the following:

1. Review the course syllabus:

BUS 725 Syllabus

2. Ensure that you have the required texts for your course. (Found in syllabus)

3. Complete the Pre-Course Survey:

Pre-Course Survey

4. Post a brief biography describing your background and business interests so that the professor can get to know you!

Pre-Course Biography Assignment

- c. a week-by-week outline of your weekly course assignments with submission links and additional helpful resources.

Note: You do not need to do anything with the links under the "Instructor Only" heading.

January 8 - January 14

Week 1

ACTIVITIES TO COMPLETE THIS WEEK:

- **Reading**
 - Chapter 1: Management Information Systems: Business Driven MIS
 - Chapter 2: Decisions and Processes: Value Driven Business
- **Discussion Board Posts**
 - Post 1 answer to each Discussion Question (DQ) by Thursday at 11:59pm
 - Post 1 peer response for each DQ by Sunday at 11:59pm
 - See *Grading Criteria for Discussion Board Participation in syllabus for Discussion Question and Peer Response expectations.*

Assignment Links:

- Week 1 Discussion Question 1
Not available unless: The activity **Pre-Course Survey** is marked complete
- Week 1 Discussion Question 2
Not available unless: The activity **Pre-Course Survey** is marked complete
- Week 1 Discussion Question 3
Not available unless: The activity **Pre-Course Survey** is marked complete

Additional Resources:

- PPT: Chapter 1
- PPT: Chapter 2

Instructor Only:

- Wk1 DQ Grade
- Wk1 LS Grade

HOW TO POST ANSWERS TO YOUR DISCUSSION QUESTIONS (DQs)

1. Log in to GAP, click into your course, and scroll down to the current week. Read the information under "Discussion Board Posts" to ensure your understanding of expectations and deadlines for posting.
2. Click on a discussion board link **See image on right.**

January 15 - January 21

Week 2

ACTIVITIES TO COMPLETE THIS WEEK:

- **Reading**
 - Chapter 3: Ebusiness: Electronic Business Value
- **Discussion Board Posts**
 - Post 1 answer to each Discussion Question (DQ) by Thursday at 11:59pm
 - Post 1 peer response for each DQ by Sunday at 11:59pm
 - See *Grading Criteria for Discussion Board Participation in syllabus for Discussion Question and Peer Response expectations.*
- **Professional Assignment (PA) 1**
 - Due by Sunday at 11:59pm PST
 - See *Grading Criteria for Professional Assignment expectations in your syllabus.*

Assignment Links:

- Wk2 DQ1
- Wk2 DQ2

3. Click on "Add new discussion topic". **See image on right.**

Westcliff GAP (Global Academic Portal) My courses 2

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Home M B B B M w2 - Discussion Question 1 Search forums

BUS 300 - Summer 2015 A - Dr. Flores

w2 - Discussion Question 1

Discussion Question 1 - (CLOs 5)

Thirty percent of the respondents in a poll suggested adding new laws to deter unethical behaviors. If ethics is more than legality, would new laws help? Defend your answer. (Refer to Ch.4)

This forum allows person to start one discussion topic.

Add a new discussion topic

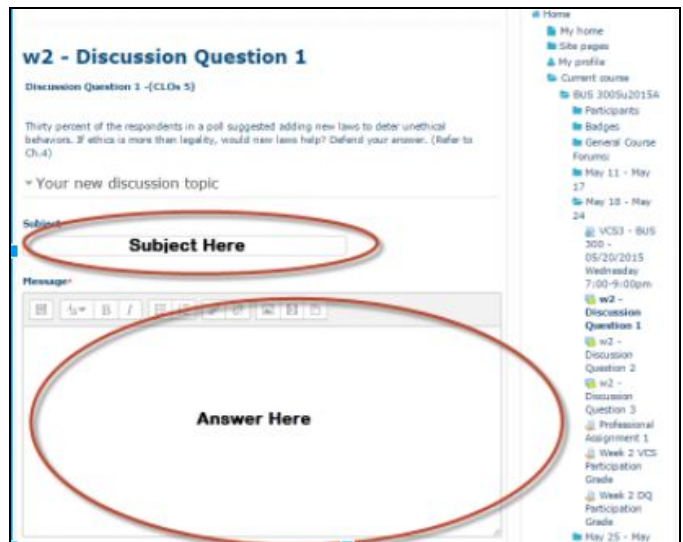
Discussion	Started by	Replies	Last post
Welcome to Week 2 Discussion Board	Jannette Flores	0	Jannette Flores Mon, May 18, 2015, 3:25 PM

NAVIGATION

- Home
- My home
- Site pages
- My profile
- Current course
 - BUS 300Su2015A
 - Participants
 - Badges
 - General Course Forums:
 - May 11 - May 17
 - May 18 - May 24
 - VCS3 - BUS 300 - 05/20/2015 Wednesday 7:00-9:00pm
 - w2 -

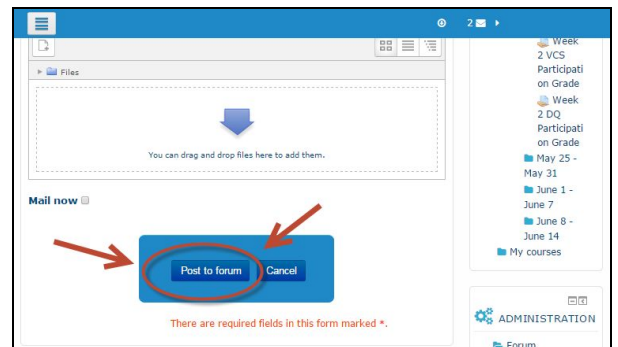
- Type the title of your discussion board answer where it says "Subject", and put your answer where it says "Message".
See image on right.

Important Note: It is recommended that you type your answer to your discussion board questions on Google Docs and then copy and paste your answer into the textbox below due to the fact that inactivity on GAP will result in you automatically being logged out and work that has not been posted will be lost.



- Click the button "Post to forum". **See image on right.**
- Repeat Steps 3-5 to post your answer to the other discussion board questions.

Important Note: You are required to write an answer for every discussion board link found under each given week.



HOW TO POST PEER RESPONSES TO YOUR DISCUSSION BOARDS

- Log in to GAP, click into your course, and scroll down to the current week. Read the information under "Discussion Board Posts" to ensure your understanding of expectations and deadlines for posting.
- Click on the discussion board link
See image on right.

January 15 - January 21

Week 2

ACTIVITIES TO COMPLETE THIS WEEK:

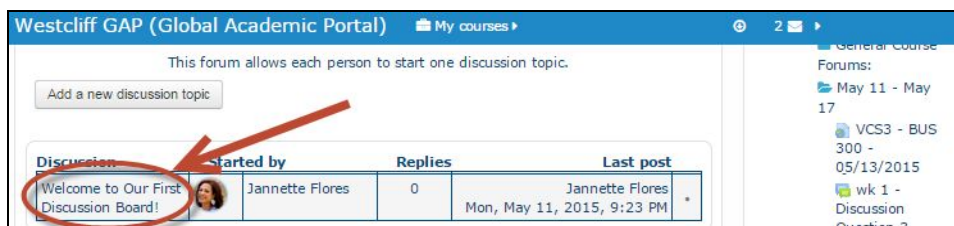
- **Reading**
 - Chapter 3: Ebusiness: Electronic Business Value
- **Discussion Board Posts**
 - Post 1 answer to each Discussion Question (DQ) by Thursday at 11:59pm
 - Post 1 peer response for each DQ by Sunday at 11:59pm
 - See *Grading Criteria for Discussion Board Participation in syllabus for Discussion Question and Peer Response expectations.*
- **Professional Assignment (PA) 1**
 - Due by Sunday at 11:59pm PST
 - See *Grading Criteria for Professional Assignment expectations in your syllabus.*

Assignment Links:

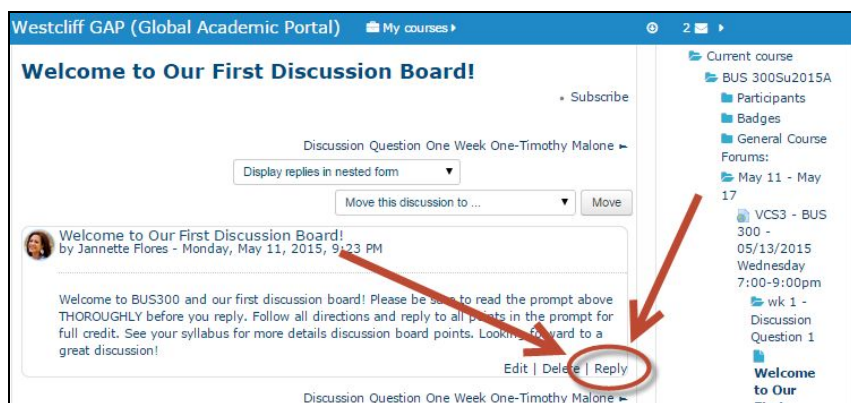
Wk2 DQ1

Wk2 DQ2

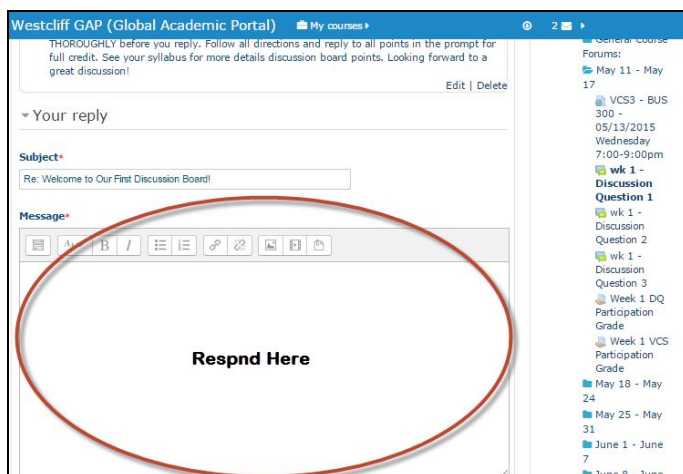
- Click on a fellow student's discussion title. **See image below.**



- Click "Reply" in the lower right hand corner of their post. **See image on right.**

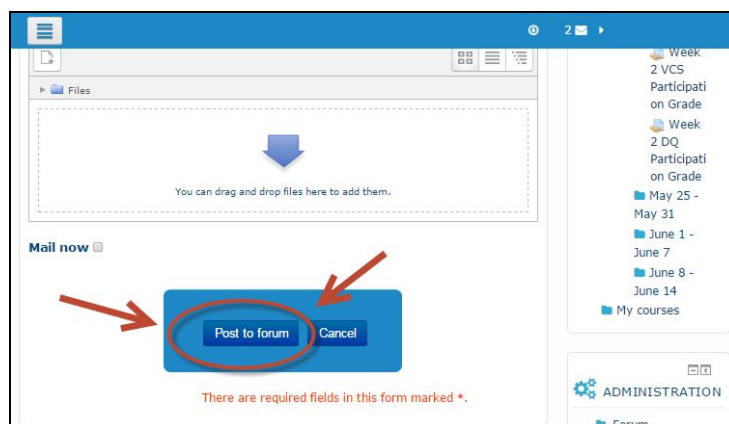


- Insert your response to your peers answer. **See image below.**



- Click on the button "Post to forum". **See image on right.**
- Repeat Steps 3-6 to respond to one peer from each of the other discussion boards.

Important Note: You are required to write a peer response for every discussion board link found under each given week.



HOW TO SUBMIT PAPERS (PAs & CLAs) ON GAP

1. Log in to GAP, click into your course, and scroll down to the current week. Read the information under “Professional Assignment (PA) 1 or Comprehensive Learning Assessment (CLA) 1” to ensure your understanding of expectations and deadlines for posting. Note: You will need to complete the Mid-Course Evaluation to be able to open the CLA assignment link. Then click on the PA or CLA Turnitin assignment link. **See image on right.**

Week 4

ACTIVITIES TO COMPLETE THIS WEEK:

- Reading
 - Chapter 5: Infrastructures: Sustainable Technologies
- Discussion Board Posts
 - Post 1 answer to each Discussion Question (DQ) by Thursday at 11:59pm
 - Post 1 peer response for each DQ by Sunday at 11:59pm
 - See *Grading Criteria for Discussion Board Participation in syllabus for Discussion Question and Peer Response expectations.*
- CLA 1 Comprehensive Learning Assessment I**
 - Due by Sunday at 11:59pm PST
 - See *Grading Criteria for Comprehensive Learning Assessment expectations in your syllabus.*
- Mid-Course Evaluation
 - Complete this evaluation right away in order to have access to your other assignment submission links for this week.

Assignment Links:

- Wk4 DQ1
- Wk4 DQ2
- CLA1 Turnitin

Not available unless: The activity **Mid-Course Evaluation** is marked complete

2. When you click on the Turnitin paper link you will see the assignment prompt, the due date, and an icon to submit your paper next to your name. **See image on right.**

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
PA1 Turnitin (Part 1)	15 Jan 2018 - 00:00	21 Jan 2018 - 23:59	24 Jan 2018 - 23:59	100

Summary:

Professional Assignment 1 - CLO 1, 2

Team Assignment (PA1 and PA2 will be used)

Using your textbook, LIRN-based research, and the Internet, develop an APA paper (individual paper per each student) that identifies:

- how business driven MIS, value driven business, E-business, and information security relate to each other.
- Please provide examples of companies when possible and ensure that you justify your response.
- Each student will do **ONLY ONE ASPECT OF ITEMS 1 and 2 listed above**; team members will determine who does which part. Your professor will provide more direction.

Please keep in mind that the content of your PA1 paper will be used in a PowerPoint presentation at the beginning of week 7. During week 5 and 6, you will be working in teams to determine each team members role, and progress made towards a PA1-PA2 PowerPoint presentation.

*Please refer to the *Grading Criteria for Professional Assignments* on page 20 of the syllabus for specific guidelines and expectations.

Student	Submission Title	Paper ID	Submitted	Similarity	Grade	
Student, BUS	--	--	--	--	--	Submit Paper

3. When you are ready to submit your paper click on the submission link mentioned above. On the next screen, give your submission a title using the following format: last name_student ID_course code_assignment type
Ex. Wong_B170000_BUS725_PA1
Click the paper upload icon to upload your paper from your computer. Then click “Add Submission” at the bottom of the screen. **See image on right.**

BUS 725 - Irvine - Spring 2018 - Session 3 - Professor Dalton

+ Submit Paper

Submission Type: File Upload

Submission Title: [input field]

File to Submit: [input field]

You can drag and drop files here to add them.

There are required fields in this form marked *

Add Submission

4. Once you have submitted your paper you will see a screen of a digital receipt showing that you have successfully uploaded your paper through Turnitin. **See image on right.**

Your submission has successfully been uploaded to Turnitin.

Digital receipt

Turnitin submission id: 919112377

Submission extract:

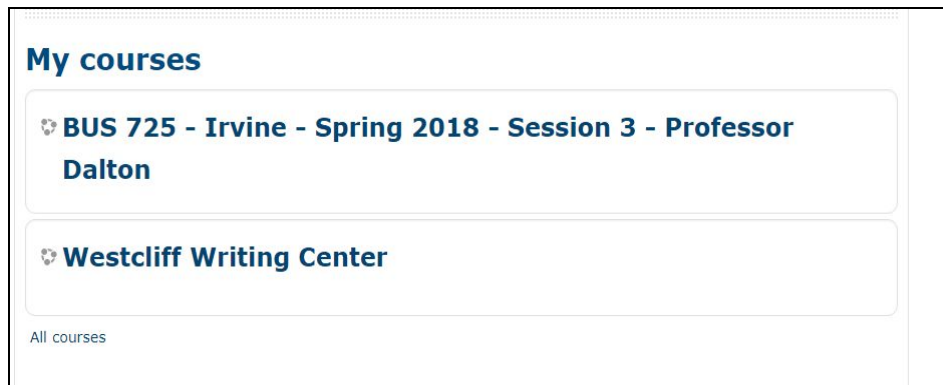
Solow Growth Model Dominic Enriquez Bus 505 Managerial Economics Professor Khshadourian Solow Growth Model “The Solow Model (Brief, no math)” discusses the model created by Robert Solow. Solow was granted the Nobel Prize in Economics in the late 1980s. The Solow Model is a neoclassical model for growth. This growth model had different vantages of capital. This is what made the Solow Growth Model very appealing. In the Solow model GDP is measured through capital, labor, and knowledge (ideas). Growth in Solow’s model comes in one of two ways catch up growth or cutting edge growth. Catch up growth can be described as the growth of emerging or emerging countries like that of Germany and Japan after World War II. Comparing the economies of Japan and Germany to that of the United States or Canada, the economies of Germany and Japan were growing at a faster rate than that of larger more developed countries. This is due to the fact that these developing countries will need to increase their labor and investment of capital in order to create the necessary economic infrastructure to make the country prosperous again. However, the Solow Model brings into consideration a Diminishing Marginal Return of Capital which can slow growth (Cowan, T, 2012). In an emerging economy, the investment of capital and labor can cause expansionary growth but as growth continues depreciation increases and outweighs investments. This will cause a decrease in the marginal return of capital and will slow growth till the economy reaches a point of steady state. Solow had a heavy belief in convergence, meaning that at some point all countries would meet at a point where their economies would be equal in comparison caused by the steady state principle. However, as can be seen in the current world economy, some countries cannot achieve the same economic standards as that of the growing institutions due diminishing marginal return of capital, decrease in innovation, decrease in labor or the limitations of resources (The Solow Model, 2017). “Prosperity without growth” questions the need for continual growth by countries. Tim Jackson believes that by all countries being lead by growth would cause a decline do to the restrictions of the ability of resources and declining ecological change. Jackson pleads that for the future of the planet that all parties must start turning their focus from an individual sense of growth to a social or communal sense of growth. One that focuses on new modes of growth not relying on the limited natural resources. The ways to make a difference is to focus on curiosity for new developments, rage to fight against the current standards or ways of thinking, and to hope for a better future. I think that both videos play an important factor in the future. I do think there is a limit to growth. As developing nations continue to emerge, they will have limits to their ability to continue on the same path to growth based on the limits of their resources such as physical capital, physical labor, or innovation. However the economy

5. When you close the digital receipt, you will be taken back to the paper submission screen. Within a few moments, you will be able to view the similarity percentage, and once the paper has been reviewed by your professor, you can view the grade here as well. **See image below.**

PA1	904732605	01/20/18, 15:07	10%	99/100
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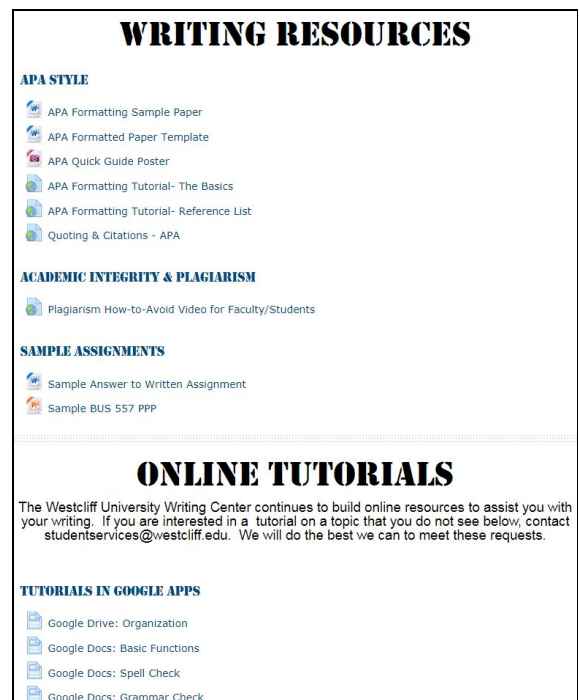
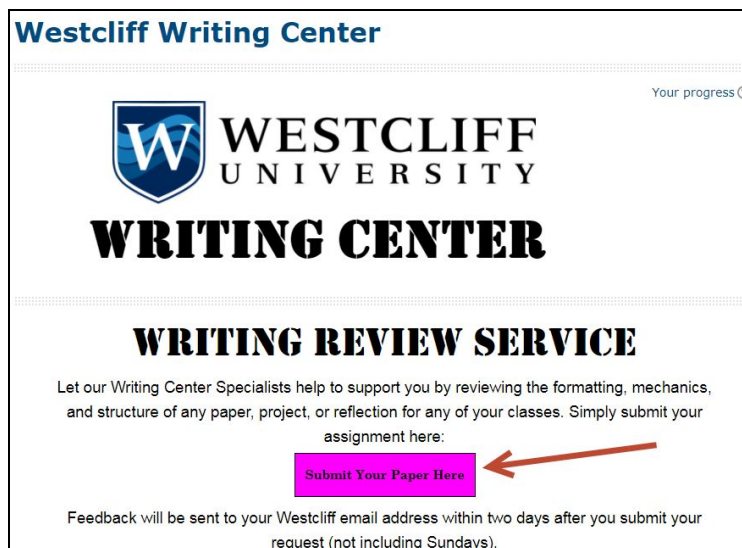
HOW TO ACCESS AND NAVIGATE THE WESTCLIFF WRITING CENTER

1. From your homepage, under “My courses”, click “Westcliff Writing Center”. Note that this is not a course, but a resource center for you to access whenever you need. **See image below.**



2. When you click on the Westcliff Writing Center you will find the following:

- a. Paper Review Service - where you can submit your papers to be reviewed before you submit it through your course to be graded. Note: It does take two days for the feedback to get back to you. **See image below and to the left.**
- b. Writing resources, online tutorials and more. **See image below and to the right.**



Note: You will also find more resources in the Westcliff Writing Center including APA format guidelines and samples, previously recorded workshops, and sample papers.

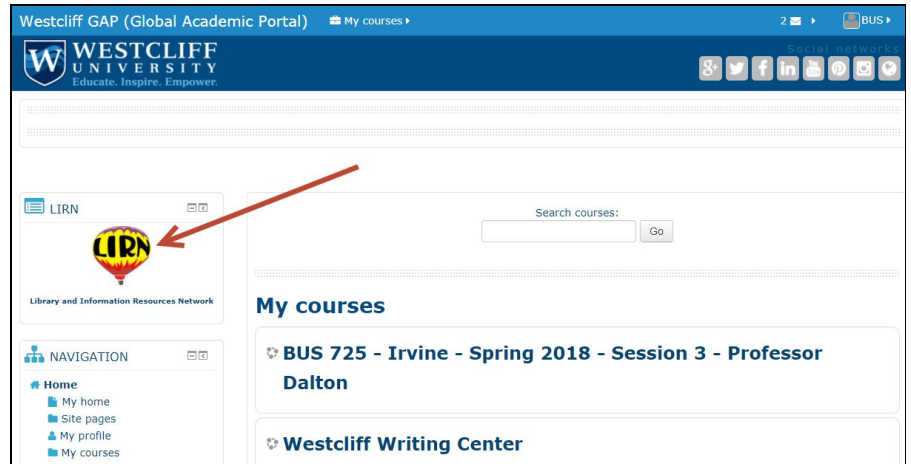
HOW TO ACCESS AND NAVIGATE LIRN

Westcliff University has an online library called LIRN (Library Information Resources Network) that can help you with all of your academic research needs.

Accessing LIRN

1. From your GAP homepage, locate the image of the yellow hot air balloon in the left hand margin of your screen to access LIRN.

See image on right.



Navigating LIRN

1. Go to your GAP homepage and access the Westcliff Writing Center.
2. Scroll down to the section on “Conducting Academic Research”.
3. Click on any of the tutorials or resources listed to help you get started with navigating LIRN.

See image on right.

