Introduction to ECE 2031: Digital Design Laboratory
Undergraduate TAs (UTAs, LTA)

- Immediate, one-on-one help here in lab with general technical questions and problems.
- Get to know them, because they are your most accessible resource!

- Artist’s depiction of TAs introducing themselves:
Lab Availability

- During **scheduled lab sections**, students enrolled in that section take precedence, but students from other sections **may use available stations**.
  - EXCEPT during the quiz (X:05-X:20) or practical exercises, during which only students in that section are allowed in the lab.

- During **open hours**, any 2031 student may use the lab on a first-come, first-served basis.

- Students are not permitted in the lab at other times.
Beginning of Each Lab

- The first 15 minutes of lab (X:05-X:20) are used for collecting assignments that are due, taking the pre-lab quiz, and getting pre-lab check-offs. Make sure you arrive on time!

- When you come in:
  1. Choose a station and get out your completed pre-lab work and any assignments that are due
  2. At X:05, turn in assignments to me and pick up a pre-lab quiz
  3. While working on the quiz, put up the yellow cup to get your pre-lab work checked off

- If your pre-lab check-offs are not complete by X:20, half of those points will be counted off your grade for the lab results.
Turning in Work

- Quizzes must be completed during the first 15 minutes of lab. Quizzes will not be accepted after X:20.
- Lab results must be turned in before taking the quiz to receive full credit.
- Lab result may be turned in late (i.e. after the quiz) within the first hour of lab, with a 10% penalty. After the first hour, results will not be accepted.
- If you have an anticipated absence, arrange with me to turn in your assignments early.
- If you have an unanticipated absence with a valid excuse, contact me as soon as you are able.
Check-offs

- Each lab has a check-off sheet specifying what needs to be verified by a TA. It is in the back of the manual.

- Check-offs can be done at any time before you turn in the results, by any TA, in any section (including open hours).
  - If prelab check-offs are not completed before X:20 of your section, they will be late, but they must still be done.
  - Non-prelab check-offs have no time constraints.

- TAs sometimes make mistakes; students are responsible for making sure the results they turn in are correct.
  - If you’re not sure if something is correct, ask questions.
Weekly Lab Results

When handing in Lab Results, order materials as follows:

1. Check-off sheet for particular lab (in the lab manual)
2. Completed and signed evaluation sheet (from UPCP website)
3. Results (in the order given in the lab manual and UPCP site)

This is so that I can quickly see that you have included everything as you turn it in.

Remember: check-off sheet, evaluation sheet, results.
Formatting Results and Reports

- Formatting is not arbitrary—we follow IEEE guidelines.

- Refer to the UPCP website for formatting rules and examples of properly labeled figures and tables.

- Pay attention to
  - Capital letters
  - Bolded words
  - Periods
  - Label position

Figure 1. Internal gate layout of 74L04 quad nand chip.
Academic Misconduct

- We adhere to the Office of Student Integrity guidelines. All violations of the Student Conduct Code will be reported. http://www.osi.gatech.edu

- **Group collaboration** is only permissible on assignments that are specifically designated as group projects.

- Students are expected to work individually on all other assignments to ensure that they are learning the material.
Help In Lab

- For questions and check-offs, place the proper cup on top of your oscilloscope:
  - Yellow cup = check-offs
  - Red cup = questions
- A TA will come to you as soon as possible to answer questions or give you a check-off.
- If you’ve lost something (flash drive, etc.), come to the lab and any TA can check the lost & found.
Help Outside of Lab

- For **technical questions**, post to Piazza. You can also email your LTA or Kevin Johnson if necessary.

- For questions on **non-exam grades** or **assignments**, email or come see me (your GTA).

- All of us (Dr. Collins, Kevin Johnson, and all GTAs) are available by email, during office hours, or by appointment. Don’t hesitate to contact us!
Bulk communications

- We send announcements to the entire class through **Piazza**. Make sure you register and add ECE2031!
  - T-Square is only used for section-specific announcements.

- There are already some notes there, so check the history when you sign up.

- Everything we send is important to your success in this class. We don’t spam you. Read everything!
Online Resources

- ECE 2031 Course Website
  http://powersof2.com/

- UPCP website
  http://upcp.ece.gatech.edu

- Piazza
  (get link from powersof2.com)
Questions?