



**From:** Pino Trogu trogu@sfsu.edu  
**Subject:** Welcome to DES 523 -- Trogu -- Fall 2023  
**Date:** August 21, 2023 at 1:52 AM  
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Dear DES 523-01 students,

Welcome to Information Design I: Data Visualization for Fall 2023!

The Canvas page is now visible: <https://sfsu.instructure.com/courses/28253>

Please read this email in its entirety as it contains important information about **software** and classroom policy items such as **cellphones**, **eating & drinking**, and **windows**. The policy items will be found also in the syllabus.

Thanks!

Pino

### Software

In the first class we will work on the first assignment right away. Please have all the software installed on your laptop prior to coming to class. I will send a separate email with instructions for **Tableau**.

#### BBEEdit (Mac)

- Install the *text-only editor* [BBEdit](#) — all the demos use this particular program so it will be easier to match demos with your work.

<https://www.barebones.com/products/bbedit/download.html>

#### Notepad++ (PC)

<https://notepad-plus-plus.org/downloads/>

#### Excel (MS Office)

- Install [Excel](#), it's free from the university and part of the full Microsoft Office 365 suite:

<https://its.sfsu.edu/service/office365students>

*Note; work in Google Sheets will not be accepted, you must install Microsoft Excel!*

#### R

- Download and install R (R Project: <https://www.r-project.org> — direct links below):

From one of the servers: <https://cran.r-project.org/mirrors.html>

For example Iowa State University: <https://mirror.las.iastate.edu/CRAN/>

The R website is very old school — just make sure you download the correct version for your system, Mac or PC.

Once on the mirror site, download the latest version for Mac. Check you OS for compatibility but the two versions below (Mac or PC) should work.

<https://cran.r-project.org/bin/macosx/>

Latest release: [R-4.3.1-arm64.pkg](#) (Please note that this version only works on M1 Macs)

For Intel-based mac: [R-4.3.1-x86\\_64.pkg](#) (I have this version)

Or the latest version for Windows: <https://cran.r-project.org/bin/windows/>  
Click on [base](#), then click on: [Download R-4.3.1 for Windows](#)

## RStudio

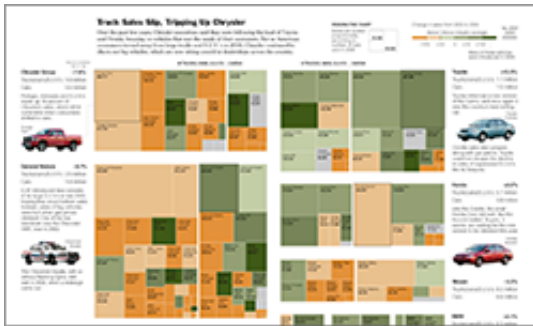
After installing R (RStudio will remind you) download and install also [RStudio](#), which is a graphic interface that runs on top of R. Download the free RStudio Desktop version:  
<https://posit.co/download/rstudio-desktop/>

To test, after you have installed both R and RStudio, start *only* RStudio (R itself will not be visible).

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## Videos

I have many video tutorials on youtube but hopefully these won't be needed much as the class is in-person, even if just once a week. The step-by-step PDFs might include video links as additional aids. The video below is a general intro to the class.



[Introduction \(first 30 minutes\)](#)

## Archived work

A place to see past student work from the class is this blog:  
<http://523informationdesign.blogspot.com/>

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Please note the three important classroom policy items below, which will also be in the syllabus.

## No Cellphone Use in Class

Cellphone use is not permitted in the classroom during the in-person class sessions on Tuesdays. At the start of class or upon arrival if late, you are to place your phone in your assigned space in the provided cabinet next to the desks.

Please login to Canvas prior to the start of class if you are using the DUO authentication app. I recommend you also get a "token" as an alternative authentication method. You can request one here:  
<https://its.sfsu.edu/service/twofactorauthentication2fa>

This is great because you don't need your phone and it will also work if you are traveling abroad with no access to your cellphone number.

During class, you can use your phone only during break, but only outside the classroom, during the regular 15-minute break which is typically from 10:15 to 10:30 AM. If you need to consult online class materials during the regular class time, use your laptop instead or a tablet if you have one. However other, non-course related activities such as texting, internet surfing, and other social media personal activities are also not permitted on the laptop or other electronic devices. Improper phone or laptop usage during the class time as described above will affect your attendance grade as follows: I will subtract 1 point from the attendance category for each instance of phone usage and/or laptop usage not directly related to classroom work.

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**No eating or drinking in class (water ok)**

No food or drinks of any kind, besides water, are to be consumed in the classroom. If anyone eats or drinks during class, they will be asked to leave the classroom. Please be respectful of your fellow students and the teacher to ensure that we keep a clean and welcoming environment. As with the phone policy, I will subtract 1 point from the attendance category for each instance of eating or drinking in class as described above.

**Windows & sweaters**

Please bring an extra sweater or other warm clothing that will keep you warm during class. Masks are only recommended and not required at the time of this writing, but to minimize the risk of covid transmission I will keep the windows open for the duration of the class. Please plan accordingly. I will still be wearing a mask, however as I use a wireless mic and speakers, this will not affect my ability to communicate clearly with the class at all times.

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