CIW Submission Rules

When submitting a CIW Lesson, use the following rules:

1. Create a folder in the DocPac directory where that assignment is found whose name is “CIW”
   1. Make sure the capitalization is correct, so that all student projects are in the same folder.
2. Inside of the “CIW” folder, create a new folder whose name is your first name and last name with no spaces or hyphens.
   1. For example, if your name is “John Jacob Jingleheimer-Schmidt”, make a folder called “JohnJingleheimerSchmidt”
3. Complete each of the following:
   1. Read every page, completing any knowledge checks, labs, or exercises on each page.
   2. Complete each of the Flash Cards and test your memorization
   3. Complete any Quizzes, scoring an 80% or above on each
   4. Complete any Exercises, scoring 80% or above on each
   5. Download and complete all labs, including optional labs
4. When completing labs:
   1. Download the lab
   2. Unzip the lab file
   3. Go into the lab folder in the zip file and copy the *contents* of the folder to your folder with your name in the DocPac CIW folder for this week.
   4. All lab “.htm” files should be in a single folder to be quickly graded.
   5. Complete the lab as instructed, and **test thoroughly**.
5. When finished:
   1. Double check your Lessons page.
      1. The Read, Cards, Quiz, and Exercise bars should all be green.
   2. Double check your changed files.
      1. Make sure they are all in the correct folders!
   3. Commit your work, push to your repo, then start a Pull Request from your Repo to the class Repo.
6. **Double check your pull request!**
   1. Go to your pull request and check the files changed and the number of lines of code added/removed.

# Grading Process

When the instructor grades your assignment, the following steps will be taken:

1. The instructor opens the CIW folder in this week’s DocPac
2. The instructor opens each student’s folder
3. The instructor opens each lab file and checks for completion, functionality, and code.

Failure to follow these submission rules, or taking steps which interfere with the grading process, will result in a reduced grade.