

## ▼ Downloading and Submitting Assignments

This document serves as a go-to in the event you are having trouble downloading and opening your iPython notebook files online and/or submitting your work to Canvas.

### Downloading and Working in Google Colab

To get the file from Canvas up and running in Google Colab, check out this [video](#) we made to help you.

On Canvas under *Files>reference>getting\_started* there are quick guides on how to use functions in iPython notebooks as well as Google Colab.

## ▼ Submitting Assignments

When submitting assignments, there are set rules we have in place in addition to a few considerations depending on the assignment that you are working on.

### Required Submission Instructions

For every assignment, you must submit the:

- `.ipynb` file you worked in/edited
- `.pdf` version of the file

To submit your file as a PDF, you have to be a bit savvy since there is no easy way on the Google Colab menus.

1. With your file open on Google Colab, go to *File>Print*. **You must have pop-ups allowed** so that the print prompt appears. On Google Chrome, this option should already be allowed, but for Safari, you will have to navigate to *Safari>Preferences>Websites* and choose *Pop-Up Windows* on the left-hand side (macOS Catalina).
2. Depending on your computer, you will get a different printing prompt. You should be able to save the notebook as a PDF. For Mac-users, select the dropdown menu on the bottom left of the window and choose *Save as PDF*. For PC-users... I don't know yet.
3. Now choose the location you would like to save your PDF document to.

## Additional Submission Instructions

For a few of the homeworks, you will be required to use charts, tables, and figures to answer some of the questions. You **have** to include your work on these with your required submission materials. There are a few options, which are organized according to preference:

1. **Working in PowerPoint:** Everyone should have access to Microsoft PowerPoint either through purchasing the software from the [UT Computer Store](#) or by connecting to a [virtual desktop through the CAEE department](#) (you should have access to virtual desktops if you are in another UT department as well). We have provided psychrometric charts (Canvas) and tables (UT box) for you to use that you can download, insert into PowerPoint, and annotate to your heart's content. When you are done, you can simply upload your .ppt or .pptx file in addition to the two other required submissions. You can (but are not required to) also take a screenshot of the PowerPoint slide you are working on and insert it directly into the iPython notebook file on Google Colab if you want everything in one location.
2. **Working by Hand:** Some of you might opt to work the chart/figure problems by hand. Doing so is fine if you have access to paper copies or a printer, however we will **not** accept .jpeg, .jpg, .gif, or any other picture file formats when you try to submit your work. Instead, you can use built-in functionality on your smartphone or download an app to scan documents in as PDFs. For instance, newer iPhone models (7 and up) should allow you to scan a document in on Notes which you can then email to yourself.
3. **Other:** Some of you might be using iPads or Surfaces to take notes/complete your work and have access to apps like Notability or OneNote that allow you to import and image and mark it up. Again, doing so is fine so long as you are able to insert the image back into Google Colab or upload as a PDF alongside your other two required submissions.

Naturally, if you have any questions, you can contact the TAs.

## ▼ Submitting

Now that you have all your documents in PDF and iPython notebook formats, you can go onto Canvas and submit your documents to the corresponding assignment. For those of you who have never done this, you can submit multiple documents as many times as you like before the deadline.

Start by navigating to the assignment, and clicking "Submit Assignment" at the top right.

### Homework 0

[Submit Assignment](#)

Due Sep 8 by 11:59pm    Points 100    Submitting a file upload    Available after Aug 20 at 12am

#### Homework 0

The purpose of this homework is to help you familiarize yourself with Python and how to use iPython notebooks - a tool we will be using throughout the semester. You have a few weeks to complete the assignment so please **start early** since many of the topics explored on this homework are new material to many of you.

The assignment can be downloaded from UT box: [HWO\\_BES&HVAC\\_Design\\_F20.ipynb](#)

(note that the \*.ipynb file types can only be edited within Jupyter notebook editors, such as Google Colab)

Python is a very popular programming language and many resources exist online that should help you. In addition, we have developed our own resource that should help step you through the problems on this homework set: [0.5-getting-Started-with-Python-SamplesIncluded.ipynb](#)

As a reminder, instructions on how to load up the iPython notebook in Google Colab can be found

[here](#)



After you have clicked this, a dialog box will open at the bottom of the page where you can:

- choose file to upload
- add another file to upload
- leave any [nice] comments to the graders
- cancel
- submit the assignment with the attached documents

File Upload

BoxBox

Upload a file, or choose a file you've already uploaded.

File: 

Choose File

no file selected

+ Add Another File

Comments...

Cancel

Submit Assignment

Choose the files you would like to upload and click "Submit Assignment"

File Upload

BoxBox

Upload a file, or choose a file you've already uploaded.

File: 

Choose File

HW0\_BES&HVAC...n\_F20.ipynb✕

Choose File

drawings.pptx✕

+ Add Another File

Comments...

Cancel

Submit Assignment

Once you have done this, you will get an alert at the top right of the screen saying whether or not you have successfully submitted your documents, the time you submitted them, and the files (which you can click on to download) that you submitted.

You might also note that you can click the "Re-submit Assignment" option just to the left of this note in case you accidentally submitted the wrong files or had an epiphany on how to solve a problem that was giving you trouble.

## Homework 0

[Re-submit Assignment](#)

### Submission

✓ **Submitted!**

Aug 27 at 11:45am

[Submission Details](#)

[Download](#)

[HW0\\_BES&HVAC\\_Design\\_F20.ipynb](#)

[Download drawings.pptx](#)

Comments:

No Comments

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