ESE-38x

Pre-lab Assignment Submission Procedure

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Introduction

Several electronic assignment submissions will be required for most ESE-38x laboratories. A first, which is fully discussed in this document, is related to pre-lab assignment submissions. All the pre-lab items required for an experiment must be submitted using BlackBoard. The idea behind pre-lab submissions is that you will have these items prepared for use **at the start of each respective lab session**.

A second electronic submission, which is required for each lab experiment, involves electronically submitting your full theory section, along with your experiment cover sheet. This 2nd submission is briefly discussed at the end of this document, and is submitted in like fashion to your pre-lab submission, but at the end of ESE-38x lab sessions, before leaving the room, using the *Post-Lab Submission (assignment)*.

Timing Is CRITICAL!

All the pre-lab items required for an experiment must be submitted using BlackBoard. Importantly, your pre-lab materials must have a submission time stamp of 9:00 PM, OR EARLIER, on the day BEFORE your lab session. Please see the examples provided below.

Example #1:
Assume Lab Section 1 is scheduled for Wednesday 8:55 AM – 11:55 PM. Then the deadline for submitting any and all pre-lab materials is 9 PM on Tuesday night – the night before the lab session.

So, if a student pre-lab submission arrives at 8:59 PM, on Tuesday night, it is a valid pre-lab submission and will be graded. If however, the student pre-lab submission arrives at 9:01 PM on Tuesday – literally ONE minute late, the late submission receives NO credit. Ouch!

Example #2 :
Assume a Lab Section is scheduled for Wednesday 2:25 – 5:25 PM… Then the deadline is still 9 PM on Tuesday night. So, if a student pre-lab submission arrives at exactly 9 PM Tuesday night, the submission is (barely) on time, and will be graded. However, if a pre-lab submission arrives at 9:02 PM on Tuesday night, the submission is late, and No credit is earned.

THERE WILL BE NO FLEXIBILITY WITH THIS REQUIREMENT!
THIS IS A <u>HARD</u> DEADLINE…

BlackBoard System Outages

As computer system outages are not unheard of, and things tend to fail in direct proportion to your level of desperation, it is strongly recommended NOT to wait for the last few minutes before your deadline to submit your pre-lab materials.

Students are certainly welcome to submit items several days before their deadline – and are encouraged to do so if at all possible. You can NOT blame BlackBoard for missing a submission deadline.

Converting Documents For Submission:

Once completed, all ESE38x pre-lab assignment items must be converted to, and submitted as a .pdf format ***binder*** document. No other format is acceptable. Files such as schematic and listing files, must be submitted in a "binder" .pdf document.

Therefore, once a design group (two individuals maximum) has a unique and individual set of prelab items ready for submission, the items must be converted (typically printed) to .pdf files and "bound" into a single .pdf file.

There are a number of FREE pdf-writers available, including CutePDF, PrimoPDF, PDF4Free, as well as others. However, most of the free pdf-writers do NOT support the binding of files. See next section for information on 'binding' utilities.

Binding Documents For Submission:

There are several FREE binding utilities available that will take a number of .pdf files and perform a 'binding operation' to yield a single (combined) .pdf document.

One available free and open source PDF binding utility that has been used by previous ESE380 students is the PDFSAM® utility. The latest versions of PDFSAM – which stands for PDF Separate & Merge - include a very nice GUI, and was quite easy to set up and use. Once loaded and started, click *Merge/Extract* under the *Plugins* folder.

PDFSAM can be downloaded for free at ***http://www.pdfsam.org/?page_id=32.*** Alternately use ***http://www.pdfsam.org*** .

NOTE: You must have an UP-TO-DATE version of the Java Run-time Environment (a.k.a, JRE). Without it, the PDFSAM utility will not start properly.

So, to be clear, it is important to understand that all 'multi-document' pre-lab submissions are REQUIRED to be ***bound*** into a single .PDF document for submission. For example, if a pre-lab assignment requires a schematic, and two (2) program listing files be submitted, all three must be contained in an appropriately named binder file. Schematics should always be placed first in the bound file.

See below for page orientation, cover sheet, filename format requirements.

Binding Orientation – MUST BE PORTRAIT

When creating PDF files and your binder file, all documents must be printable in PORTRAIT format. Accordingly, items such as your schematic, which are typically printed in "landscape" orientation (*in order to fill the page*), must be rotated 90 degrees. That is, to print with the printer set to PORTRAIT format, the schematic must be turned on its side, with the top of the schematic page aligned with the long binder side/location of the page.

It is strongly recommended that you test the binder document for proper page orientation by printing a local copy and verifying all pages make full use of the available page real estate.

Cover Sheet Required For All Submissions:

A cover sheet must also be submitted with each pre-lab binder. The cover sheet must include:

   a) the last names and USB ID#s of the student(s) making the submission;
   b) the experiment number;
   c) your section number
   d) your assigned bench number;
   e) and any other useful and or helpful information.

When submitting 'bound' pre-lab documents required for an experiment, the binding order must be as follows:

a) Cover page: The cover page must include the items indicated in the above paragraph;
b) Your schematic drawing sheet(s) – *Rotated so as to fill the portrait page*;
c) Your source listing file(s) – NOT your .ASM source files; and
d) Any other required/called for items.

Required Binder Filenames For Submission:

Items that are electronically bound together and submitted for pre-lab must use a required filenaming convention. The name of the .pdf binder file must include and identify the lab number, section number, and the LAST names of the individual(s) making the submission. The general format and several specific examples are provided below.

   Please DO NOT use underscores (_) when forming the filename…Dashes (-) are best.

General Format:

   Lab<#> - Sec<#> - <LastName#1> - <LastName#2>

Examples of valid binder filenames:

   Lab1-Sec3-Adams-Jefferson.pdf
   Lab5-Sec3-King-Clapton.pdf
   Lab02-Sec05-Bench01-Chandler-Stoudemire.pdf

Procedure for Submitting Documents:

1. Login to the BlackBoard system… Read Step 2 (below) very carefully!

2. Once logged in…
    select the ESE380 course link **<u>FOR YOUR LABORATORY SECTION</u>**.

    (Do NOT select the master or main course link that you normally do!)

3. Next, if the **Assignments** folder is not selected, click on *Assignments* on the left in the Course Options Box...
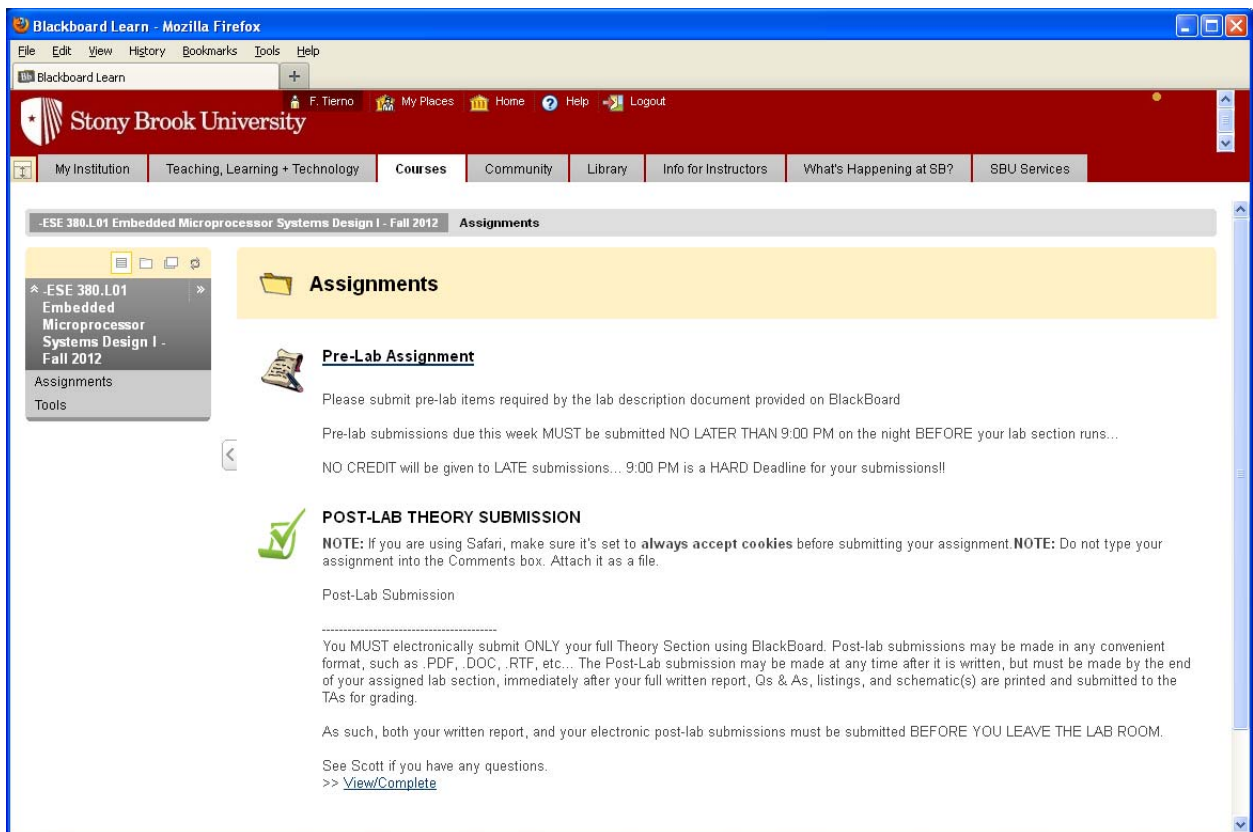
4. Next, under the Assignment folder, click the ***Pre-Lab Assignment*** title, just under the **Assignments** heading.

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NOTE: If the "**Review Submission History**" page comes up, just click the **Start New Submission** button…

5. On the **Upload Assignment** page (as shown below), scroll down and locate the **BROWSE MY COMPUTER** button…

6. Click the **BROWSE MY COMPUTER** button, and the **File Upload** popup box should appear…

7. Browse to and attach your prelab PDF-BINDER file that is to be submitted for a respective (current) pre-lab assignment.
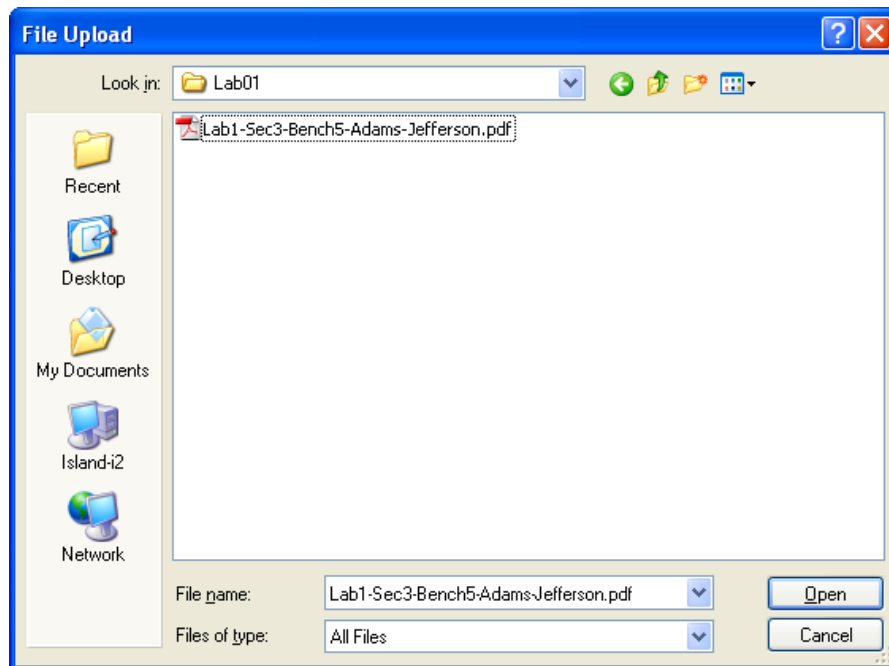
Then click on the **OPEN** button, which functions as an *OK* button.

8. **NEXT…YOU MUST CLICK ON THE SUBMIT BUTTON TO ACTUALLY SUBMIT YOUR PRELAB MATERIALS…**

9. Verify that you receive the **red confirmation banner** , which is shown at the top of the box provided below…
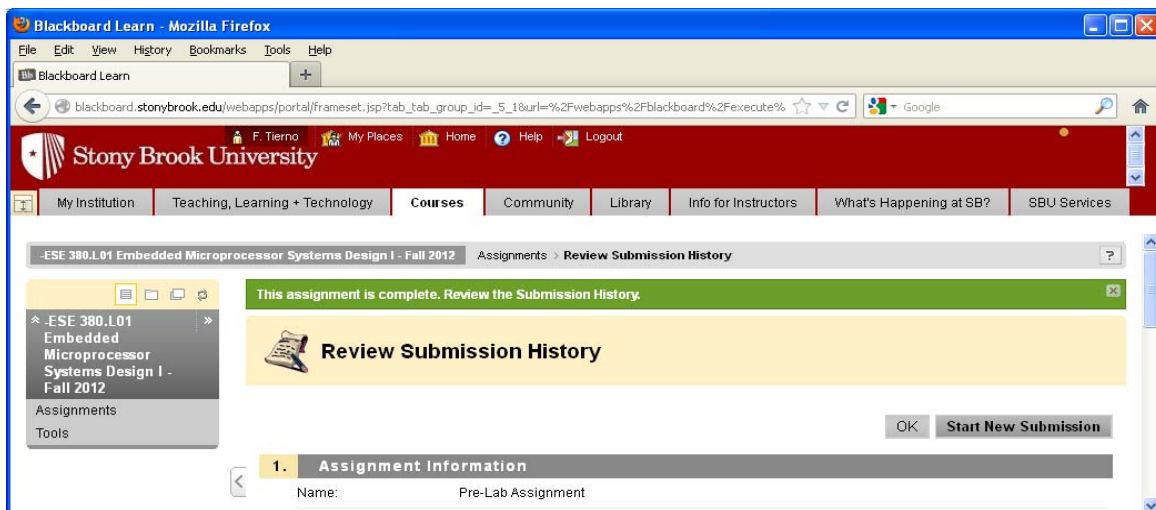
Post-Laboratory Theory Submissions:

Post-Lab Introduction

The Post-Lab theory submissions include submitting the final copy of your theory section. IMPORTANTLY, we ONLY want the THRORY section, all by itself. This 2nd electronic BlackBoard submission must be made before leaving the lab room at the end of your lab section, but can be made any time after your Theory section has been completed.

Each Post-Lab submission will be made using the second "assignment link" provided under your ESE380 Lab Section course link on BlackBoard, which is titled the *Post-Lab Theory Submission*.

IMPORTANT: Each design team MUST submit a hardcopy of your Theory Section with their lab write-up, <u>for grading purposes</u>. That is, the Post Lab submission copy of your Theory Section is NOT graded, just evaluated for plagiarism.

Procedure for Submitting Post-Lab Documents

The Post-Lab Theory submission procedure is the same as that for the Pre-Lab Assignment, except the submission is done using the *Post-Lab Theory Submission* link and the SafeAssign feature of BlackBoard.

Remember, you must use the *Post-Lab Theory Submission* assignment-link for all post-lab Theory Section submissions. ONLY ONE SUBMISSION IS POSSIBLE PER WEEK.

IF A SUBMISSION IS BLOCKED (DUE TO THE PREVIOUS SUBMISSION NOT BEING CLEARED)… PLEASE EMAIL scott.tierno@stonybrook.edu, AND INFORM SCOTT THAT THE PREVIOUS WEEK'S SUBMISSIONS MUST BE CLEARED!