There should be a list of specific directions on what they should do and how they should turn in their homework. Do not leave anything unsure because the more consistent the hw, the easier it will be to grade. If you leave things open to interpretation, then your homework results will vary and it makes it tougher and more time consuming to grade.

2. You should explain in detail exactly what a completed hw looks like.

3. Separately you should have a HW etiquette document that will be in the 1st or 2nd section in the curriculum. This document will explain what should be done to receive full credit on hw.