

## Directions for Submission

### EAPS 10000 Y01 *Planet Earth* Online Course

Fall 2013

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1. August 16, 2013



**Directions for submission of Homework (Hw) and Writing Assignments (WA):** Written assignments (Hw and WA) can be accessed and submitted from **Blackboard Learn**. **Hw** and **WA** assignments are available on the **Course Content** page on Blackboard (Figure 1).

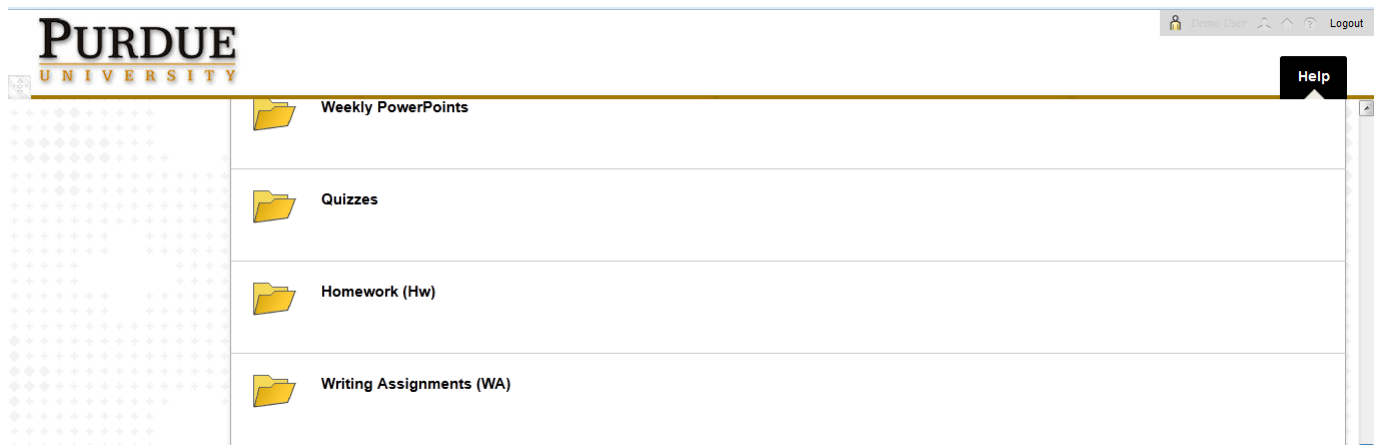


Figure 1. Screen image of the **Course Content** page (scrolled down) showing the **Homework Folder** and **Writing Assignments** folders. To download HW or WA assignments, select the appropriate folder.

### **Step 1 – Viewing and downloading Hw1 on your computer.**

As an example of accessing and submitting an assignment, open the **Homework Folder** and select the assignment (such as **Hw 1**, Figure 2) that you would like to complete. You can access MS Word **.doc** or **.pdf** files (in general, use the **.doc** files, such as **Hw1.doc**, to view and

complete the assignment; be sure to save it on your computer with a name similar to **Hw1.YourName.doc**; if the file is very large because of inserted images, you can convert to PDF and save as **Hw1.YourName.pdf**, or similar name for other assignments when you submit your completed assignment).

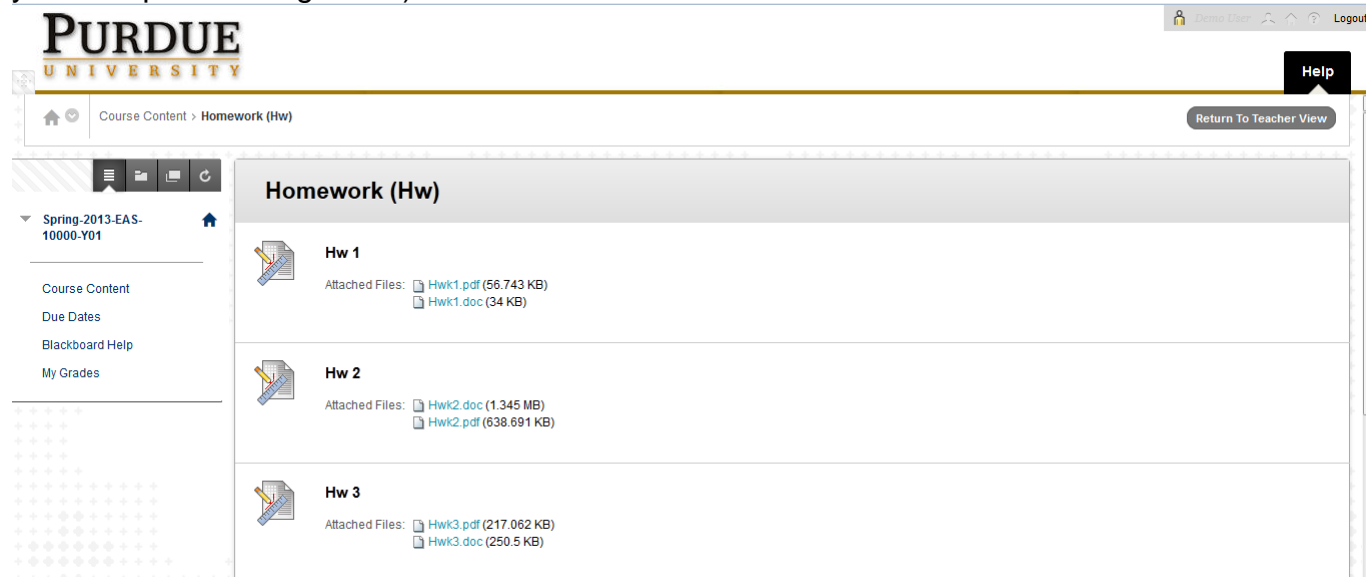
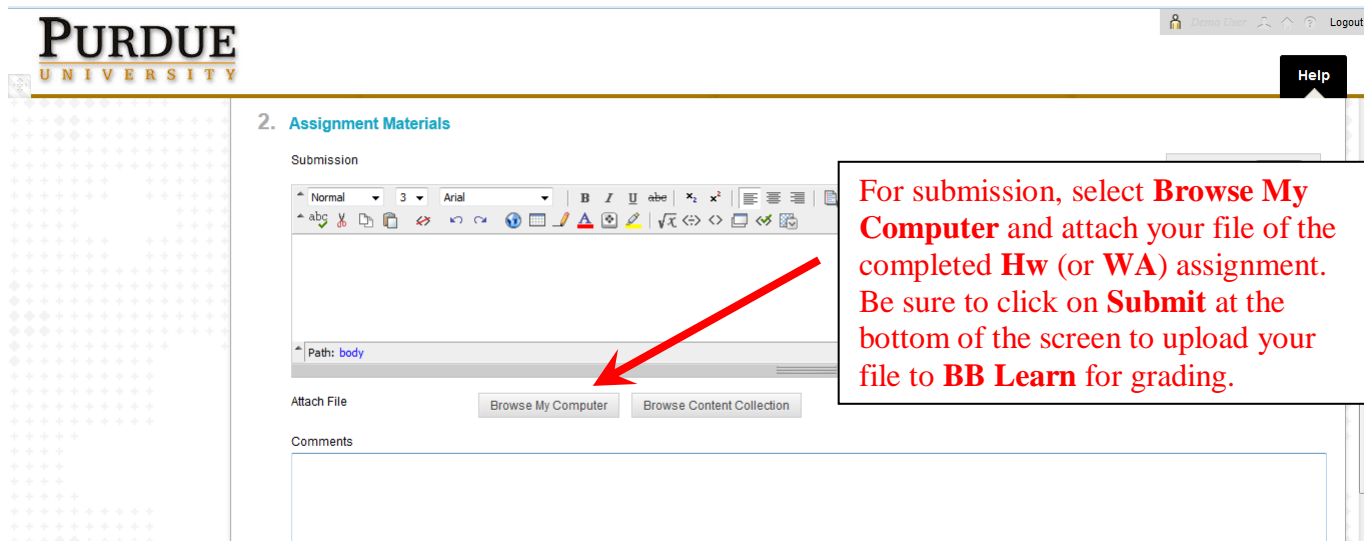


Figure 2. Screen image of Homework folder showing **Hw 1** assignment. Download (click on the Hwk1.doc file) the **Hwk1.doc** or **Hwk1.pdf** file and save in order to complete the assignment.

## **Step 2 – Completing the assignment**

When you have finished the assignment and want to submit it for grading, you can go back to the folder and again select the appropriate assignment in the **Homework Folder** by clicking on the name, such as **Hw 1** (for writing assignments, the files that you create for WA1, WA2 ... will be submitted by going to the appropriate WA link and submitting as described in step 3). This will open a new page. Then scroll down to the **Submissions** area (Figure 3) and attach your completed assignment file (**Browse My Computer**); then click on the **Submit** button at the bottom of the page. Hw and WA assignments can be submitted more than once if you find that the file was incorrect or if you update because of forgetting to add references or other information. See the **Due Dates** file for the due dates for quizzes and assignments.

## **Step 3 – Submit the completed assignment file (upload your file, such as Hw1.YourName.doc or Hw1.YourName.pdf to BB Learn for grading)**



**Figure 3.** After you have completed the assignment, return to this page and then scroll down to the **Assignment Materials Submission** area. Submit your completed assignment by using the Attach File **Browse My Computer** link near the bottom of this page, then click **Submit** at the bottom of the page. The assignment will be uploaded to **Blackboard** under your name for grading. You can do this for all of the Hw and WA links. Be sure that you select the correct assignment (Hw1, Hw2, ..., or WA1, WA2, ..., on BB Learn) for the assignment that you have completed.

**Additional instructions for Hw assignments:** The electronic submission method described above is the preferred method for submitting the **Hw** assignments. However, if you are unable to submit directly to BB Learn (upload your file), you can use one of these alternative approaches:

1. Send your completed **Hw file** as an email attachment (with file naming convention described above in Step 1) to the EAPS 10000 Y01 course TA ([lelison@purdue.edu](mailto:lelison@purdue.edu)).
2. If you have completed part of the assignment by hand (graphing or hand-written answers to questions), you can scan a printed copy of your Hw and send it electronically (upload to BB Learn or send as email attachment).
3. If you have completed part of the assignment by hand (graphing or hand-written answers to questions), you can hand in the paper copy to the TA or mail it to L Braille, EAPS, Purdue University, 550 Stadium Mall Dr., West Lafayette, IN 47907-2051. If you hand in or mail a paper copy, we recommend that you keep a copy for yourself.

**Graphs:** Several of the Hw assignments involve graphing. You can do the graphing on the Hw MS Word files by copying and pasting symbols and lines. You can also do the graphing using **Excel** or other graphing programs (although graphing by hand is a good exercise, especially if you haven't had much experience with graphs) and insert it into your Hw document. You can even complete the graphing part by hand (pencil and paper) and then scan or take a photo of the graph and insert it into the Hw file before submission. There are spaces for other responses (select an answer or write a short answer) in the Hw assignment documents. These can be completed electronically before submission. **Be sure to save your completed Hw and WA assignments in case there is some problem with sending or opening your file.**

**Hand-Written Homework:** If you choose to do the Hw assignments by hand (pencil and paper), it is easy to scan and then submit as an electronic file (either .doc or .pdf) using the

procedure shown in Figure 3. **If you use this approach please be sure that all information for the assignment is contained in one file.** An additional option for Hw assignments completed by hand is to go to a copy shop where you can insert the pages of the assignment into a copy machine and have the machine produce a .pdf version (on a flash drive or sent to you by email). This file can then be submitted as described above.

**Additional Options:** If you have problems (shouldn't happen, but...) with the attachment in the Blackboard submissions page (Figure 3), you can submit as an email attachment. If you choose this option, please submit to the course TA and use the file naming convention shown here (for your submitted Hw or WA file): **Hw1.YourName.doc** (or .pdf) or similar name for other assignments. Finally, if you choose, you can hand in (or even mail) a hard copy of any assignment to the course TA. If you choose this approach, we strongly recommend that you keep a copy for your files.