Guidelines to Crowdmark

Each of your CALC 1301B written assignments must be submitted electronically using the Crowdmark website. Instructions can be found at
`https://crowdmark.com/help/completing-and-submitting-an-assignment/`.

Instructions for Each Assignment

1. Access an assignment via the email sent by Crowdmark to your UWO email address. Do not share the email sent to you by Crowdmark with anyone else, as the link provided contains a unique identification token.

2. Answer each question on a separate piece of paper. Different parts of the same question may all be answered on one page. For example, answers to parts (a), (b) and (c) of a question can all be placed on one page. If necessary, an answer can extend to multiple pages as long as your answer to each question begins on a new page.

3. When finished, scan or photograph your answers with a **dedicated software** that allows for cropping and straightening pictures (see the suggestions listed below). Save or export your work in PDF or JPG format. Crowdmark does not accept .docx files.

4. Upload and submit your answers by following the instructions provided in an email sent from Crowdmark to your UWO email address.

5. Close the Crowdmark browser window. Use a laptop or desktop (not a phone) to follow your personalized Crowdmark assignment link again to carefully view your submission and ensure it will be accepted for credit. In particular, ensure that:

   a) Your submission is successful and on time.

   b) All your answers appear and are in order. For example, the answer to Q1 must appear with Q1.

   c) Each page is oriented correctly. (Do not check this on a phone.)

   d) Answers are easy to read and not too small or too light. Avoid submitting pictures of poor quality.

Suggestions for Scanning and Uploading

- For scanning handwritten answers, we recommend that you use your own scanner or one of many free dedicated mobile phone apps. To improve readability, you must be able to crop and straighten your pictures. UWO students have found success using CamScanner, in particular. It runs on Android, iPhone, iPad, and Windows Phone. For students who use iOS devices with iOS 11 and above, the "Note" app generally gives very good results. However, if you don't have access to one of these mobile devices, most UWO libraries provide scanners/copiers that can save files to USB sticks.

- If all of your answers are in a single PDF file, you can submit this entire document to Question #1 and then drag pages to place each of your answers with the corresponding question.

- You do not need to scan full pages and can save paper by cutting it into shorter pages.

- A good scan must be correctly oriented, the image must be cropped and straightened out. Use colors only if necessary.
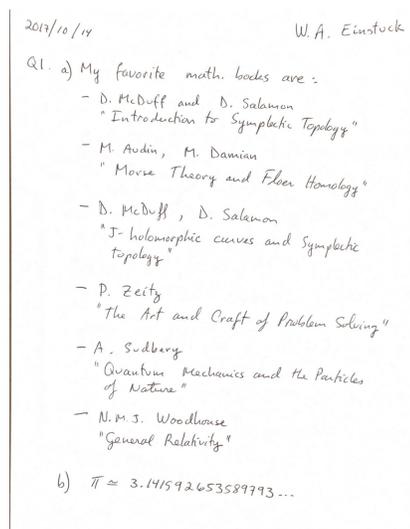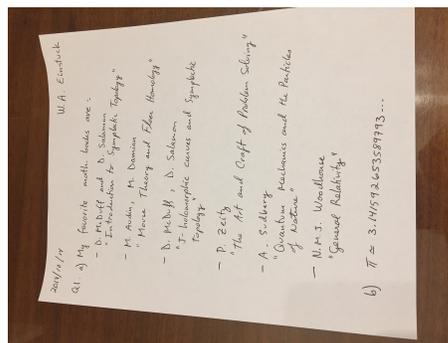
Good Phone scan   Bad Phone Scan

Important Notes

1. Again, do not share the email sent to you by Crowdmark with anyone else.

2. While Crowdmark will allow you to submit past the deadline, all late submissions will be assigned a grade of zero regardless of circumstances. Therefore, you should plan to complete and submit your assignment early, giving youself time to troubleshoot if things go wrong.

3. After submitting, if you notice an error or you solve a problem that you were unable to answer earlier, you can resubmit before the deadline. Resubmissions completely erase all previous submissions.

4. While you are encouraged to work together to solve the assignment problems, the solutions that you submit must be your own work and so should be written up without any consultation with your colleagues. Do not look up full or partial solutions on the Internet or in printed sources.

5. You may avoid handwriting answers and use software that produces a PDF file. For example, most professors use LaTeX to write mathematics. We will provide the LaTeX source for each assignment to any keen student that wants to learn how to use this typesetting system.