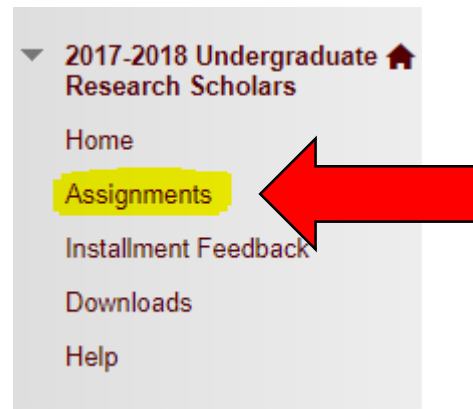


eCampus Submission Process

Progress Report Submission, and Installment Submission & Feedback

All Progress Reports and Installment Submissions are found on the Assignments Page.



Individual assignments appear in folders. Click the folder to view the individual assignments.

Assignments



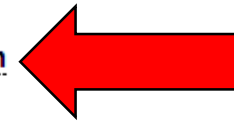
1st Installment & Progress Report - Due Monday, October 30 @ noon

Deadline: Monday, October 30, 2017 at NOON.

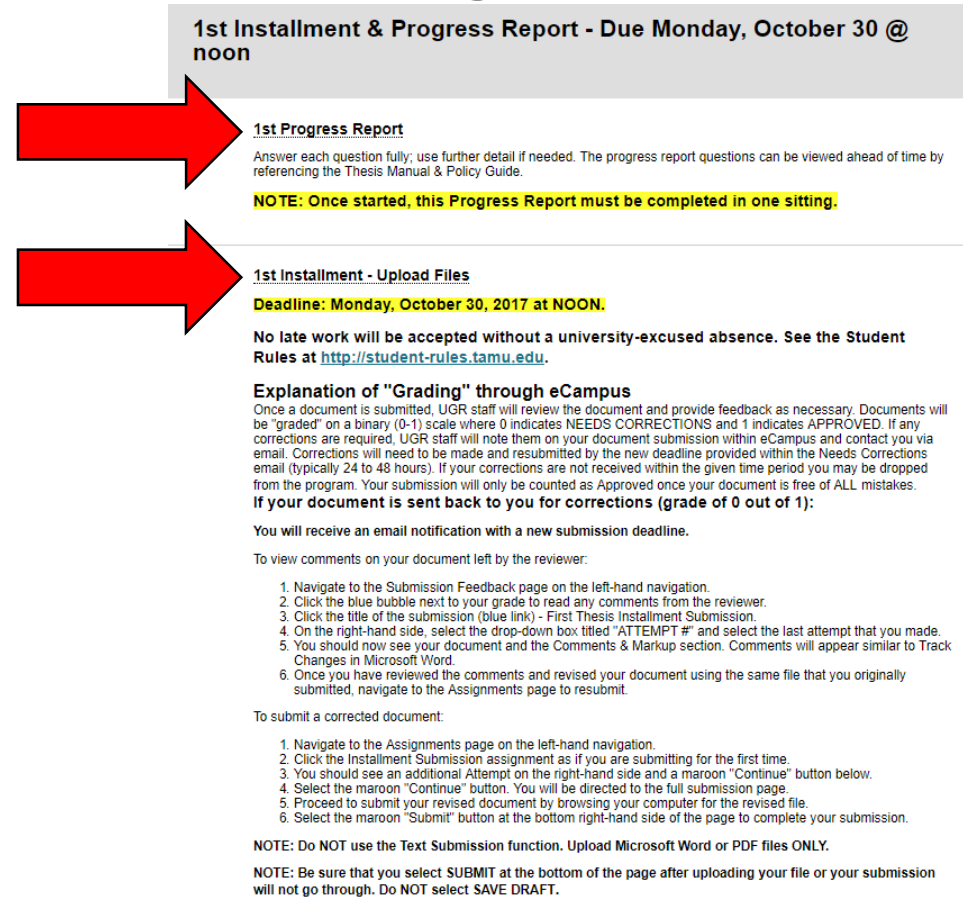
No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.

Each Thesis Installment Submission and corresponding Progress Report are considered to be one assignment. If you do not submit the full assignment (missing either the progress report or thesis installment submission), the assignment is considered incomplete. No incomplete or late assignments will be accepted without a university-excused absence and appropriate documentation. Submit documentation of university-excused absences to ugr@tamu.edu. All Thesis Installment Submissions and Progress Reports are submitted through the eCampus Community.

Progress Report questions and 1st Installment Upload Requirements are listed in the Thesis Manual & Policy Guide



Progress Reports and Installment Submissions appear as separate items within a folder. Click on each assignment to begin.



1st Installment & Progress Report - Due Monday, October 30 @ noon

1st Progress Report
Answer each question fully; use further detail if needed. The progress report questions can be viewed ahead of time by referencing the Thesis Manual & Policy Guide.
NOTE: Once started, this Progress Report must be completed in one sitting.

1st Installment - Upload Files
Deadline: Monday, October 30, 2017 at NOON.
No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.

Explanation of "Grading" through eCampus
Once a document is submitted, UGR staff will review the document and provide feedback as necessary. Documents will be "graded" on a binary (0-1) scale where 0 indicates NEEDS CORRECTIONS and 1 indicates APPROVED. If any corrections are required, UGR staff will note them on your document submission within eCampus and contact you via email. Corrections will need to be made and resubmitted by the new deadline provided within the Needs Corrections email (typically 24 to 48 hours). If your corrections are not received within the given time period you may be dropped from the program. Your submission will only be counted as Approved once your document is free of ALL mistakes.
If your document is sent back to you for corrections (grade of 0 out of 1):
You will receive an email notification with a new submission deadline.
To view comments on your document left by the reviewer:

1. Navigate to the Submission Feedback page on the left-hand navigation.
2. Click the blue bubble next to your grade to read any comments from the reviewer.
3. Click the title of the submission (blue link) - First Thesis Installment Submission.
4. On the right-hand side, select the drop-down box titled "ATTEMPT #" and select the last attempt that you made.
5. You should now see your document and the Comments & Markup section. Comments will appear similar to Track Changes in Microsoft Word.
6. Once you have reviewed the comments and revised your document using the same file that you originally submitted, navigate to the Assignments page to resubmit.

To submit a corrected document:

1. Navigate to the Assignments page on the left-hand navigation.
2. Click the Installment Submission assignment as if you are submitting for the first time.
3. You should see an additional Attempt on the right-hand side and a maroon "Continue" button below.
4. Select the maroon "Continue" button. You will be directed to the full submission page.
5. Proceed to submit your revised document by browsing your computer for the revised file.
6. Select the maroon "Submit" button at the bottom right-hand side of the page to complete your submission.

NOTE: Do NOT use the Text Submission function. Upload Microsoft Word or PDF files ONLY.
NOTE: Be sure that you select SUBMIT at the bottom of the page after uploading your file or your submission will not go through. Do NOT select SAVE DRAFT.

Progress Reports

- We recommend writing your Progress Report answers in a separate document first.
- All questions are listed in the Thesis Manual & Policy Guide on pages 14-15.

Once you click Begin, eCampus will force completion, so be prepared to answer all questions before starting.

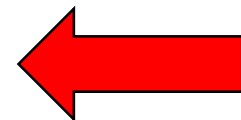
Begin: 1st Progress Report

INSTRUCTIONS

Description	Answer each question fully; use further detail if needed.
Instructions	Answer each question fully; use further detail if needed. The progress report questions can be viewed ahead of time by referencing the Thesis Manual & Policy Guide.
Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking Save and Submit .
Due Date	This Test is due on October 30, 2017 12:00:00 PM CDT. Test cannot be started past this date.
Click Begin to start: 1st Progress Report. Click Cancel to go back.	

*Click **Begin** to start. Click **Cancel** to quit.*

Cancel **Begin**



Installment Submissions

- 1st Installment requirements are found on pages 15-16 of the Thesis Manual & Policy Guide.
- Download your template of choice and fill in the preliminary pages with your information.
- Use your approved proposal to distribute your content throughout the template.
- Do your best to format text according to the Thesis Manual.

This is what a typical Installment Submission page will look like.

Upload Assignment: 1st Installment - Upload Files

ASSIGNMENT INFORMATION

Due Date Monday, October 30, 2017 12:00 PM	Points Possible 1
---	-----------------------------

Deadline: Monday, October 30, 2017 at NOON.
No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.

Explanation of "Grading" through eCampus
Once a document is submitted, UGR staff will review the document and provide feedback as necessary. Documents will be "graded" on a binary (0-1) scale where 0 indicates NEEDS CORRECTIONS and 1 indicates APPROVED. If any corrections are required, UGR staff will note them on your document submission within eCampus and contact you via email. Corrections will need to be made and resubmitted by the new deadline provided within the Needs Corrections email (typically 24 to 48 hours). If your corrections are not received within the given time period you may be dropped from the program. Your submission will only be counted as Approved once your document is free of ALL mistakes.

If your document is sent back to you for corrections (grade of 0 out of 1):
You will receive an email notification with a new submission deadline.
To view comments on your document left by the reviewer:

1. Navigate to the Submission Feedback page on the left-hand navigation.
2. Click the blue bubble next to your grade to read any comments from the reviewer.
3. Click the title of the submission (blue link) - First Thesis Installment Submission.
4. On the right-hand side, select the drop-down box titled "ATTEMPT #1" and select the last attempt that you made.
5. You should now see your document and the Comments & Markup section. Comments will appear similar to Track Changes in Microsoft Word.
6. Once you have reviewed the comments and revised your document using the same file that you originally submitted, navigate to the Assignments page to resubmit.

To submit a corrected document:

1. Navigate to the Assignments page on the left-hand navigation.
2. Click the Installment Submission assignment as if you are submitting for the first time.
3. You should see an additional Attempt on the right-hand side and a maroon "Continue" button below.
4. Select the maroon "Continue" button. You will be directed to the full submission page.
5. Proceed to submit your revised document by browsing your computer for the revised file.
6. Select the maroon "Submit" button at the bottom right-hand side of the page to complete your submission.

NOTE: Do NOT use the Text Submission function. Upload Microsoft Word or PDF files ONLY.
NOTE: Be sure that you select SUBMIT at the bottom of the page after uploading your file or your submission will not go through. Do NOT select SAVE DRAFT.

ASSIGNMENT SUBMISSION

Text Submission

Attach Files

ADD COMMENTS

Comments

Character count: 0

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Browse your computer to find the template you filled out. Upload the Microsoft Word Document (or PDF if using LaTeX). Then click Submit.

Text Submission

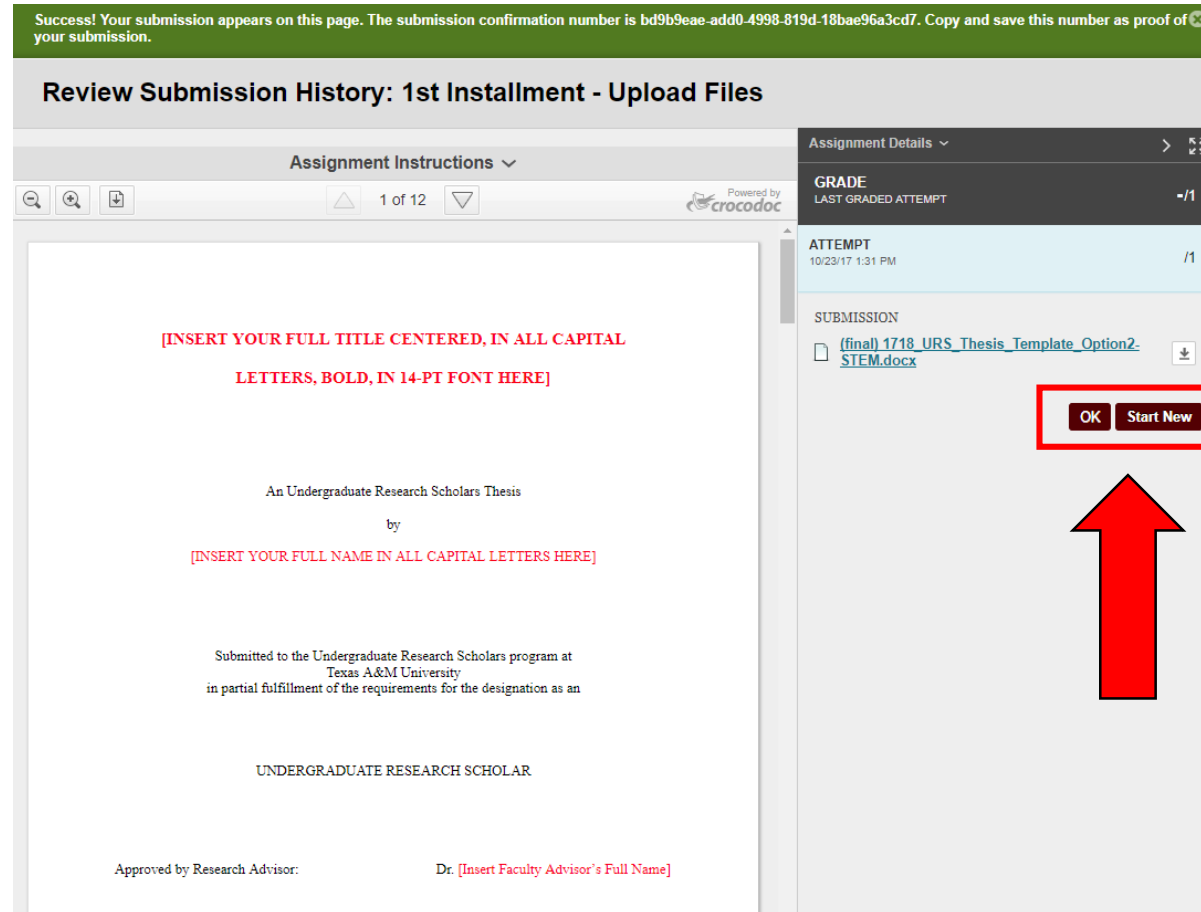
Attach File 

Attached files

File Name	Link Title	
 (final) 1718_URS_Thesis_Template_Option2-STEM.docx	(final) 1718_URS_Thesis_Te	Do not attach



Once you submit, you'll see a green confirmation message at the top of the page and your latest submission.



The screenshot displays the 'Review Submission History' interface. At the top, a green banner contains a success message: 'Success! Your submission appears on this page. The submission confirmation number is bd9b9eae-add0-4998-819d-18bae96a3cd7. Copy and save this number as proof of your submission.' Below this, the page title is 'Review Submission History: 1st Installment - Upload Files'. The interface includes a navigation bar with 'Assignment Instructions' and 'Assignment Details'. The 'Assignment Details' section shows the 'GRADE' as '-/1' and the 'ATTEMPT' as '10/23/17 1:31 PM /1'. The 'SUBMISSION' section lists a file named '(final) 1718_URS_Thesis_Template_Option2-STEM.docx'. A red box highlights the 'OK' and 'Start New' buttons, with a red arrow pointing upwards towards them. The main content area shows a document preview with red placeholder text: '[INSERT YOUR FULL TITLE CENTERED, IN ALL CAPITAL LETTERS, BOLD, IN 14-PT FONT HERE]', 'An Undergraduate Research Scholars Thesis by [INSERT YOUR FULL NAME IN ALL CAPITAL LETTERS HERE]', 'Submitted to the Undergraduate Research Scholars program at Texas A&M University in partial fulfillment of the requirements for the designation as an UNDERGRADUATE RESEARCH SCHOLAR', and 'Approved by Research Advisor: Dr. [Insert Faculty Advisor's Full Name]'.

Click **OK** to be redirected back to the eCampus page depicted on slide 4 of this guide.

Click **Start New** if:

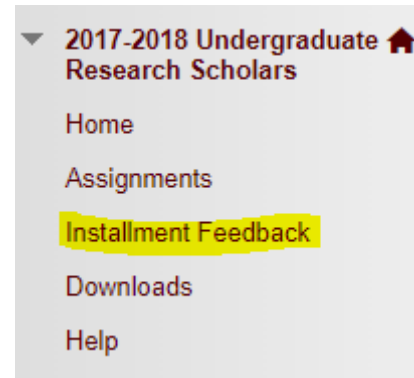
1. You uploaded an incorrect file and need to submit the correct file for grading.
2. You've been asked for corrections and need to submit a revised document. Jump to slide 21 in this guide for details.

Installment Feedback and Corrections



- Installment feedback information is found in two places:
 - On pages 13-15 of the Thesis Manual & Policy Guide
 - On the eCampus pages depicted on slides 4 and 8 of this guide.
- Grading
 - 0 = needs corrections, revised document required by new deadline
 - 1 = submission approved

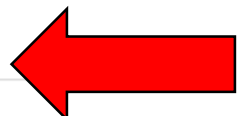
Click on Installment Feedback (My Grades page) to:

- (1) see if your submission has been graded
- (2) view any comments left on your document



The Installment Feedback page is also known as My Grades. This is what you'll see directly after a submission. Note the icons below.



My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
Weighted Total View Description Grading Criteria		-		
Total View Description Grading Criteria		-		
1st Installment - Upload Files DUE: OCT 30, 2017 Assignment	Oct 23, 2017 1:31 PM SUBMITTED	- 		
1st Progress Report DUE: OCT 30, 2017 Test	Oct 23, 2017 1:29 PM UPCOMING	- 		
URS Orientation Make-Up Test DUE: OCT 26, 2017 Test	UPCOMING	- /21		



 = Successful submission

LAUNCH: Undergraduate Research  = Pending submission, not actually submitted

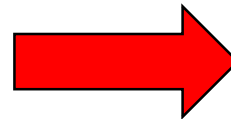
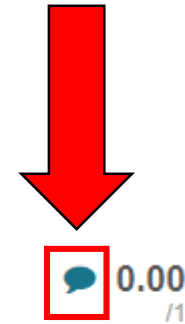
This is what you'll see once your submission has been graded.

My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
Weighted Total View Description Grading Criteria		-		
Total View Description Grading Criteria		0.00 /1		
1st Installment - Upload Files DUE: OCT 30, 2017 Assignment	Oct 23, 2017 1:34 PM GRADED	 0.00 /1		
1st Progress Report DUE: OCT 30, 2017 Test	Oct 23, 2017 1:29 PM UPCOMING	- 		
URS Orientation Make-Up Test DUE: OCT 26, 2017 Test	UPCOMING	- /21		

Click on the blue bubble to view comments left by your reviewer. If you have been asked for revisions, note your new deadline to submit a revised document.

1st Installment - Upload Files
DUE: OCT 30, 2017
Assignment

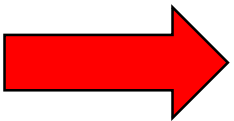
Oct 23, 2017 1:34 PM
GRADED



1st Installment - Upload Files

Needs Corrections. Submit by Nov. 2 at noon.

Click on the name of the graded assignment (blue link) to view your graded document with comments.

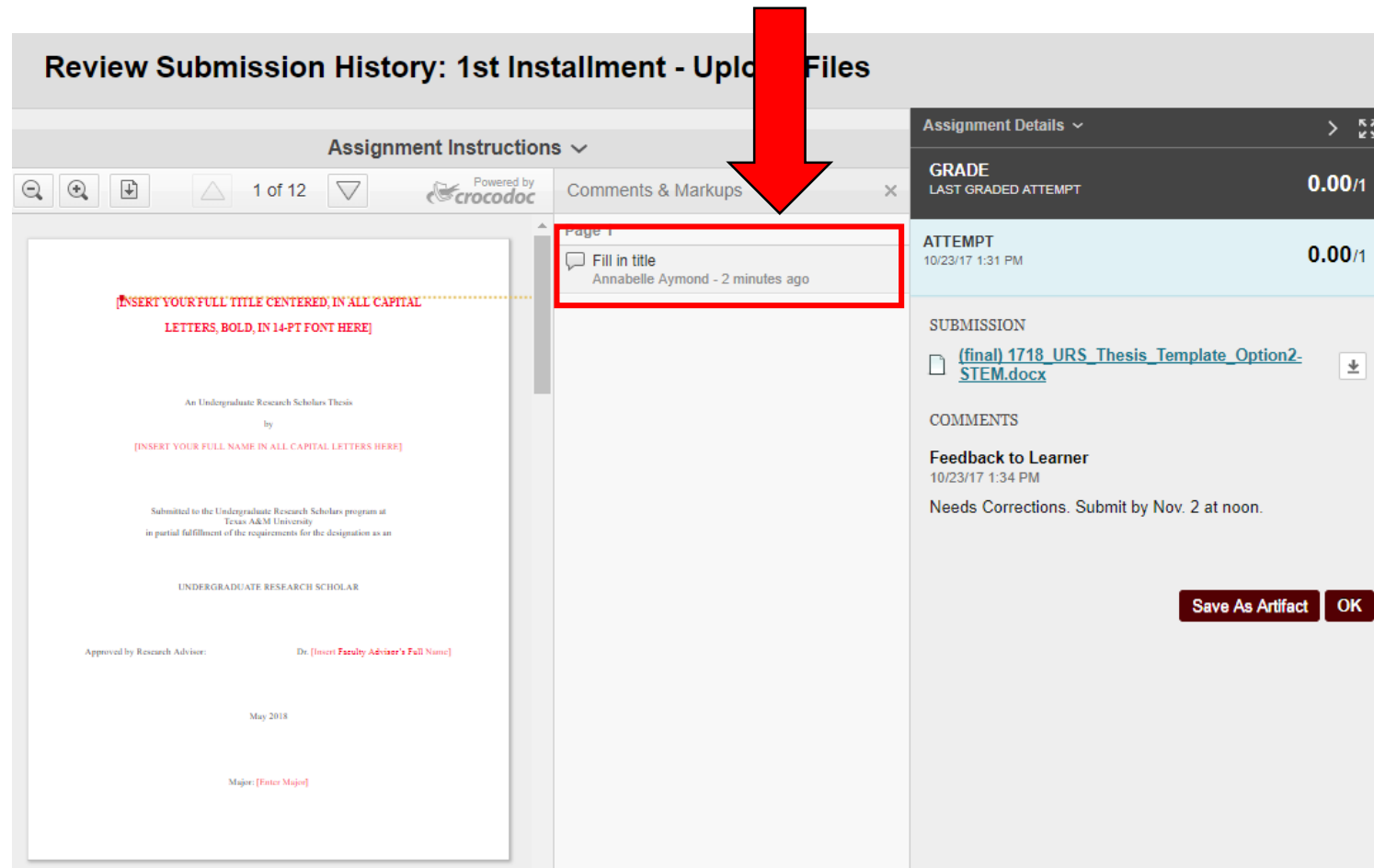


[1st Installment - Upload Files](#)
DUE: OCT 30, 2017
Assignment

Oct 23, 2017 1:34 PM
GRADED

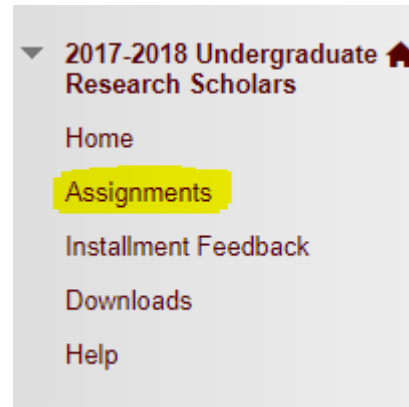
 **0.00**
/1

Open your thesis template and make corrections according to the comments left by your reviewer.



The screenshot displays a web-based review interface for a thesis submission. The main window shows a document template with red text instructions: "[INSERT YOUR FULL TITLE CENTERED, IN ALL CAPITAL LETTERS, BOLD, IN 14-PT FONT HERE]", "An Undergraduate Research Scholars Thesis by [INSERT YOUR FULL NAME IN ALL CAPITAL LETTERS HERE]", "Submitted to the Undergraduate Research Scholars program at Texas A&M University in partial fulfillment of the requirements for the designation as an UNDERGRADUATE RESEARCH SCHOLAR", "Approved by Research Advisor: Dr. [Insert Faculty Advisor's Full Name]", "May 2018", and "Major: [Enter Major]". A red arrow points to a comment box on the right side of the document, which contains the text "Fill in title" and "Annabelle Aymond - 2 minutes ago". The interface also includes a top navigation bar with "Review Submission History: 1st Installment - Upload Files", "Assignment Instructions", and "Comments & Markups". A right sidebar shows "Assignment Details" with a grade of "0.00/1" and a submission file named "(final) 1718_URS_Thesis_Template_Option2-STEM.docx". At the bottom right, there are buttons for "Save As Artifact" and "OK".

When you're ready to submit your corrected document, navigate back to the Assignments page.



Click the installment folder to get back to the installment you need to submit corrections for.

Assignments



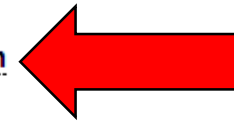
1st Installment & Progress Report - Due Monday, October 30 @ noon

Deadline: Monday, October 30, 2017 at NOON.

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Progress Report questions and 1st Installment Upload Requirements are listed in the Thesis Manual & Policy Guide



Click on the installment assignment as if you're submitting for the first time.

1st Installment & Progress Report - Due Monday, October 30 @ noon



1st Progress Report

Answer each question fully; use further detail if needed. The progress report questions can be viewed ahead of time by referencing the Thesis Manual & Policy Guide.

NOTE: Once started, this Progress Report must be completed in one sitting.



1st Installment - Upload Files

Deadline: Monday, October 30, 2017 at NOON.

No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.

Explanation of "Grading" through eCampus

Once a document is submitted, UGR staff will review the document and provide feedback as necessary. Documents will be "graded" on a binary (0-1) scale where 0 indicates NEEDS CORRECTIONS and 1 indicates APPROVED. If any corrections are required, UGR staff will note them on your document submission within eCampus and contact you via email. Corrections will need to be made and resubmitted by the new deadline provided within the Needs Corrections email (typically 24 to 48 hours). If your corrections are not received within the given time period you may be dropped from the program. Your submission will only be counted as Approved once your document is free of ALL mistakes.

If your document is sent back to you for corrections (grade of 0 out of 1):

You will receive an email notification with a new submission deadline.

To view comments on your document left by the reviewer:

1. Navigate to the Submission Feedback page on the left-hand navigation.
2. Click the blue bubble next to your grade to read any comments from the reviewer.
3. Click the title of the submission (blue link) - First Thesis Installment Submission.
4. On the right-hand side, select the drop-down box titled "ATTEMPT #" and select the last attempt that you made.
5. You should now see your document and the Comments & Markup section. Comments will appear similar to Track Changes in Microsoft Word.
6. Once you have reviewed the comments and revised your document using the same file that you originally submitted, navigate to the Assignments page to resubmit.

To submit a corrected document:

1. Navigate to the Assignments page on the left-hand navigation.
2. Click the Installment Submission assignment as if you are submitting for the first time.
3. You should see an additional Attempt on the right-hand side and a maroon "Continue" button below.
4. Select the maroon "Continue" button. You will be directed to the full submission page.
5. Proceed to submit your revised document by browsing your computer for the revised file.
6. Select the maroon "Submit" button at the bottom right-hand side of the page to complete your submission.

NOTE: Do NOT use the Text Submission function. Upload Microsoft Word or PDF files ONLY.

NOTE: Be sure that you select SUBMIT at the bottom of the page after uploading your file or your submission will not go through. Do NOT select SAVE DRAFT.

You'll see the same comments and deadline from the Installment Feedback page. Click Start New to upload your corrected document.

Review Submission History: 1st Installment - Upload Files

Assignment Instructions ▼

Assignment Details ▼

GRADE
LAST GRADED ATTEMPT **0.00/1**

ATTEMPT
10/23/17 1:31 PM **0.00/1**

SUBMISSION
[\(final\) 1718_URS_Thesis_Template_Option2-STEM.docx](#)

COMMENTS
Feedback to Learner
10/23/17 1:34 PM
Needs Corrections. Submit by Nov. 2 at noon.

OK Save As Artifact **Start New**

Once you submit your corrected document, you'll see the Attempt # update with your submission. Continue working with your installment reviewer until you have received a grade of 1/1.

