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.
Progress Reports

• We recommend writing your Progress Report answers in a separate document first.

Once you click Begin, eCampus will force completion, so be prepared to answer all questions before starting.
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.
Browse your computer to find the template you filled out. Upload the Microsoft Word Document (or PDF if using \LaTeX). Then click Submit.
Once you submit, you’ll see a green confirmation message at the top of the page and your latest submission.

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 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.

- 💡 Successful submission
- 🔄 Pending submission, not actually submitted
This is what you’ll see once your submission has been graded.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Last Activity</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Total View Description Grading Criteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total View Description Grading Criteria</td>
<td>Oct 23, 2017 1:34 PM GRADED</td>
<td>0.00 /1</td>
</tr>
<tr>
<td>1st Installment - Upload Files DUE: OCT 30, 2017 Assignment</td>
<td>Oct 23, 2017 1:34 PM GRADED</td>
<td>0.00 /1</td>
</tr>
<tr>
<td>URS Orientation Make-Up Test DUE: OCT 26, 2017 Test</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
Click on the name of the graded assignment (blue link) to view your graded document with comments.
Open your thesis template and make corrections according to the comments left by your reviewer.
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.

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
Click on the installment assignment as if you’re submitting for the first time.
You’ll see the same comments and deadline from the Installment Feedback page. Click Start New to upload your corrected document.
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.