URS eCampus Community Submission Guide

Progress Reports, Thesis Installments, and Feedback
Locate the list of communities you have been added to through the *eCampus* OR *Community* tabs.

Look for the *My Organizations* section.
Find the link to the **2019-2020 Undergraduate Research Scholars** under the **My Organizations** list (appears on both the eCampus and Community tabs).
The home page of the **2019-2020 Undergraduate Research Scholars eCampus Community** is the **Assignments** page, where all Progress Reports and Installment Submissions are found.
There are **individual links** to Installment and Progress Report submissions in the folders. Click each folder to access the **individual submission links**. Then, click on the name of each assignment to begin.
Tips and Reminders: **Progress Reports**

- We recommend typing your Progress Report answers in a separate document before starting the Progress Report Assignment in eCampus.
  - Internet can be unreliable—don’t risk losing your work!

- **IMPORTANT FOR TEAMS:**
  All team members must submit their own Progress Report.
When you are ready to complete a Progress Report, click **Begin**.

**Begin: Progress Report 1 Submission**

**INSTRUCTIONS**

**Deadline:** October 28, 2019 at noon

**Assignment Description:** Installment and Progress Report 1

- **Force Completion:** This test can be saved and resumed later.
- **Due Date:** This Test is due on October 28, 2019 at 12:00:00 PM CDT.

**Click Begin to start Progress Report 1 Submission. Click Cancel to go back. You will be previewing this assessment and your results will not be recorded.**

**Click Begin to start. Click Cancel to quit.**
When you are finished with your Progress Report, click **Save and Submit** to submit your Progress Report.
Tips and Reminders: **Installment Submissions**

• Installment requirements are found on pages 21-23 of the Thesis Manual & Policy Guide.

• Use your Official URS Thesis Template of choice (based on discipline) and replace the red text in the preliminary pages with your information.
  • Thesis Templates can be downloaded at: [http://launch.tamu.edu/Undergraduate-Research/Undergraduate-Research-Scholars-(thesis)/Resources](http://launch.tamu.edu/Undergraduate-Research/Undergraduate-Research-Scholars-(thesis)/Resources)

• Follow the guidelines in the Thesis Manual & Policy Guide and review your installment before submitting.

• **IMPORTANT FOR TEAMS:**
  The team’s designated Primary Contact is the only member responsible for submitting the team’s Installment document to eCampus. This means that Installment Feedback will be provided directly to the Primary Contact. The Primary Contact is responsible for communicating this feedback and submitting revisions, if requested, on behalf of the entire team.
A typical Installment Submission page will look like this.
Click **Browse My Computer** to upload your draft thesis installment using one of our templates. Upload your document as a Microsoft Word Document (or PDF if using LaTeX). Then click **Submit**.
If your submission was successful, you will see a **green confirmation message** at the top of the page as well as your latest document submission.

Click **OK** to be redirected back to the eCampus page depicted on slide 5 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.

### *** IMPORTANT ***

[Image of a document interface with instructions for submission history review and file upload.

**Assignment Instructions**

[INSERT YOUR FULL TITLE CENTERED, IN ALL CAPITAL LETTERS, BOLD, IN 14-PT FONT HERE]

**SUBMISSION**

- (official)_1920_URS_Thesis_Template_LBAR_HUMA (1).docx

**ATTEMPT**

- GCB/19 0:15 AM

**GRADE**

- LAST GRADED ATTEMPT

- 1

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**LAUNCH: Undergraduate Research**
Installment Feedback and Corrections

- General Information about Installment Feedback can be found in 2 places:
  2. On eCampus on the Assignments page

- Theses installments that contain errors will be sent back for revision and may delay approval of your document. Please note that you may avoid this delay by carefully checking each installment for frequent mistakes using the Common Mistakes Guide before you submit. Failure to revise your document for Common Mistakes before submitting may result in a delay in grading.

- Feedback from thesis reviewers is placed directly on the document you uploaded to eCampus using the comments feature in eCampus. Access your graded document through the Installment Feedback page.

- You will always be notified by email whether or not your installment document NEEDS CORRECTIONS or is APPROVED. Grades are also posted in eCampus on the Installment Feedback page.
  - 0 = NEEDS CORRECTIONS
  - 1 = APPROVED

- If you receive a NEEDS CORRECTIONS email, you will receive a new deadline to submit a revised document. The new deadline will typically be 24 to 48 hours (business days) after your document is graded.
To View Installment Feedback (My Grades)

• Click on *Installment Feedback* (My Grades page) to:
  1. See if your submission has been graded
  2. View any comments left on your document
Note the icons on the Installment Feedback (My Grades) page.

= Pending submission, not actually submitted
= Successful submission
A graded submission will look like this on your screen.
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 in the **blue speech box**.
To view reviewer comments, click on the blue speech box.
When you’re ready to submit your corrected document, navigate back to the **Assignments** page. Click the installment folder to access the installment assignment you need to submit corrections for.
Click on the installment assignment as if you are submitting for the *first* time.

**Installment and Progress Report 1**

**Progress Report 1 Submission**

**Deadline:** October 28, 2019 at noon

**Assignment Description:** [Installment and Progress Report 1](#)

**Installment 1 Document Upload**

**Deadline:** October 28, 2019 at noon

**Assignment Description:** [Installment and Progress Report 1](#)

**Grading Information:** [Explanation of Grading in eCampus](#) (Instructions for Submitting Corrections)
You will 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 will see the \textit{Attempt \#} update with your submission.

Continue working with your installment reviewer until you have received a grade of 1/1.
Installment/Progress Report Deadlines and Drop-in Sessions

First Installment Deadline: October 28, 2019 at NOON
• First Installment Drop-in Session
  • 3-5PM on October 25 in Henderson Hall 103

Third Installment Deadline: March 2, 2020 at NOON
• Third Installment Drop-in Session
  • 3-5PM on February 28 in Henderson Hall 103

Second Installment Deadline: January 27, 2020 at NOON
• Second Installment Drop-in Session
  • 2-4PM on January 24 in Henderson Hall 103

Final Installment Deadline: April 6, 2020 at NOON
• Final Installment Drop-in Session
  • 3-5PM on April 2 in Henderson Hall 103
• Final Installment Drop-in Session
  • 3-5PM on April 3 in Henderson Hall 103
Contact Us

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(Aggie Map)