eCampus Submission Process

Progress Report Submission, and Installment Submission & Feedback
When you log into eCampus, you will see 2018-2019 Undergraduate Research Scholars under My Organizations.
You can also find the 2018-2019 Undergraduate Research Scholars eCampus Community in the Community tab of eCampus.
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 29 @ NOON

Deadline: Monday, October 29, 2018 at NOON.

No late work will be accepted without a university-excused absence. See the Student Rules at http://

Each Thesis Installment Submission and corresponding Progress Report are considered to be one a incomplete or late assignments will be accepted without a university-excused absence and appropri through the eCampus Community.

The 1st Progress Report questions and 1st Installment Upload Requirements are listed in the
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 start the Progress Report, you must complete it in one sitting. If you navigate away from the page or the page times out, eCampus will automatically submit your Report.

• ALL team members must submit an individual Progress Report.

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

**INSTRUCTIONS**

**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.

- **ALL team members must complete individual progress reports.**
- **1st Progress Report Deadline: October 25, 2018 @ noon (11:59 AM)**

**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 25, 2018 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.*
When you are finished with your Progress Report, make sure to click “Save and Submit” to submit your Progress Report.
Installment Submissions

• Installment requirements are found on pages 16-18 of the Thesis Manual & Policy Guide.
• Use your template of choice (based on discipline) and fill in the preliminary pages with your information.
• Follow the guidelines in the Thesis Manual & Policy Guide and review your installment before submitting.
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 19 in this guide for details.
Installment Feedback and Corrections

• Information about Installment Feedback can be found in two places:
  • On pages 13 and 16 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

*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. All returned documents must be revised within two business days for approval.*
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.
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 boxes.
To view reviewer comments, click on the blue box.
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.
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.
# Thesis Deadlines and Drop-in Sessions

<table>
<thead>
<tr>
<th>Installment</th>
<th>Deadline Date</th>
<th>Time</th>
<th>Drop-in Session Location</th>
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<tbody>
<tr>
<td>First</td>
<td>October 29, 2018</td>
<td>NOON</td>
<td>3-5PM on October 26, 2018 in Henderson Hall 114C</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>First Installment Drop-in Session</td>
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<tr>
<td>Second</td>
<td>January 28, 2019</td>
<td>NOON</td>
<td>3-5PM on January 25, 2019 in Henderson Hall 114C</td>
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<td>Second Installment Drop-in Session</td>
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<tr>
<td>Third</td>
<td>March 4, 2019</td>
<td>NOON</td>
<td>3-5PM on March 1, 2019 in Henderson Hall 114C</td>
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<tr>
<td></td>
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<td>Third Installment Drop-in Session</td>
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<tr>
<td>Final</td>
<td>April 8, 2019</td>
<td>NOON</td>
<td>3-5PM on April 4, 2019 in Henderson Hall 114C</td>
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<td>Final Installment Drop-in Session</td>
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<td></td>
<td></td>
<td></td>
<td>3-5PM on April 5, 2019 in Henderson Hall 114C</td>
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</tbody>
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Contact Us

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(Aggie Map)