



CPSC203 – Introduction to Problem Solving and Using Application Software

Winter 2010

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Please Notice

- During the quiz, the following rules and regulations are strictly enforced:
 - No phones
 - No internet (i.e., no browsers open, no instant messaging, email checking)
 - No discussions
 - No looking into others' monitors
 - You should log on using your account instead of using the default lab accounts
- **If you fail to return this sheet after your quiz, then you will get a ZERO. Therefore, do not forget to hand this sheet to your TA.**

Submission through the Blackboard

- When submitting the assignment through the Blackboard, **it is your responsibility to make sure your submission went through properly.** If the submission is not received or you submit the wrong file, you will get a 0 and no makeup will be granted. If your submission is corrupt or incomplete, we mark whatever we receive.
 1. Make sure you have the necessary file ready for upload
 2. Exit the application used to prepare the file (e.g. MS Excel) before uploading
 3. On submission, make sure you click SUBMIT (NOT SAVE).
 4. After submitting, click on the ">>**View/complete assignment:** " link and open your submitted files to make sure: - your files were uploaded properly, - they open properly, - and your submission is complete. This is YOUR responsibility.
 5. If in doubt that the submission process was not right, send your submission by email to your **TA** and instructor, before the deadline.