

## TAM 210/211 - Written Assignment Instructions

To teach you how to prepare your analyses in a logical manner, you will be asked to submit an INDIVIDUAL assignment. Find below the requirements and guidelines for this written assignment:

1. Solutions should be NEAT. Do not cross out text or drawings. Make sure erasures are complete, i.e., that the previous text does not show through.
2. Your name and discussion session number must be printed legibly on the top of the first page.
3. Use plain white paper (with no lines) or engineering paper. It is acceptable to recycle, i.e. use the clean back-side of used sheets of paper.
4. Use proper units in case numerical values are given.
5. Use one page per problem. Top half for free-body diagram, bottom half for equations for equilibrium.
6. Scan your report and save it in pdf format, and limit the file size to under 5MB.
7. While scanning make sure you scan all the pages of your written report in ONE pdf file.
8. Your scanned work must be in portrait format.
9. Submitted assignments that do not comply with these guidelines will automatically lose 50% of the grade for the assignment.

### How to submit a written assignment

1. Written assignments will be posted on course website and blackboard. Please log into blackboard and go to course content, and click on the folder "Written Assignments"
2. Click on the available assignment, for example, Written Assignment 1
3. To save/read the problem statement, click on the attached file, e.g. WA1.pdf
4. To start the submission process, click on "Browse my computer" and select your scanned document.
5. After you are finished uploading your document, please click on "SUBMIT" to complete your submission.
6. You must be able to open your document from blackboard. Check the preview to verify your submission was completed successfully. Note that this preview cannot be upside down; TAs will be reading and grading your report directly from blackboard and will NOT download your document. If the document does not appear correctly on blackboard, your assignment will automatically lose 50% of the grade.
7. These assignments are due at 11:59pm. Late reports will not be accepted (you will not be able to upload it on blackboard). No exceptions. DO NOT SEND YOUR LATE WRITTEN REPORT BY EMAIL.