

# Com S 227

## Assignment Submission HOWTO

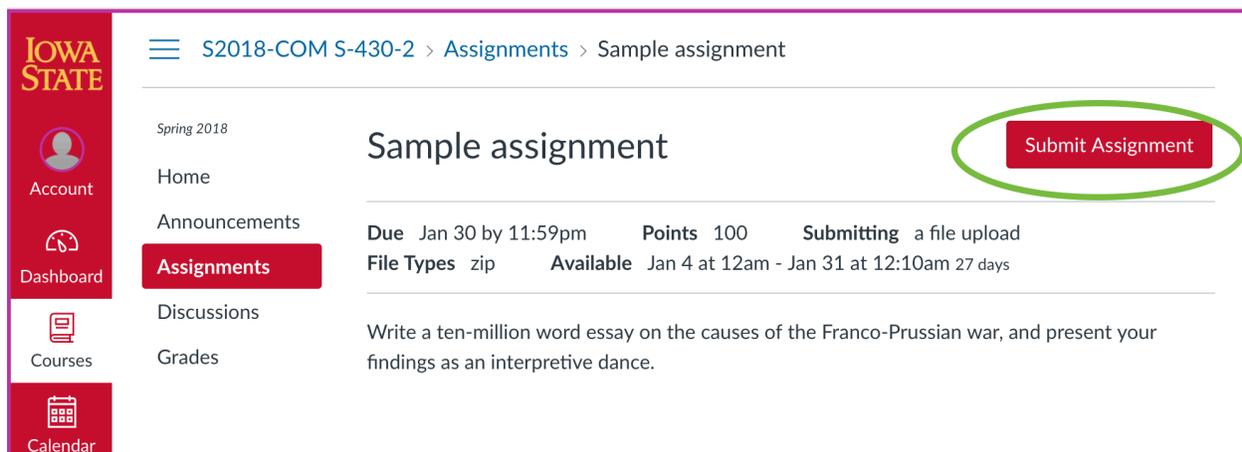
This document provides detailed instructions on:

1. How to submit an assignment via Canvas and check it
3. How to examine the contents of a zip file
3. How to create a zip file
4. How to make file extensions visible in File Explorer or Finder

### 1. Submitting an assignment via Canvas

- Your submission always consists of a zip archive of the required source files, in the correct package directory structure, submitted as a File upload via Canvas.
  - *Generally you should submit the zip archive named "SUBMIT\_THIS\_xxxx.zip" that was created by the specchecker. If you are having trouble running the specchecker, you can create the zip file yourself - see Section 3.*

**Step 1: In Canvas, go to the Assignments page using the navigation links on the left and select the assignment.**



The screenshot shows the Canvas LMS interface for a course titled "2018-COM S-430-2". The navigation menu on the left includes Account, Dashboard, Courses, and Calendar. The "Assignments" tab is selected. The main content area displays the details for a "Sample assignment":

- Due:** Jan 30 by 11:59pm
- Points:** 100
- Submitting:** a file upload
- File Types:** zip
- Available:** Jan 4 at 12am - Jan 31 at 12:10am (27 days)

The assignment description reads: "Write a ten-million word essay on the causes of the Franco-Prussian war, and present your findings as an interpretive dance." A red button labeled "Submit Assignment" is circled in green in the top right corner of the assignment details area.

**Step 2: Click the button labeled "Submit Assignment". At the bottom of the page you will then find a tab labeled "File Upload":**

File Upload   Arc   CyBox   Google Drive

Upload a file, or choose a file you've already uploaded.

File:  No file chosen

[+ Add Another File](#)

Comments...

**Step 3: Click the button labeled "Choose File" and navigate to the zip file that you wish to upload. Normally, if your submission is for a homework named xyz, the file will be named SUBMIT\_THIS\_xyz.zip.**

File Upload   Arc   CyBox   Google Drive

Upload a file, or choose a file you've already uploaded.

File:  SUBMIT\_THIS\_hw1.zip

[+ Add Another File](#)

Comments...

**Step 4: Once the file is chosen, click the button labeled "Submit Assignment". Do not leave the page until you see confirmation that your submission was successful, as shown below:**

Submission

✓ Turned In!

Jan 14 at 1:59pm

[Submission Details](#)

[Download SUBMIT\\_THIS\\_hw1.zip](#)

Comments:  
No Comments

**Step 5: Using the link in the submission confirmation, download the file you just submitted and LOOK AT IT to make sure it contains what you intended to turn in**

- *Every semester there are a dozen students who submit empty zip files, or submit the skeleton code, or submit the wrong assignment, and then wonder why their score is zero.*

**Notes:**

- **Your submission should consist of ONE FILE ONLY.**
- **Do not add comments in the comment box; they will be ignored.**

**If you need to resubmit, you can just go back to the Assignment page where you started, and the "Submit" button will be instead a "Resubmit" button. You can resubmit as many times as you wish; ONLY THE LATEST SUBMISSION WILL BE GRADED.**

The screenshot displays the Blackboard LMS interface for a course in Spring 2018. The left sidebar contains navigation links: Home, Announcements, Assignments (highlighted in red), Discussions, Grades, Courses, Calendar, Inbox, Arc, and Help. The main content area is titled "Sample assignment" and includes a "Re-submit Assignment" button circled in green. Below the title, it shows the due date (Jan 30 by 11:59pm), points (100), and submission type (a file upload). The file types are listed as zip, and the availability period is from Jan 4 at 12am to Jan 31 at 12:10am (27 days). The assignment description reads: "Write a ten-million word essay on the causes of the Franco-Prussian war, and present your findings as an interpretive dance." The submission status is "Turned In!" with a checkmark, dated Jan 14 at 1:59pm. There are links for "Submission Details" and "Download SUBMIT\_THIS\_hw1.zip". At the bottom, it shows "Comments: No Comments".

## 2. Examining the contents of a zip file

File Explorer is the tool for examining the file system on a Windows computer (you can find it using the search box). On OS X, you use the Finder for this purpose.

### On Windows

1. Start File Explorer and locate the zip file. Note that the file name should normally end in ".zip". *If you can't see the filename extensions, please follow the steps in Section 4 of this document first!*
2. If you just need to examine the contents of the zip file, double-click on it.
3. To extract the contents of the zip file (to actually use the files it contains, or open them in another application), right-click on the zip file and select "Extract..."

### On OS X

1. Open Finder and locate the zip file. Note that the file name should normally end in ".zip". *If you can't see the filename extensions, please follow the steps in Section 4 of this document first!*
2. Double-clicking on the zip file will normally extract the contents in the same location as the zip file.

## 3. Creating a zip file

*Note: For all assignments you are provided with a specchecker that will create a zip file for you to turn in, so you should not normally need to create a zip file yourself.*

**The most important thing to remember is:**

*Submit your source files, not the compiled class files!*

The “source” files are the ones you typed. These are the files that the instructors and TAs are going to read. The “class” files are machine instructions generated by the compiler and are executed by the Java runtime. We can’t read them!

The source files always have the extension “.java”, and the class files have the extension “.class”. By default, Eclipse stores the source files in a directory called “src” and the class files in a directory called “bin” within the project directory. *If you can't see file extensions when you look at your files in File Explorer or Finder, see Section 4 of this document.*

You can create a zip archive of your source files in many ways, but this is the simplest.

### Creating a zip archive using File Explorer or Finder

1. Navigate to your project directory and find the source files. By default, Eclipse stores these files in a directory called “src” directly below the project directory.
2. Right-click on the “src” directory and select **Send To --> Compressed/ziped file** (Windows) or **Compress "src"** (OS X)
3. Rename the .zip file appropriately, if necessary
4. Open your zip file and **check** that its contents are correct (see Section 2).

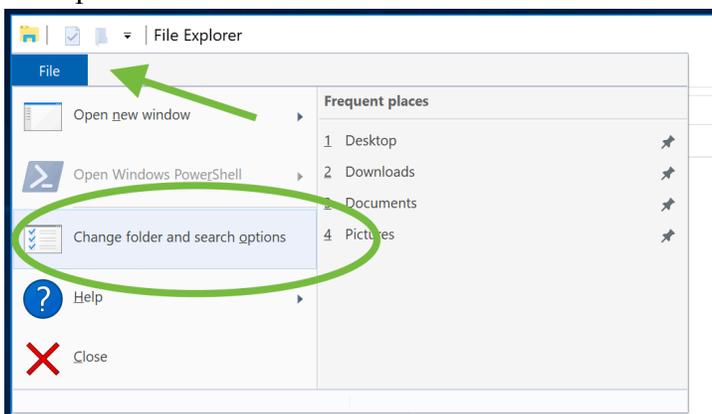
If you cannot see the file extensions to distinguish between .class and .java files, you should change the view settings in File Explorer or Finder as described in Section 4.

## 4. Making file extensions visible in File Explorer or Finder

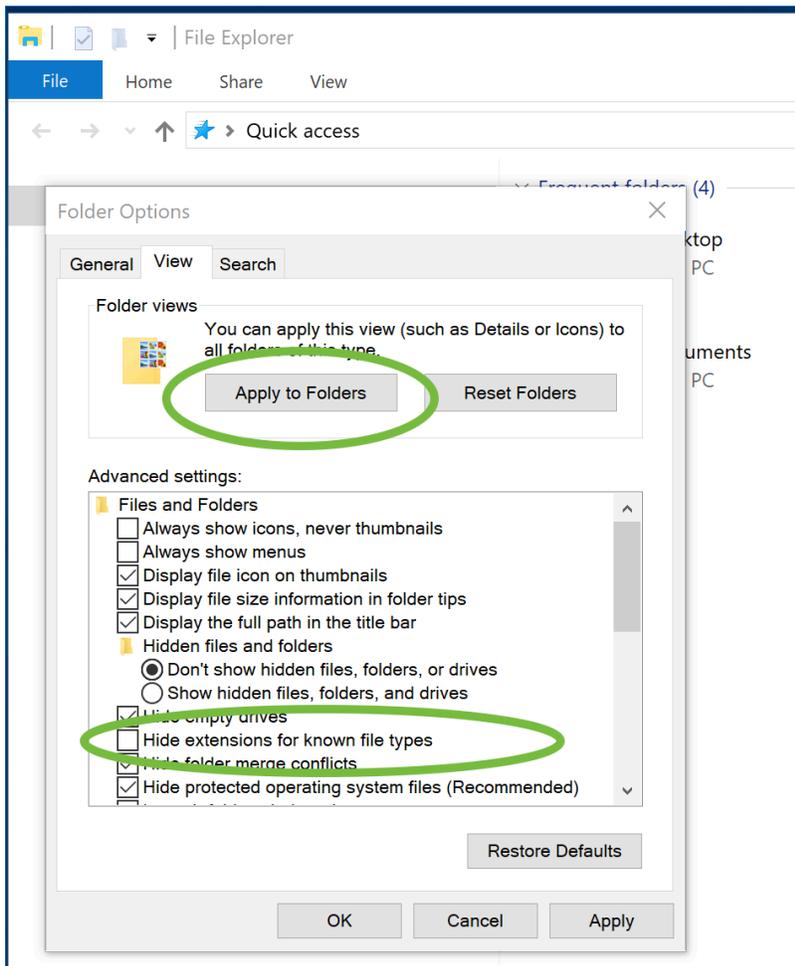
Most files have an *extension* (an ending consisting of a period plus several letters) that helps identify what type of file it is. By default, File Explorer and the OS X Finder do not show the extensions for most types of files. In programming we frequently have several files with the same name, but different extensions, and it is crucial to distinguish between them. To make sure you see file extensions you can change the view settings in File Explorer or Finder:

### For Windows:

1. In File Explorer Click on “File” and from the drop-down menu select “Folder and Search Options



2. In the Folder Options dialog that comes up, click on the “View” tab.
3. **UN-check** the option “Hide extensions for known file types”. (See Figure 4.)
4. Click “Apply to Folders” and then “OK”. (If “Apply to Folders” button is disabled, just click OK.



## For OS X:

Go to Finder -> Preferences -> Advanced and check the box "Show all filename extensions"

