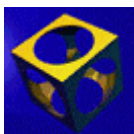# How to submit homework

You submit homework electronically by using the *Submit* program included with LPL. Be sure to read pp. 5–10 of LPL, which provide a detailed description of the procedure. Be sure to do the **You try it** on pp. 8–10.

When you open the Submit program, you will need to enter your name, registration ID, and email address. You will also need to enter your instructor's name and email address. **Be sure to use your TA's name and email. Do not use Professor Cohen's personal email address** (smcohen@u): that is for correspondence only.

To have a grade report sent to your instructor, be sure to click on **Instructor Too** after you have clicked on **Submit Files**. (You must send a grade report to the instructor to get credit for the assignment.) For the instructor email address, use the address of your section instructor (teaching assistant). Here are this quarter's addresses:

Section	Instructor Name	Email address
AA, AD	Andrew Fyfe	atfyfe@u.washington.edu
AB, AE	Gwynne Taraska	gtaraska@u.washington.edu
AC, AG	Mitch Kaufman	mtk5@u.washington.edu
AF, AH	Scott Clifton	sclifton@u.washington.edu

You may send a grade report to your instructor **only once** for each assignment. You may, however, keep submitting an assignment — with reports just to yourself (click on **Just Me**) — as many times as you like until you get a favorable report. When you are satisfied with your work, send a grade report to the instructor. Be sure to include all the problems in the assignment in submission. **Do not submit the individual problems separately.**

You will find it most convenient when submitting your homework if all the exercises in a given problem set have been saved in their own folder (directory) on your computer. It is recommended, therefore, that you create a separate folder for each homework assignment (H_1, H_2, etc.). This may seem like too many folders, but when you run the *Submit* program, you will find it very convenient to select your folder, click once on **Add All**, then on **Done**, and finally on **Submit Files**. Otherwise, you will have to manually select from a larger folder just those files that are part of the homework assignment you are submitting.

Do not have any grade reports sent to the instructor except for the assigned problem sets. You may, of course, submit any collection of exercises that you wish to the Grade Grinder, provided that you have the grade report sent just to you.