**General Assignment Information**

* All assignments are ***due on by 11:59pm on the date indicated on the class schedule page***. Your due dates are NOT in the Due Date column on the SAM Assignments page.
* ***Assignments will not be accepted after the due date*** except for documented, university-approved excuses. Assignments will not be accepted via email.
* Start early! Assignments are **NOT designed to be started and completed in a few hours** before it’s due.
* Start early! The campus technology group often performs system **maintenance that may result in outages** preventing you from accessing SAM. I will NOT allow you to submit first submissions after the due date because of outages that began within an hour of the due date/time.
* The *Advanced Technology Lab* in the business school has computers with Office 2013. The lab is located in Cashion 200. Check for office hours on or near the lab door, or at the lab front desk.
* While many classroom exercises will be similar to SAM tasks, not all SAM tasks will be exactly as tasks done in class**. It is expected that students will use the textbook** to supplement classroom activities and instruction.
* **Most but not all of the assignment steps have been covered in class**. Therefore if you are unsure of how to complete a particular step, consult your class outlines, notes, and examples FIRST, then thoroughly consult your textbook. The textbook should contain examples of everything you’re asked to do in the assignments.

After consulting the above resources if you still have questions regarding the assignment, come see me during office hours or contact me via email. If you are contacting me with questions via email, be sure to attach **your assignment file** along with your ***specific* question**, and the **assignment number and step number** you have a question about. If you come by my office during office hours for assistance, bring a copy of your assignment file on a flash drive.

* If you use your own computer for this project you must **Use Office 2013 for Windows; do NOT use Office for Mac**.
* **All assignments must be done individually and not in conjunction with other students.**
* You are allowed **up to three submissions** for this SAM assignment. I will use your highest grade.
* Be sure you **upload the correct file** when submitting your completed work to SAM. I cannot give you extra submission attempts because you submitted a file incorrectly. I will NOT grade files outside of SAM.
* **To view the grade on a SAM assignment submission**, click on the Results or Reports section of SAM. In the dropdown for Report Type, make sure you set it to “Project”, then for the Report choose “Download Submitted Projects”. That should download a file that contains your score and information on any errors in your submission. Read the error information CAREFULLY.
* ***Additional Tips***
	+ When submitting your files, check your file name to ensure the filename is correct. For example, your name should be spelled correctly, there should be NO blank spaces in the filename (e.g., no spaces before or after the dash), and the file extension should end with .xlsx, NOT .xlsx.xlsx.
	+ Do not type in a value that already exists in the worksheet –use a cell reference instead.
	+ Do not type in a repeating formula multiple times. Instead, use absolute, relative, and mixed references appropriately and drag the fill handle to copy the formula down/over.
	+ Do not calculate a value manually and then type the result in Excel –use formulas.
	+ Ensure your spelling is correct on ALL things—SAM is very exact. Things such as a missing space, an extra space, etc WILL cause an error message and/or a step to be graded wrong.
	+ If ANY part of a step is done incorrectly, SAM will grade the entire step as incorrect.
	+ Pay attention to the instructions given in each SAM assignment—some of the assignments have steps that will not be graded and those steps will be listed. You can feel free to skip those steps that will be ungraded.

**SAM Download and Submission Instructions**

1. Log into SAM and select the appropriate assignment (e.g., “Excel Part 1” or “Excel Part 2” or ...). After confirming that you want to proceed, you should get a screen similar to (but not exactly like) the one below:



1. Follow the instructions on the screen—namely, (1) **download the Instructions file** to your hard drive or flash drive, then (2) **download the Start file** to your hard drive or flash drive (I recommend you **DO NOT** store the files for this assignment in Box).
2. After downloading both files, you may **log out of SAM**.
3. Open the Instructions file that you downloaded and **follow ALL steps in the instructions file** in order to complete this part of the assignment.
4. **After you have completed the worksheet** for this part of the assignment**, log back in to SAM**, and again select the appropriate assignment (e.g., “Excel Part 1” or “Excel Part 2” or ...). You should again get a screen similar to the screenshot above.
5. Follow the instructions in the Grade Submission part of the screen to **upload and submit your completed worksheet**. Refer to the *General Assignment Tips* section of this document on the previous page for information on checking your filename prior to submission.
6. After successful submission, you are done with the assignment. There are **no printouts to turn in.**