

Instructions for Using LON-CAPA

This semester we will be using LON-CAPA for homework assignments and general course materials.

Access: The system is accessed via a web browser. Go to the URL: <https://loncapa.phy.ohio.edu>. If you are going to bookmark the address, USE THIS address (<https://loncapa.phy.ohio.edu>), NOT the individual servers.

Your username is your 8 character Ohio ID (for example: ml931098). The username is *CASE SENSITIVE*. Make sure the first two letters are lowercase. You will use your Ohio ID and password to access the system. (See the 'Information Security' tab under <https://www.ohio.edu/oit/> to change your password.)

Your browser will need to have “cookies” and “Javascript” enabled. Popup windows should not be blocked from *.phy.ohio.edu.

Finding Materials: Upon login select the 'Student' role in your particular course. You will be presented with the first item in the course. This may be a home page or the course contents page itself. Click on Course Contents.

The Course Contents page allows you to view all resources in the course. It is a good place to check the status of various problems. To help with clutter, folders can be opened and closed by clicking on the + or - in front of the folder icon. When expanded, the status of individual problems in an assignment will be displayed. You can select several options at the top. Explore!

To go to a problem, click on the title. Enter the answers in the boxes provided (or via pull-down menus). Press submit answer to send the answer to the computer. Feedback will be provided. Read this carefully. If you are correct, you will be provided a receipt number. **RECORD THIS NUMBER!!!** If there is a technical problem, this number will provide proof that you have done your assignment. Without this number we will not investigate any issues regarding claims of lost points. You are typically allowed multiple attempts at a problem. The number of attempts is displayed below the problem and on the Course Contents page.

Printing the Assignment: To obtain a print-out of your assignment, go to one of the problems

in the assignment. Select the Print icon from the menu at the top right of the screen. Select 'Selected Resources in folder ...' and press NEXT. Press NEXT again. The system will create a PDF (Adobe Portable Document Format) file which can be read using Adobe Acroread.

Checking Scores: Goto the Main Menu (link on top left) and click on "View current problem status and grading information" to get an overview of the point totals for each folder.

WARNING! Check due times carefully under Course Contents Page. If you think this time is not correct, contact your instructor *BEFORE* the due date listed. Beware - the time on the computer is set to National Standard Time (www.time.gov). The time on the computer is *NOT* necessarily the time on your watch. Waiting to the last hour to do your assignment is not suggested. Additionally, the computer load can get pretty high at due times. Do not wait until the last minute!

Tips: Here are a few tips when entering answers:

- Scientific notation is entered in the form **6.02e23** not 6.02×10^{23}
- Problems may or may not require units. The computer will let you know. If units are requested, place a space before the units. An example of a complex unit would be acceleration, meters per second per second, input as **m/s², m/s/s, or m/(s*s)**.
- Read the computer feedback carefully!
- If computer complains about units or sig figs, it HAS NOT YET CHECKED THE NUMERICAL PART OF THE ANSWER.

HELP!!! If you are having technical difficulties, please click on the Help link on the login page or the Help link on the top right once you've logged in. Other help items are scattered throughout the web pages (see the blue question marks). If you are still having difficulties, please visit the page <https://loncapa.phy.ohio.edu/help>. Further instructions can be found there.

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