

MATH1050 Instructions on submissions of work to ‘Blackboard’ or ‘Gradescope’

Be reminded that it is your responsibility to ensure that your submitted work is easy for the graders to handle and is reasonably legible.

The graders are not responsible for doing any ‘post-production processing’ on your work in ‘blackboard’ or ‘gradescope’ before they can start marking your work. And they are certainly not responsible to find marks for you at the risk of jeopardizing their eyesight, if the files you submit are (for whatever reason) not reasonably legible.

There are also occasions when your work will have to be printed out. You are responsible to ensure that no work beyond the pressing of the print-button by the graders is needed for the a reasonably legible print-out of your work to come out from the printer.

We reserve the right of deeming you have made no submission if the files you have submitted are difficult for the graders to handle or not reasonably legible.

A. In preparation for an electronic file for submission in the ‘Blackboard’ or the ‘Gradescope’.

1. Writing on paper?

When you write your work on paper (which may be submitted directly in hard-copy form, or to be scanned/photographed to prepare an electronic file for submission), follow the instructions below:

- (a) Use A4-size sheets, preferably white (or with a background colour which is as light as possible), and without any background images or other distracting patterns.
- (b) Write in (dark) blue ink or black ink, and write in a script which is large enough.
- (c) Leave sufficient space on the sheets, for the graders to write comments or feedback onto the sheets.
- (d) Put your name, your student number and your class (MATH1050A) at the top left corner of each page of your work.
- (e) Arrange your answers in the same order as the questions.
If you want to skip a question, leave a bit of blank space after the question number, so that we know you have skipped it.

2. Typing on an electronic device?

When you type your work on an electronic device, follow the instructions below:

- (a) Set the layout as ‘A4-size, portrait’, with a white background.
- (b) The text which does not involve mathematical symbols should be set at ‘Times News Roman’, with font size 12-14, and of the colour ‘black’.
- (c) There should be appropriate margin and spacing between lines, for the graders to write comments or feedback onto your work.
- (d) Put your name, your student number and your class (MATH1050A) at the top left corner of each page of your work.
- (e) Arrange your answers in the same order as the questions.
If you want to skip a question, leave a bit of blank space after the question number, so that we know you have skipped it.
- (f) Properly type (with the software you are using) the mathematical symbols and notations appearing in your work.
They are expected to be consistent with what appear in the course material. Where it is absolutely necessary to deviate, clarify the meaning of your symbols.

You are encouraged to learn LaTeX, but you may use WORD if you want.

If you decide to type your work with the help of WORD, you are advised to make good use of various online softwares which aid the typing of mathematical symbols. It is left to you to explore which online softwares may be most convenient for you.

3. Writing on an electronic device?

When you write your work on an electronic device, follow the instructions below:

- (a) Set the layout as ‘A4-size, portrait’, with a white background.
- (b) Set the colour of your electronic pen as ‘(dark) blue’ or ‘black’ (except when you are drawing diagrams), and set an appropriate ‘thickness’ for your strokes.
- (c) Leave a sufficient margin, and a sufficient space between lines, for the graders to write comments or feedback onto your work.
- (d) Put your name and student number at the top left corner of each page of your work.
- (e) Arrange your answers in the same order as the questions.

If you want to skip a question, leave a bit of blank space after the question number, so that we know you have skipped it.

B. Preparing an electronic file for submission.

1. When you are about to submit your work to the ‘Blackboard’ or the ‘Gradescope’, follow the instructions below:
 - (a) Put your prepared work into one single PDF file, which is a file of one or several pages of layout ‘A4, portrait’. (No other formats will be accepted: no JPEG, no PNG, no WORD, et cetera. No submission of, say, five separate files will be accepted.)
 - (b) Make sure each page in the PDF file correspond to one and only page of your prepared work.
 - (c) Put the image on each page in the correct orientation (not upside down, and not rotated).
 - (d) If the images are prepared from some hard-copy of your work with the help of your scanner or phone (or other electronic devices), make sure:
 - i. the images contain no distractions (such as fragments from other pages of your work, or the front-cover of your favorite book, or your favorite bed-cover),
 - ii. the lighting is even and correct, and nothing is producing a shade on the images,
 - iii. the resolution is sufficiently high.
 - (e) Put the pages in the PDF file in the correct order.

C. Submission into the ‘Gradescope’.

When you are ready with your PDF file for submission, follow the instructions below:

1. Login to CUHK Blackboard 2022R1 MATH1050A, and click on the item ‘Gradescope’ on the left panel.
2. Click on the assignment you intend to submit.
3. Select ‘Submit PDF’. Then follow the instructions to upload the PDF file you have prepared.
4. You should see a page with the words ‘Assign Questions and Pages’ at the top, which displays every page of your submission.
5. Click on a (sub-)question (e.g. 2, 2.1, 3.4, etc) under Question Outline on the left. Then, click on all pages which contain any part of the solution to the selected question.
6. Once all corresponding pages have been selected for a given question, click on the next question and repeat the process. Continue until all questions have been matched to their corresponding pages.
7. Submit your work by clicking on the ‘Submit’ button on the bottom right corner.