

Submission Guidelines

Your assignments are very important in our online course. To submit your assignments and your midterm or final are especially important to our course. It will NOT be possible for you to submit your assignment without your native file. Your native file such as Revit, 3DS Max, or others, need to be looked at, and a comment or feedback will be provided for you to review. It is crucially important for you to follow our submission guidelines in order to be successful in your online learning. I do realize the frustration that you are going through when you submit your assignments, and you find out that I didn't receive them. Things happen when you submit your assignment! It can be a glitch that occurs when you click the submit button, or some other things. Don't worry! Today's Gmail is very smart, because it will time stamp all of your files. I found out the easiest way, perhaps to do with the main share folder. You can share a main folder with me like: Chang's Lumion. I will be able to locate everything you did under the folder or sub-folder. Even the submission didn't go through, but I am still able to find them. The most important thing has to do with your assignment, is that I am able to grade them.

1. Naming your file. Your assignment sequential number starts with your first section, which you have no assignment due. Do NOT change your assignment name! Your assignment name is all set. Changing it will confuse me. There is an assignment name for every assignment submission.

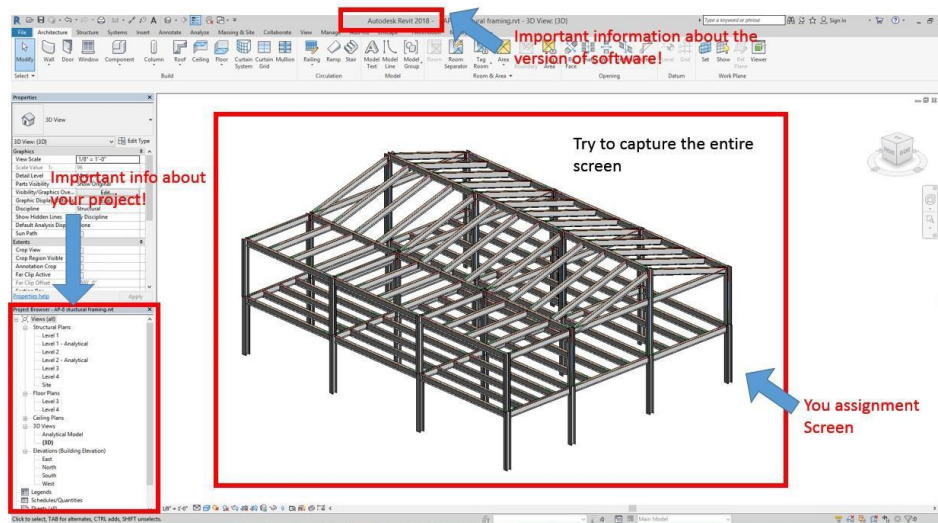
An example: BIM: Revit Course.

The first assignment is Assignment #2, but there are many components of Assignment #2. Revit assignments are centered around Additional Project, so you will start with Assignment #2- AP1, Assignment #2-AP2, Assignment #2-AP3, Assignment #2-AP4, Assignment #2-AP5, and Assignment #2-AP6.

As you progress your course, you will encounter different types of assignments other than Additional Project. Every Additional Project, there will be an Exercises page accompanied with it. Your AP is based on your Exercises page.

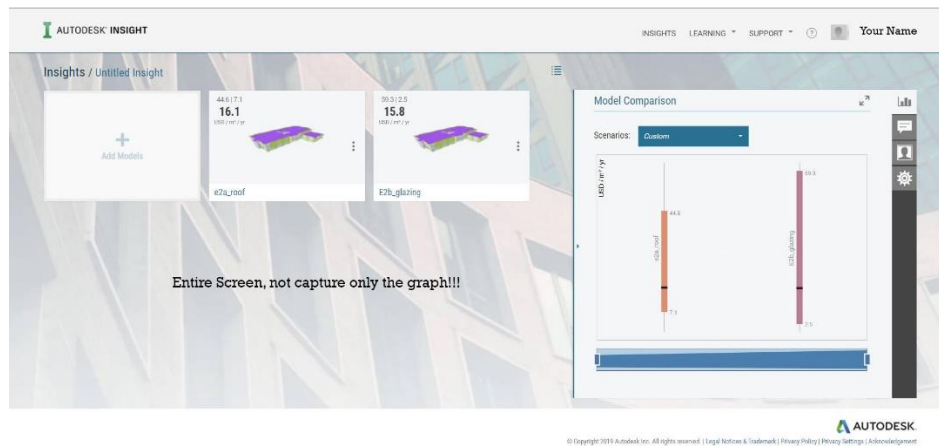
For an example Assignment #3, you will be splitted into Assignment #3-1, and Assignment #3-2. Assignment #3-1's topic is Stacked Wall, and Assignment #3-2 is an Additional Project. Assignment #3-1 will be the name for that assignment. From Assignment #3-2 AP1 to Assignment #3-2 AP8 will be your assignment #3-2 names.

2. Provide a screen capture for the particular assignment. Due to the depth of your Revit file, you can make the entire 7 parts or more of an assignment in one file. This will make checking your assignment extremely time consuming. Some assignments can only be viewed with a print or screen capture like the Building Performance Analysis course from Autodesk 360. This screen capture will assist checking your assignment easier. Please Do NOT Photoshop your screen capture. It is NOT necessary, and will NOT help you to

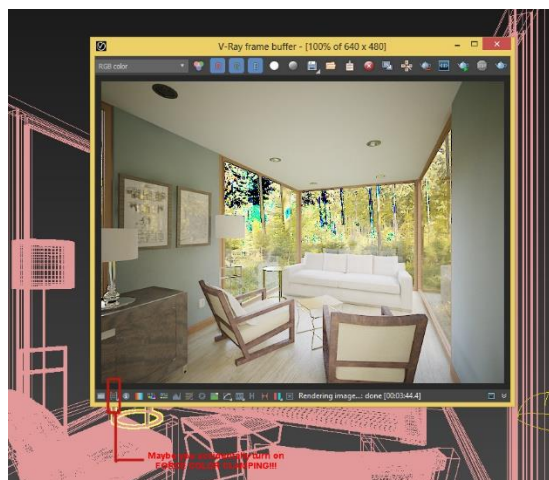


score

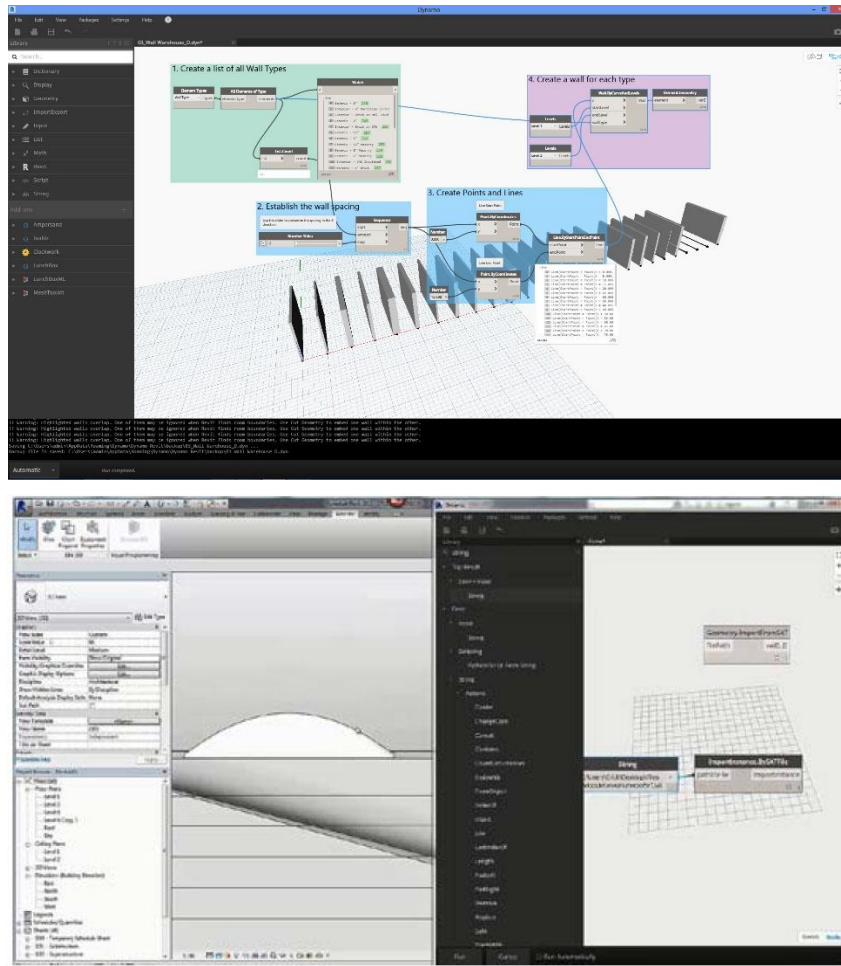
better. The entire screen capture including your software and your assignment will help immensely in understanding your assignment (see picture provided above). It is also very important for BPA course to screen capture the entire screen.



For V-Ray rendering, a screen capture of your V-Ray Frame buffer is important, so I can troubleshoot your problem.



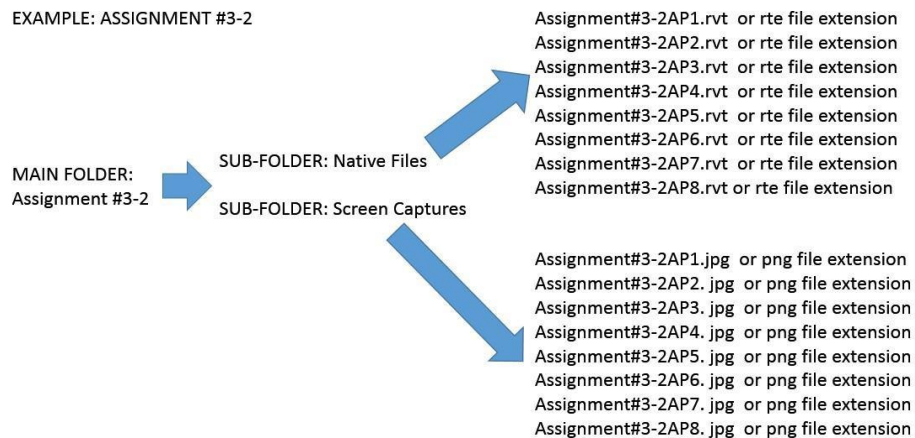
For Dynamo, your assignment will be REJECTED, if you fail to screen capture your entire Dynamo screen. Sometime you are required to submit screen capture of your Revit as well.



The screen capture rule is required in many of my courses, and beyond the above mentioned courses. Please email me when you are in doubt.

4. Naming your share folder. Please name your main share folder and its sub-folder according to this hierarchy suggested here:

EXAMPLE: ASSIGNMENT #3-2



Name your folders and files

- Please submit your finished assignment through the submission page. Do NOT proceed to the next lesson without submitting your assignment! Warning will be served, if you continue this course without going through every lesson. Course suspension may be served for repeated violations. You may choose Google Drive, and share them with me

Prof. Chang's Online Courses "sample" Inbox x



Prof. Chang's Online Courses via us.hosting-web-space.io
to me ▾

9:02 PM (2 minutes ago)



Rendering Assignment Submission

Name of Your Assignment: sample Online Submission

From: Mi Tsung Chang

Your [Email: ssaonlinecourse@gmail.com](mailto:ssaonlinecourse@gmail.com)

Dear Mi Tsung Chang:

This submission gives no warranty and accepts no responsibility or liability for the accuracy or the completeness of the material of your submission. Under no circumstances will this course be held responsible or liable if you fail to submit all required documents to receive a grade. Your final submission requires approval from Prof. MT Chang.

Prof. Chang can request you to re-submit your assignment(s) or project(s). You will receive a ZERO, if you fail to comply his request. This email doesn't quarantine you a grade, nor a successful submission. Please consult with Prof. Chang, if you have any question in regard to your submission.

Prof. Chang

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This e-mail was sent from online submission system from Prof. Chang Online Courses (<http://courses.webdesign168.com>)

by pasting the link in the submission page. There will be a penalty to submit your assignment late. Incomplete assignment submission and late submission will be graded ZERO. You will also see an auto response email about your submission. Please email immediately, if you don't receive your auto response email. I will recommend you send it again. It is NOT necessary to send another email with your assignment link. No need to prove your submission. Your assignment will be date stamped by your Gmail. I cannot give you a grade without looking at your assignment.

6. Do NOT zip your assignment! Zipping files will require me to download and uncompressing files. This is unnecessary. Sometimes your zip file is prone to be corrupted, and makes it harder to view your assignment.
7. Create a main folder like: Chang's Revit. Share this main folder with me, so in case something is wrong with your submission. I can still find them.
8. Do NOT submit individual native files. Typically they are huge, and you will NOT be able to send them to be directly (due to file size). Copy & paste your shared link to me, is the best way, and the easiest way. They also provide a time stamp, in case your submission didn't go through. I have encountered students locking the access right to the folder, but the file is saved in later day.

Assignment submission in this digital age is simple and easy. Do NOT procrastinate! Always allow a day to correct any mistake. The most frustrating thing about your assignment has to do with messy file names. Sometimes my students remember to submit screen captures, but always fail to submit native files or vice versa. I need both to check your assignment quickly. Please respond to my email in regard to your assignment. I will always provide you with some feedback, if there is a problem about your assignment. Unattended email means your lack of seriousness of your own learning. I will deduct points from your assignment, and you will receive a poor grade on your assignment. When in doubt, always email me your question.