

INSTRUCTIONS: Submitting Homework in Gradescope

We will be using the online Gradescope program to submit homework assignments and quiz answers. Before submitting your homework, you should **scan** it to one pdf file. If you don't have a scanning App, you can use the smartphone app **DropBox**. It makes nice clear scans, and it saves them directly into a folder so that you can have all your assignments in one place. However, there are many scanner apps like CamScanner. Any program works as long as it creates one readable pdf or clear photos. try sure to scan all pages into one file (with multiple pages).

If you do use Dropbox, then once in your created *Math 106 Homework* Dropbox folder, you can select create (+) at the bottom of the screen and click the *Scan Document* option. Snap a screenshot of the first page of your homework, then you can click the [+] sign to add more pages. Do **not** use *Take Photo* option.

After your assignment is scanned to a pdf, using any App, submit on Gradescope as follows:

- To get started the first time, go to <http://www.gradescope.com>, click on “Sign up for free” and select Sign up as [a] “Student”. You can skip the student ID entry. If you already have an account, skip this sign-up.
- Use the course code **EVK6NZ**, your full name (the one you use to sign assignments) and your **Amherst College email** address to sign up. It appears to send you an email asking to set a password for your account, so check your Amherst email inbox.
- After logging in to Gradescope, select the course “Math 106, Spring 2022” and the appropriate homework assignment.
- Select “submit pdf” to submit your work in pdf format. Browse to find your pdf and upload.
- **TAG PROBLEMS:** You must tell Gradescope which problems are on which page(s). The easiest way to do this matching is to click on each problem number and then click on the page(s) of **your** homework upload that the given problem is written on. Repeat until **all** problems are matched. Otherwise the graders will not grade your work. (Gradescope will give you a warning when you go to submit your assignment if you have not matched problems.) If you tag a problem incorrectly, then you can fix it by clicking More and Reselect Pages.
- Click Save or Submit.

After your assignment is graded, you will be able to see your score on the written problems, along with comments, on Gradescope. You should receive an email publishing when each homework set is graded.