

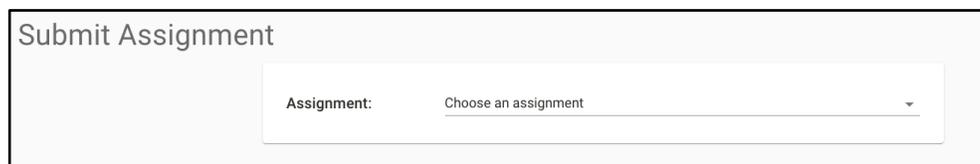
## Submitting Assignments

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This handout explains how to submit your work. Remember that all assignments are submitted electronically through the [Paperless](https://cs198.stanford.edu/paperless/) website (<https://cs198.stanford.edu/paperless/>). Whether or not an assignment is submitted on time is determined by the timestamp on your electronic submission. Since this timestamp is based on the time that the server that receives the assignment, we recommend submitting with at least a few minutes to spare, particularly if you discover that your computer's clock is running slow.

### Submitting your assignments electronically

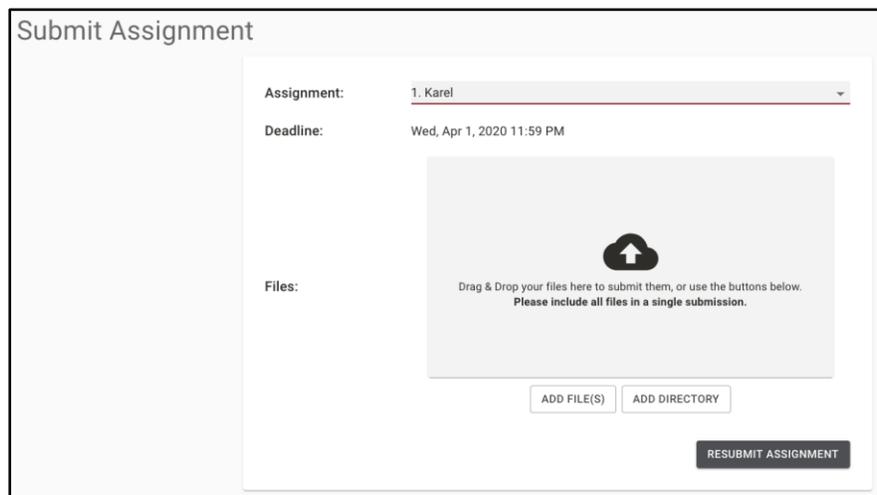
For the CS106 classes, we use an electronic assignment submission portal called Paperless that makes assignment submission a relatively seamless process. Go to <https://cs198.stanford.edu/paperless/> and click the “Submit Assignment” button at the top right corner. This will bring you to a page as pictured in Figure 1.



The screenshot shows a web form titled "Submit Assignment". It features a dropdown menu labeled "Assignment:" with the text "Choose an assignment" and a downward-pointing arrow.

**Figure 1:** When you navigate to the Paperless homepage, you should see a dropdown menu to select the assignment you are submitting.

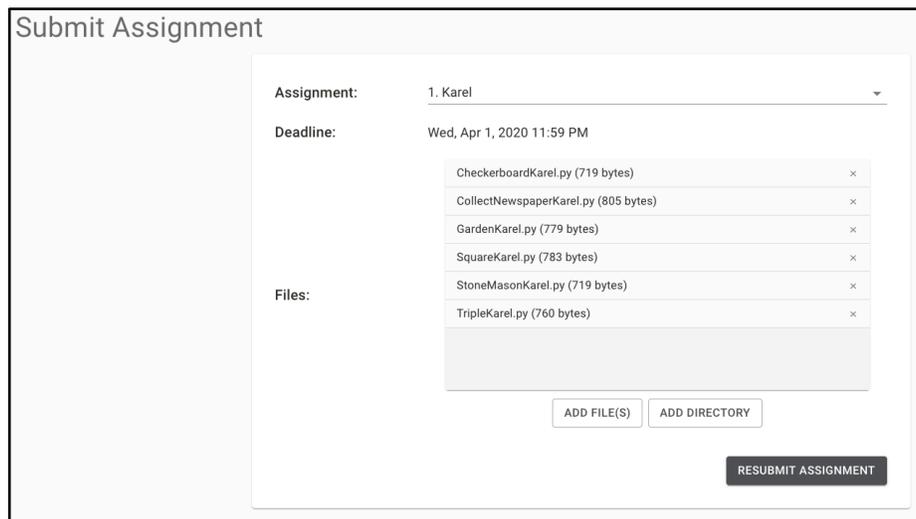
Once you have reached this page, you should select the appropriate assignment from the dropdown menu, which will bring up a page as pictured in Figure 2.



The screenshot shows the "Submit Assignment" page with the "Assignment:" dropdown menu set to "1. Karel". The "Deadline:" is "Wed, Apr 1, 2020 11:59 PM". The "Files:" section contains a large grey area with a cloud icon and the text "Drag & Drop your files here to submit them, or use the buttons below. Please include all files in a single submission." Below this area are two buttons: "ADD FILE(S)" and "ADD DIRECTORY". At the bottom right of the form is a "RESUBMIT ASSIGNMENT" button.

**Figure 2:** When you select an assignment from the dropdown menu, the page presents you with a file selection area. You can drag your files there or use the “Choose File” button.

You should upload all of the appropriate files for the chosen assignment. **The end of each assignment handout has a list of all of the files that we expect you to submit.** You will not be able to hit the “Submit Assignment” button until you have uploaded all of the necessary files. Once they have been uploaded, your page should look similar to Figure 3. (Note that the specific list of files you’ll be submitting for Assignment 1 have some different names than the files listed in the picture below—notably, you won’t have GardenKarel.py or SquareKarel.py files in your submission).



**Figure 3:** After uploading all of the appropriate files, the file selection box should list the name of every file you are submitting.

After you have verified that you’ve included all of the files outlined in the assignment handout, hit the “Submit Assignment” button. If the submission is successful, it should bring up a page that looks like Figure 4.

The screenshot shows a table titled 'Assignments' with the following data:

#	Assignment	Partner	Submitted	Deadline	Status	Grade	Late Days
1	Karel		Fri, Jun 21, 2019 4:23 PM	Tue, Jul 2, 2019 11:59 PM	Submitted		

**Figure 4:** After submitting the assignment, the resulting page lists all of the assignments for which you have a submission, along with information about your submissions. The picture above shows what your page will look like after submitting Assignment 1.

**You should always check the contents of your submission to make sure the code files are up-to-date and correct.** To inspect the submission, click on the specific assignment. This will bring up a page that looks Figure 5 (on the next page).



```
File
CheckerboardKarel.py
Hide Comments
Submission
Fri, Jun 21, 2019 4:23 PM - nbowman_1

1 from karel.stanfordkarel import *
2
3 ---
4 File: CheckerboardKarel.py
5
6 When you finish writing it, the CheckerboardKarel class should draw
7 a checkerboard using beepers, as described in Assignment 1. You
8 should make sure that your program works for all of the sample
9 worlds supplied in the starter folder.
10 ---
11
```

**Figure 5:** When inspecting a submission, you will see a dropdown menu on the left labeled “File” that lets you select files from the submission to view. The dropdown menu on the right lets you cycle through all of your submissions for a given assignment.

Congratulations, you’ve now successfully submitted your assignment!

You can submit each assignment as many times as you would like by following the instructions outlined in this document. However, your section leader will grade only the most recent submission.

**If you are adding functionality to your project for extra credit, please first submit a regular version of your program *before* submitting the extended version.** This ensures that you get full credit for the main parts of the assignment in the case that your extended program introduces any bugs. If you have image files, audio clips, or extra Python files that are part of your extra credit submission, please also make sure to submit those.

## **Make a backup copy of your assignment**

Although we work hard to keep track of all of the assignments that come in, since CS 106A has so many students and a large staff, assignments have sometimes not been received as expected. If your assignment goes missing, you will need to resubmit it. To make resubmission possible, you are responsible for keeping a backup copy of your work.