

How to Submit Lab Activities Online

Once you have completed a lab activity on the Lab Manual Online, click “Submit Answers for Grading.” You will be given a Results page. On the bottom of this page is a Routing Information section. This section has the following:

My name is: *****Insert Your Name*****

E-Mail Results to:

E-mail address

Me *****Insert Your E-Mail*****

Instructor *****Insert Instructor's E-Mail*****

TA *****Insert TA's E-Mail*****

Other *****Insert Other E-Mail*****

You should fill in your e-mail and the e-mail of your instructor. Your instructor will tell you if there are any other people who should receive the results. You have the option of sending the results as either a text version or HTML version. Be sure to ask your instructor which version is preferred.

Click on the “E-Mail Results” button to e-mail your results.

If you plan on doing several lab activities at once, you can also click on the “Profile” at the top of your screen and fill out the same information. That will allow you to e-mail several lab activity results without having to re-enter the same information separately each time.