

Instructions for Using LON-CAPA

This quarter we will be using LON-CAPA for homework assignments and general course materials.

Access: The system is accessed via a web browser. Go to the URL: <http://loncapa.phy.ohiou.edu>. Your username is your 8 character OAK ID (for example: ml931023). The username is *CASE SENSITIVE*. Make sure the first two letters are lowercase. You will use your OAK account password to access the system. (See 'Activate and Manage your OAK Account' links under <http://www.cns.ohiou.edu/email> to change your password.)

The Remote Control: A remote control similar to the one below will appear in a separate window. This will be your main navigation tool. If popup windows are disabled, the system will default to a navigation menu which will appear at the top of the page. This mode can be accessed through the help page as well. You may use either interface.



Useful buttons:

NAV Clickable list of problems and materials.

GRDS Check your score

PRT Print material

EXIT Exit LON-CAPA

Accessing Your Assignment: Upon login select the 'Student' role in your particular course. You will be presented with the course home page. Click on NAV.

This page allows you to view all resources in the course. It is a good place to check the status of various problems. To help with clutter, folders can be opened and closed by clicking on the + or - in front of the folder icon. When expanded, the status of individual problems in an assignment will be displayed. To go to a problem, click on the title.

Enter the answers in the boxes provided (or via pull-down menus). Press submit answer to send the answer to the computer. Feedback will be provided. Read this carefully. If you are correct, you will be provided a receipt number. **RECORD THIS NUMBER!!!** If there is a technical problem, this

number will provide proof that you have done your assignment. You are allowed multiple attempts at a problem. The number of attempts is displayed below the problem and in the navigation page.

Printing the Assignment: To obtain a printout of your assignment, go to one of the problems in the assignment. Select PRT on the remote. Select 'Everything from Assignment X' and press NEXT. Press NEXT again. The system will create a PDF (Adobe Portable Document Format) file which can be read using Adobe Acroread. The screen version is pretty ugly, but the print version should look much better.

WARNING! Check due times carefully under Navigational Page. If you think this time is not correct, contact your instructor *BEFORE* the due date listed. Beware - the time on the computer is set to National Standard Time (www.time.gov). The time on the computer is *NOT* necessarily the time on your watch. Waiting to the last hour to do your assignment is not suggested. Additionally, the computer load can get pretty high at due times. Do not wait until the last minute!

Tips: Here are a few tips when entering answers:

- Scientific notation is entered in the form **6.02e23** not 6.02×10^{23}
- Problems may or may not require units. The computer will let you know. If units are requested, place a space before the units. An example of a complex unit would be acceleration, meters per second per second, input as **m/s²**.
- Read the computer feedback carefully!
- If computer complains about units or sig figs, it **HAS NOT YET CHECKED THE NUMERICAL PART OF THE ANSWER.**

Your browser will need to have "cookies" and "Javascript" enabled.

HELP!!! If you are having technical difficulties, please click on the Help link on the login page. If you are still having difficulties, please visit the page loncapa.phy.ohiou.edu/help. Further instructions can be found there.