

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 this window does not appear, exit your browser and log in again.**



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 'Problems plus pages' and Submit. Press Check All or selectively select problems. Press Submit. The system will create a PDF (Adobe Portable Document Format) file which can be read using Adobe Acrobat. 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/s^2**.
- Keep a list of answers! When you get to the 10th try on a problem, you can easily confuse yourself.
- Read the computer feedback carefully!

Browsers: The following browsers should work with LON-CAPA: Netscape 4 or 6, Internet Explorer 5 or 6. Internet Explorer on the Macintosh may not work completely.

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

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