

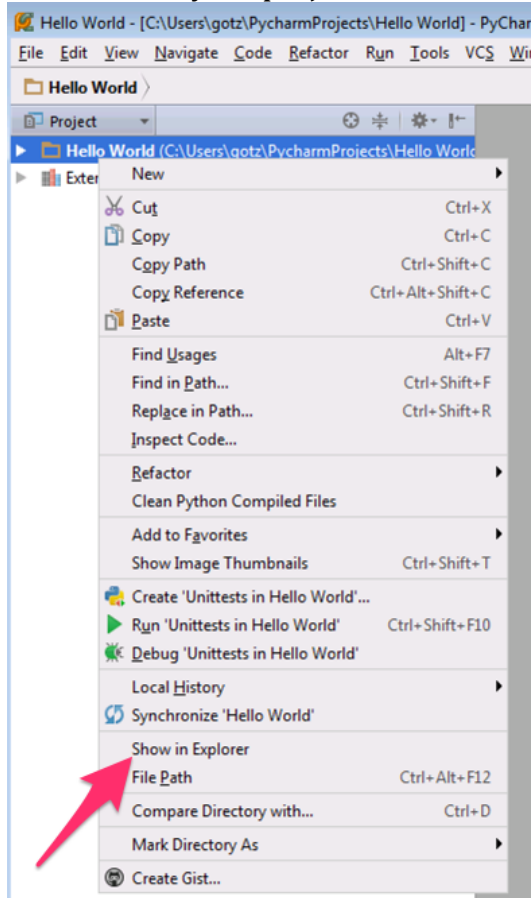
## Programming Assignment Submission Instructions

Please note that more than one instructor teaches INLS 560, and that each instructor may have his/her own process for submitting programming assignments. This document is specific to courses taught by Prof. David Gotz.

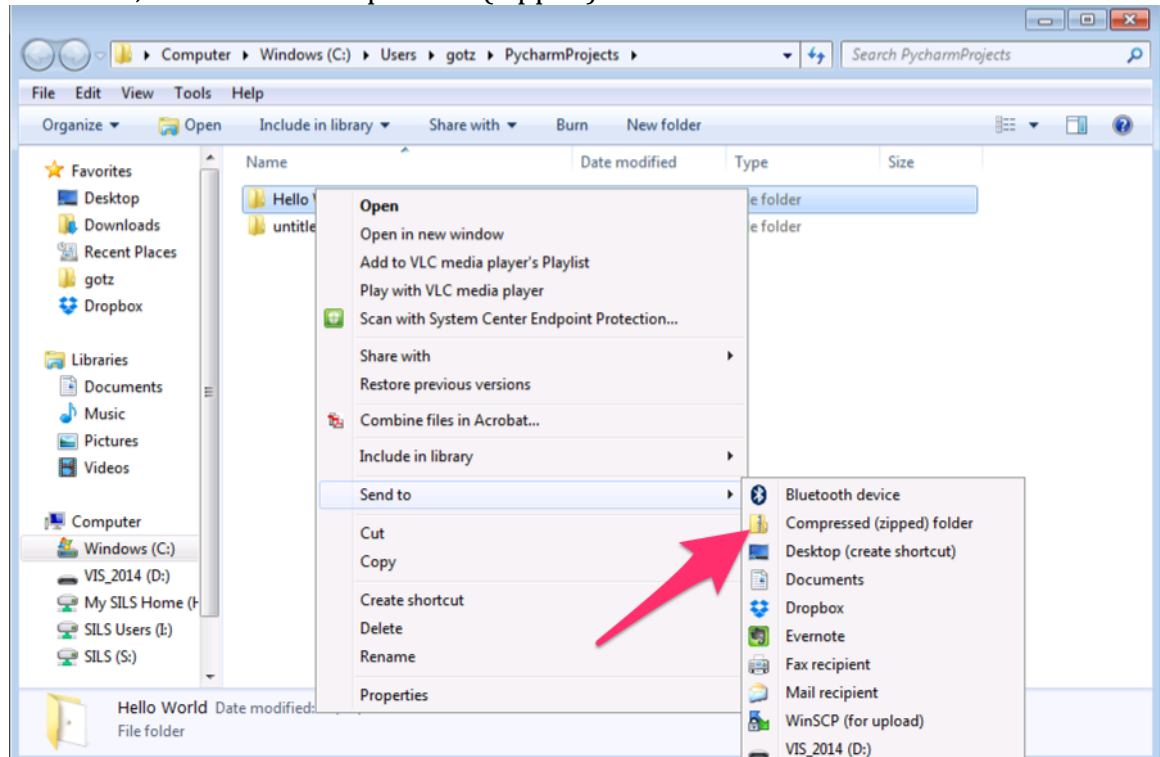
Once you have completed your assignment and are ready to submit your source code for grading, please following the following process. The steps are the same on both Windows and Mac computers, but items are labeled differently. Instructions are included for both operating systems.

### ON WINDOWS COMPUTERS:

1. In PyCharm, find the folder for the project you wish to submit in the sidebar on the left. Right click on the project to open a context menu.
2. From the context menu, select “Show in Explorer” as shown in the screenshot below. This will open a Windows Explorer window that shows the directory that contains your projects.



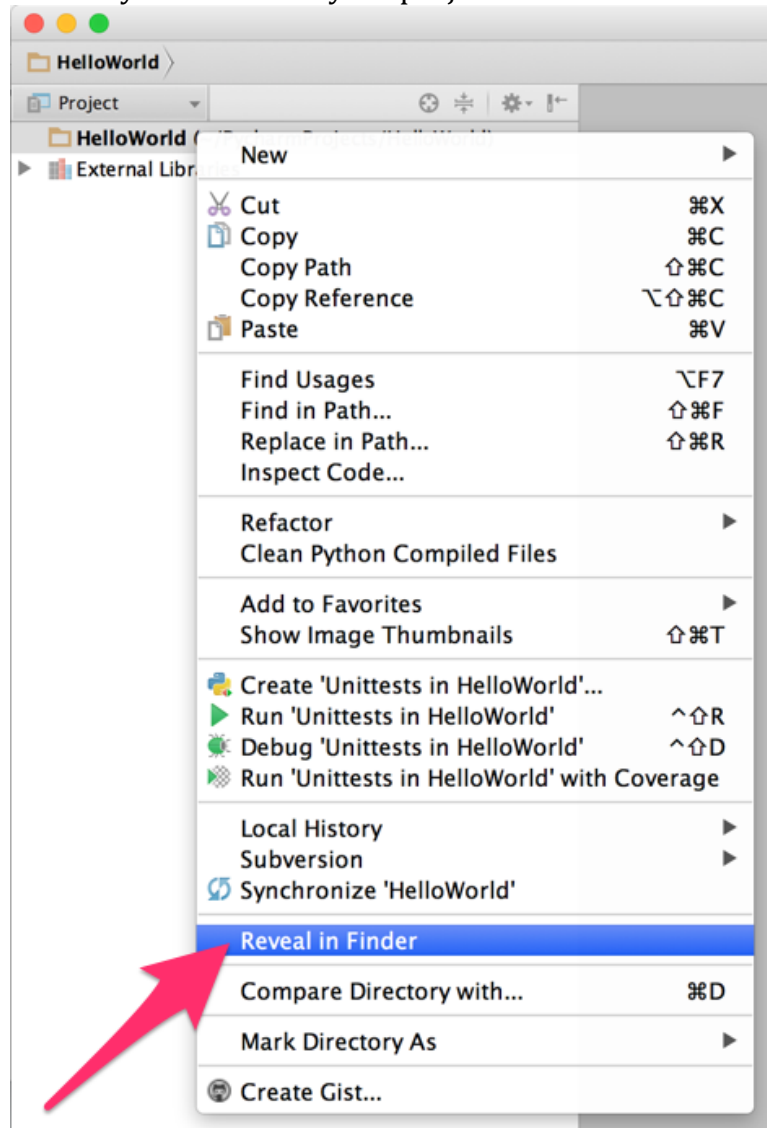
3. In the Windows Explorer window, locate the folder that contains the project you are submitting for grading. Right click on it, go to the “Send To” submenu, and select “Compressed (zipped) folder”.



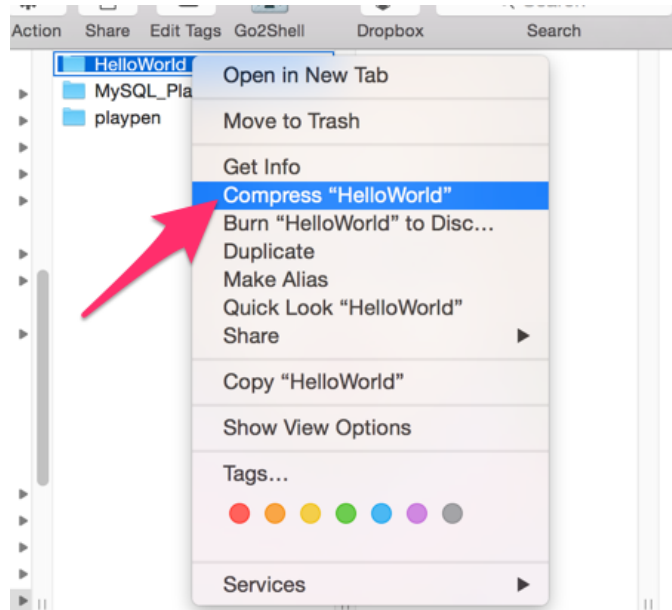
4. You should see a new item in the Windows Explorer that has the same name as your project folder, except that it should have a “.zip” extension after it. That zip file is what you should submit via Sakai.
5. To ensure that you are submitting the correct zip file for grading, you should verify the contents of you zip file. You can copy the zip file you created in step 3 to your Desktop and “unzip” it to see the contents. You should be then be able to see that the unzipped folder has a copy of your source code.

ON MAC COMPUTERS:

1. In PyCharm, find the folder for the project you wish to submit in the sidebar on the left. Right click on the project to open a context menu.
2. From the context menu, select “Reveal in Finder” as shown in the screenshot below. This will open a Finder window that shows the directory that contains your projects.



3. In the Finder window, locate the folder that contains the project you are submitting for grading. Right click on it and select “Compress <Project Name>”.



4. You should see a new item in the Finder that has the same name as your project folder, except that it should have a “.zip” extension after it. That zip file is what you should submit via Sakai.
5. To ensure that you are submitting the correct zip file for grading, you should verify the contents of you zip file. You can copy the zip file you created in step 3 to your Desktop and “unzip” it to see the contents. You should then be able to see that the unzipped folder has a copy of your source code.