1. Download the Microsoft Word © template that corresponds to the project you are submitting.
2. Submit your project electronically by sending a note to me trturner@uco.edu.
    2.1. Teams
        2.1.1. **Subject**: Make the subject *CRN-last-name1-last-name2-pid*. For example, if your team is composed of Edsger **Dijkstra** and Alan **Turing**, you are enrolled in CRN **00000**, and you are submitting project **p01**, the subject line should be **00000-Dijkstra-Turing-p01.** Be sure to put the last names in alphabetical order.
        2.1.2. **Project template**: Attach the completed and renamed project template to the note that you send to me. The name of your project template document is similar to your subject line in the note to me. Make the name of the file containing your project template document *CRN-last-name1-last-name2-pid***.docx**. For example, if your team is composed of Edsger **Dijkstra** and Alan **Turing**, you are enrolled in CRN **00000**, and you are submitting project **p01**, the name of your file containing the cover sheet is **00000-Dijkstra-Turing -p01.docx.**
    2.2. Teams
        2.2.1. **Subject**: Make the subject *CRN-last-name-first-name-pid*. For example, if your name is **Edsger Dijkstra** and you are enrolled in CRN **00000**, and you are submitting project **p01**, the subject line should be **00000-Dijkstra-Edsger-p01.**
        2.2.2. **Project template**: Attach the completed and renamed project template to the note that you send to me. The name of your project template document is similar to your subject line in the note to me. Make the name of the file containing your project template document *CRN-last-name-first-name-pid***.docx**. For example, if your name is **Edsger Dijkstra** and you are enrolled in CRN **00000**, and you are submitting project **p01**, the name of your file containing the cover sheet is **00000-Dijkstra-Edsger -p01.docx.**

Notes:
1. Source files for all projects are stored on the department computer, **cs.uco.edu**, in the root directory (folder) of your student account. A score of *zero* (*0*) will be assigned to any project for which all the source files are not available to your instructor in the root directory of your student account.
2. The source files on your computer are the basis for your score. If, for example, you represent to me that your project compiled and executed without error and I am unable to compile your project source without error, then I will assign a score of **zero** (*0*) to your project.
3. I will be happy to offer advice on any project *before* it is due. I will be happy to check any project *before* it is due. After the project has been submitted there will be *no* opportunity to correct errors.
4. A project that fails to compile will be assigned a score of *zero* (*0*).