



# eProject Submission

[wpi.edu/+eprojects](http://wpi.edu/+eprojects)

*Tutorial for Project Advisors*

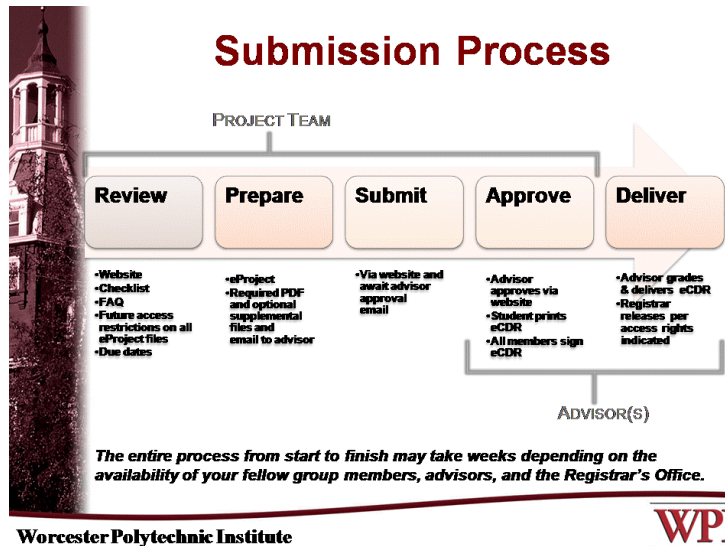
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QUESTIONS?  
project-questions@wpi.edu



## eProject Submission wpi.edu/+eprojects Tutorial for IQP/MQP Advisors.

This tutorial begins with the **Approval** phase of the eProject submission process. The tutorial takes approximately five minutes.



To better understand prior steps that have been performed by the student team members, review the **eProject Submission tutorial for IQP/MQP Students**, which covers the prior steps.

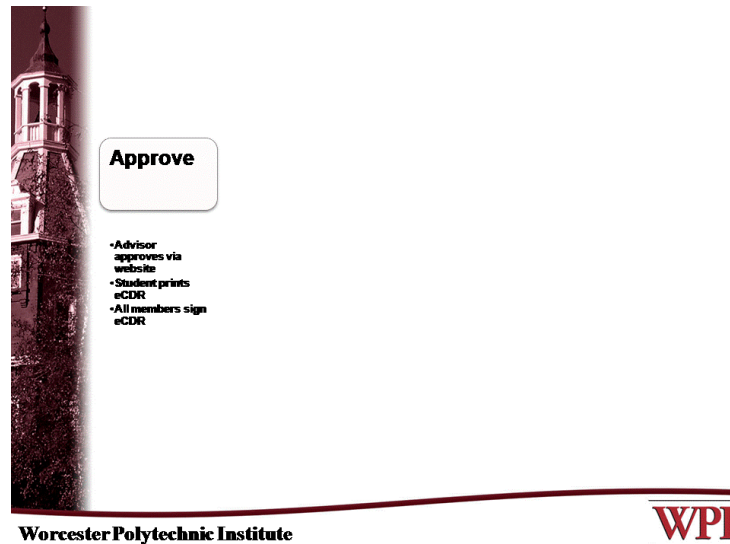
- The student project team will have already assigned future access restrictions for each file submitted (note that *only the PDF* of the report is required). Please be sure that your students do not submit any files, even restricted, that contain sensitive information, such as names of interviewees, or private information that your sponsor will not wish to make accessible worldwide. Restricted files revert to worldwide access after 1-3 years, depending

on the selection made during the submission process. Some students choose to separate appendixes and restrict portions of the project, others decide not to upload information that may be considered confidential. Review the eProjects FAQ (specifically web access options) for restriction options and be sure to come to a consensus with the project team & sponsor.

#### RESOURCES FOR STUDENTS & FACULTY

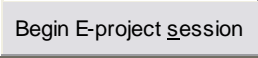
- [eProject Submission Checklist](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [eCDR Deadlines](#)
- [Creating & Modifying PDFs](#)
- [Format for Project Reports](#)
- [Copyright Information](#)

- The project team should be aware of eCDR due dates and will need to connect to the eProject system after your APPROVAL to print the teams eCDR. We encourage students to submit at least a few days before the eCDR deadline, as you as the advisor will need to obtain the printed eCDR from the project team, assign a grade, and deliver to the Registrar by the deadline.



Now you are ready to APPROVE or, if anything is submitted in error, assign the project back to the team for editing & resubmittal.

- Connect to [WPI dot edu slash plus eprojects](http://wpi.edu/plus/eprojects)
- From the WPI eprojects site, under **STUDENT SUBMISSION & ADVISOR APPROVAL** Select option 3 > Your [advisor must approve the project.](#)

- Log in with your WPI network login & password, set the duration to 'one hour', even though this process will not take a full hour. Your browser must set to accept cookies.
- Click the  button. You will be redirected to the approval screen.
- Find the project you wish to approve/deny and click the **reviewable** link

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**Selecting E-project**

You have not yet selected an E-project for this session.

Project	Title	Submission Status	Action
YYX IQP 9876	Training for the e-project submission process	<a href="#">reviewable</a>	
XYY MQP 9876	EXAMPLE E-PROJECT MQP	not started	

Submission Status	Explanation	Count
not started	Submission of this project has not yet been started by the authors	1
reviewable	The authors have submitted this project for review by advisors	1

[Help using this page](#)

[Logout](#)

Wait a few seconds while you are redirected to the next stage in the process.

Review the information entered by the student team to be sure that it is accurate, as after approval it becomes an academic record.

A few pointers for when you are reviewing the information the student team has submitted... (Fig 1)

- Confirm the accuracy of the title, abstract, students' names, and other information on this screen.
- For "on campus" or Worcester projects, the project center will list "none"
- Verify each file added & restrictions, by clicking on the check this file against archived copy. It will verify the required PDF is the exact copy of the one provided to you by the student team. Be sure the optional additional files do not contain private or confidential information

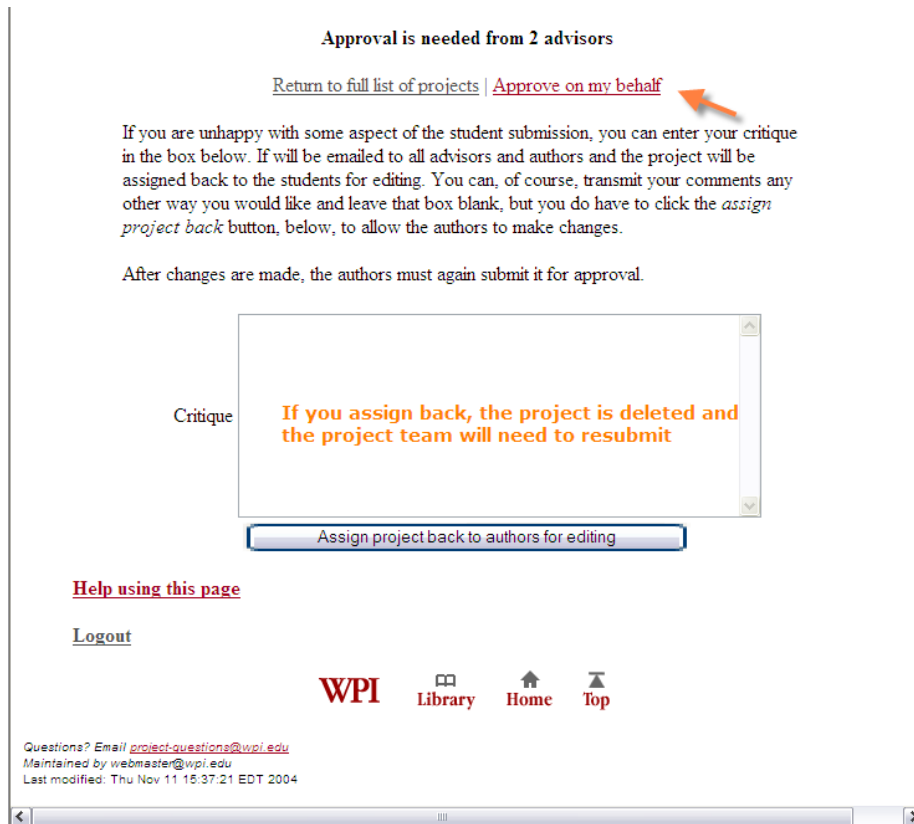
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**Viewing E-project-072607-100419 - YYX IQP 9876**

URN	E-project-072607-100419	
Division	Technology and Environment (41)	
Title	Assessment for Academic Technology Center Online Training Modules	
Abstract	WPI's Academic Technology Center needed an assessment tool for their online training modules. We research assessment options and worked with the ATC to develop an online assessment tool to incorporate into their online tutorials.	
Center	None Specified	<b>On Campus Projects will state "none" here</b>
Sponsor	None Specified	
Authors	Thomas Smith Brian Torrez	
Advisors	Drew, Christine Debra, Dexter	<b>Verify each file added &amp; restrictions, this cannot be changed after approval</b>
Availability	Release the entire work for access worldwide.	<b>wthout override from the Provost</b>
Files	<ul style="list-style-type: none"> <li>• <a href="#">training_assessment.pdf</a> <u>check this file against archived copy</u></li> <li>• <a href="#">AssessmentforTutorials_SurveyResults.xls</a> <u>check this file against archived copy</u></li> </ul>	
Date of Submission	2007-07-26	

**Figure 1 Review Information Carefully - this becomes an academic record**

If you are unhappy with some aspect of the student submission, click the *assign project back* button, below, to allow the authors to make changes. After changes are made, the project team must again submit it for approval.




**Please note, once you Approve the e-project you or the students will not be able to alter the project.** Review the information, restriction options, and files **carefully**.

If there are TWO advisors, you will be prompted to “APPROVE on my behalf.” The project team will not be able to print and eCDR until both advisors have approved.



Upon your approval, the project team will be notified by email and will be able to print eCDR. After printing and signing by *all team members*, the team should deliver the eCDR to you for grading.


Alternately, once all advisors have approved the eProject, advisors can choose to generate the eCDR by click on Approved, to open & print.



**Deliver**

- Advisor grades & delivers eCDR
- Registrar releases per access rights indicated

**Worcester Polytechnic Institute**




The next step is to DELIVER the eCDR to the Registrar’s Office. The eProject will not be released as indicated until the Registrar processes the eProject which may take several weeks.

After Registrar processing, visit [wpi.edu/+eprojects](http://wpi.edu/+eprojects) and **Search Completed Projects** to search and view eProjects.

SEARCH COMPLETED PROJECTS


You can use [library resources](#) to search for projects.

[View Collection Statistics](#)



You may also wish to review the eProject tutorial for *IQP/MQP Students*.


Questions? Contact [project-questions@wpi.edu](mailto:project-questions@wpi.edu)



**CONNECT to [wpi.edu/+eprojects](http://wpi.edu/+eprojects) to begin.**

**QUESTIONS?**

- [project-questions@wpi.edu](mailto:project-questions@wpi.edu)
- Ask at Library Information Desk



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