



eProject Submission

wpi.edu/+eprojects

Tutorial for Project Students

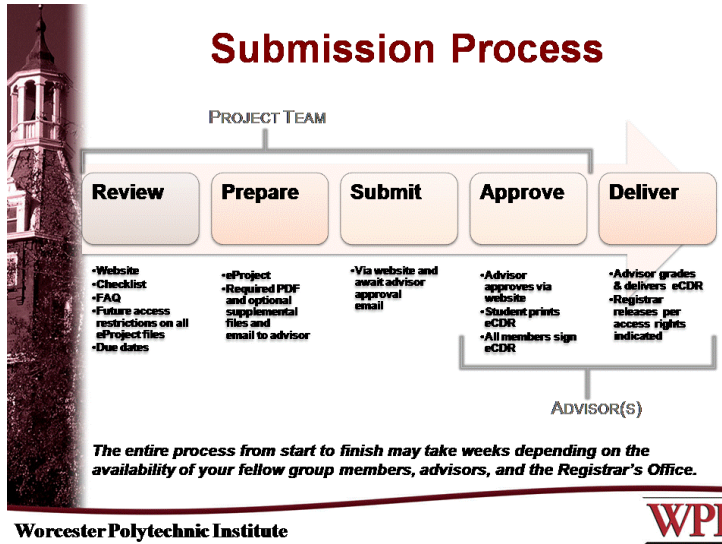
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Electronic Projects

QUESTIONS?
project-questions@wpi.edu




eProject Submission tutorial for IQP/MQP students

You will learn the phases of the eProject submission process up to the Approve stage. The tutorial takes approximately 8 minutes.




Before beginning the submission process, be sure to REVIEW:




Review

- Website
- Checklist
- FAQ
- Future access restrictions on all eProject files
- Due dates

Worcester Polytechnic Institute



- the eprojects web site, checklist and FAQ



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Electronic Projects

About eProjects
Undergraduate Interactive and Major Qualifying (IQP & MQP) project reports are submitted and archived electronically. Questions? Email project-questions@wpi.edu. The faculty have voted to make electronic submission mandatory starting in the 2007-08 academic year. Begin the submission process below after reviewing the checklist and resource area.

STUDENT SUBMISSION & ADVISOR APPROVAL

1. Convert your report to PDF. Your advisor may want a copy of the pdf you will be submitting online.
2. Submit/Modify your project online **SUBMIT**
3. Your advisor must approve the project.
4. Print the customized eCDR for yourself and all project partners, sign it and give it to your advisor.
5. Your advisor turns in your eCDR to the Registrar's Office.

A complete list of deadlines is available from the Registrar's Office.

SEARCH COMPLETED PROJECTS

RESOURCES FOR STUDENTS & FACULTY

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

TOOLS FOR REGISTRAR & LIBRARIAN

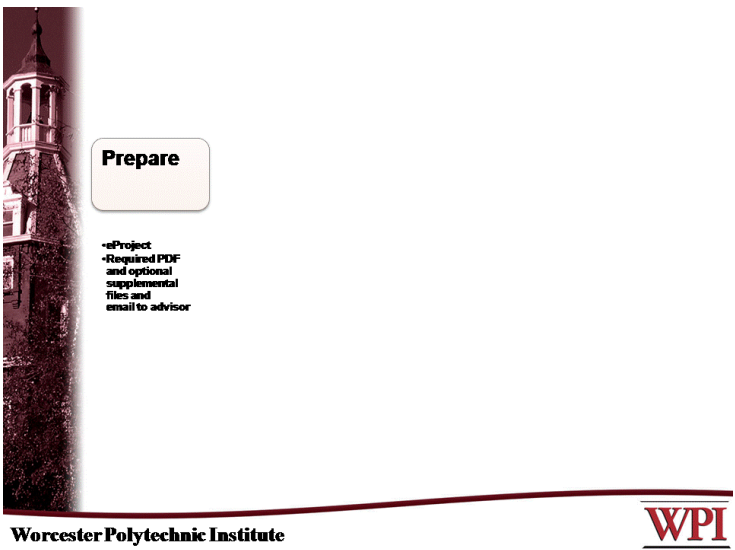
[Review Advisor-Approved Projects](#)
[Manage Available Projects](#)
[Manage Withheld Projects](#)
[Catalog Projects](#)

- Discuss future access restrictions with your team & advisor(s) for each file you plan to submit online (only the PDF of the report is required). Sensitive information, such as names of interviewees, and other private information that your sponsor will not want you to make accessible worldwide, should NOT be included in the final project PDF submission. Some students choose to separate appendixes and restrict portions of the eProject, others decide not to upload personal/private information at all. Review the eProjects FAQ for restriction options and be sure to come to a consensus with your advisor(s).

7. **What are the web access options?**
 There are four choices of web access to the project. The students should consult with their advisors to be sure the project is restricted if there are concerns with exposing the project to a world-wide audience. Advisors are able to review the choice when they accept/reject the submission.

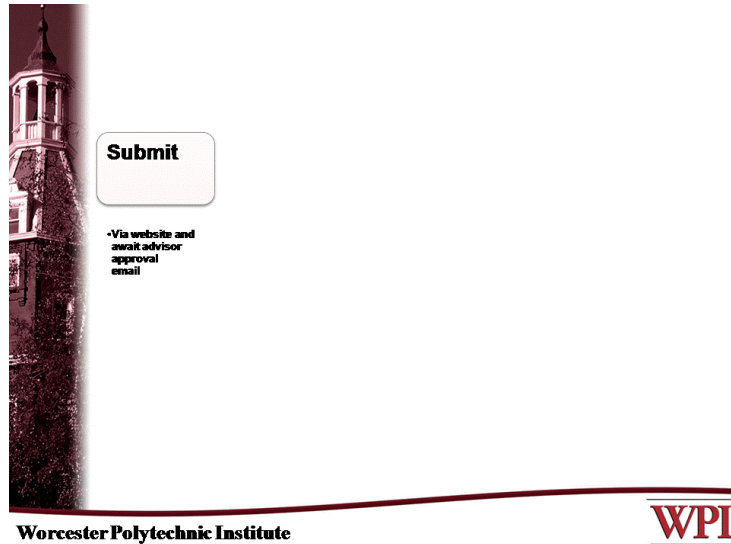
- **Release the entire work immediately for access worldwide.** Consult with advisor(s) and sponsor to choose restriction options in FAQ
 The project will be wide-open to viewing across the Internet.
- **Release the entire work for WPI access only.**
 The project will be restricted for viewing to people within WPI only. There is a time limit at which time, if not renewed, the project will revert to world-wide display.

- Review eCDR due dates and keep in mind that after you submit online your advisor will need to approve before you can even login and print your eCDR so, try to submit at least a few days before the eCDR deadline.

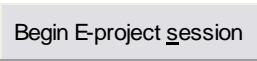


PREPARE your eProject by converting to PDF and providing your advisor with an **exact copy** of the PDF and any supplemental files you wish to include (most file formats are accepted, such as HTML, AVI or other digital video files, MS Word, Excel, Access).





Now you are ready to SUBMIT.

- Only one team member should connect to wpi.edu/+eprojects
- Under Student Submission, click *“Submit/Modify your project online”*
- Enter you WPI network login and 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.

Click the project title link to begin.

You have now entered the first phase of the eProject submission process. Please note, aside from the online submission, an electronic Completion of Degree Requirement (eCDR) form must be submitted to your advisor. Once you have submitted the information on this page, you have 30 days to complete the process. After that time, the incomplete project will be removed from the database.

All the fields on this page are required. You will not be allowed to continue the process unless they are filled in.

E-project-db: Enter Title Page Information - YYX IQP 9876

There are seven steps in the on-line project submission:

1. **Entering title information**
2. Entering author information
3. Entering advisor information
4. Entering one or more report files
5. Reviewing the complete submission
6. Submitting the project for advisor approval
7. Printing the eCDR PDF, customized for your project

Aside from the on-line submission, an **electronic Completion of Degree Requirement (eCDR)** form must be submitted to your advisor.

This is phase **1 of 7**.

Once you have submitted the information on this page, you will have 30 days to complete the process. After that time, the incomplete project will be removed from the database.

Please enter the following information to describe your project.

All the fields on this page are *required*. You will not be allowed to continue the process unless they are filled in.

Project Site

Project Sponsor If there was no sponsor enter **none**

IQP Division

Web Title
(the title above will be the one displayed on the web)

Transcript Title
(copy and paste from title, shortening if necessary, to the 60 character limit.)

Abstract Enter your abstract here. Your transcript title and abstract will be printed on your official transcripts from WPI, so you must limit the abstract to no more than 800 characters. Please do not touch *Enter* unless you want to make a paragraph.

[Help on entering your abstract](#)

- Availability Upon Registrar's Approval**
- 1. Release the entire work for access worldwide.
 - 2. Release the entire work for WPI access only. (Enter the number of years below.)
 - 3. Request that the work be withheld from public disclosure. (Enter the number of years below.)
 - 4. Release the entire work for WPI access only, while at the same time releasing parts of the work for worldwide access. (You will be asked at a later point to specify the availability of each file you submit.)

Years to be **restricted** (per option 2) or **withheld** (per option 3)

If a project is to be **withheld**, the **Registrar's Office** must receive a written justification from your advisor.

Copyright Statement I hereby grant to WPI or its agents the right to archive and to make available my E-project in whole or in part in the University Libraries in all forms of media, now or hereafter known. I retain all proprietary rights, such as patent rights. I also retain the right to use in future works (such as articles or books) all or part of this E-project.

I Agree

[Help using this page](#)

[Logout](#)

Select the appropriate project site or 'no project center' if the project took place on campus.

-Enter the project sponsor. If there was no sponsor enter the text 'none' in the space provided.

-Enter the title in both 'Web Title' and 'Transcript Title' for the latter, keep in mind the character limit is 60. This is the title that will be seen by graduate school admissions or potential employers to whom you may provide your future academic transcript.

- Copy the abstract text from your project PDF and paste it in the appropriate field. Abstract limit is 800 characters.

-In the 'Availability Upon Registrar's Approval' section, select the appropriate release option your group members and advisors agreed upon.

-Agree to WPI's copyright statement, and then click the 'record your project's title page' button to continue to the next phase.

In phase two, confirm all authors of the eProject .

-Only if an author is not listed enter their information and click the 'Add Author' button.

-Once the author list is complete, continue by clicking 'Manage Advisors.'

Phase three confirms the advisors for your eProject .

If an advisor is not listed select an advisor's name from the dropdown list then click the 'Add Advisor' link

-Once the advisor list is complete, click the 'Manage Files' link.

Phase four allows for the submission of data files (including the required eProject PDF) Click Browse to select the eProject PDF. Be sure it is an exact copy of the one you gave to your advisors. There is an automated way they can verify this PDF to match the one they have. Repeat for additional files. When ready, click the 'Add Files' button.

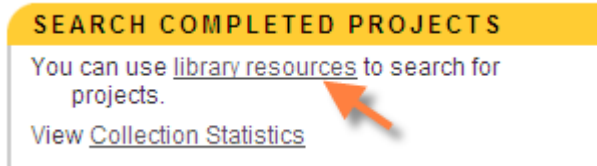
If you have submitted all files, click the link 'review the title page and submit the project for review by your advisor(s)' or wait 5 minutes to be redirected.

If you have more than 5 files to submit, click the 'return to the file submission page' link to add more.

Phase five provides a *final* opportunity to modify or delete any information in your eProject submission **Please note, once you submit your eProject for advisor approval, you will not be able to alter the project.** Please review your information, make any necessary modifications or deletions, then click the 'Submit Your Project' link at the bottom of the screen.

The eProject submission process is now complete. An email will notify your advisor(s) to APPROVE the eProject. Once the advisor approves, you will be notified by email and will be able to print the eCDR. All team members must sign before delivery of the eCDR to your advisor(s). Your advisor will assign your grade and deliver this official document to the Registrar's Office. Your eProject will not be released as you indicated until the Registrar processes your project, this may take several weeks.

After Advisory Approval & Registrar's Office processing, visit wpi.edu/+eprojects and **Search Completed Projects** to search and view eProjects.



Questions? Contact project-questions@wpi.edu

You may also wish to review the **eProject tutorial for IQP/MQP Advisors** to learn more about the next steps in the process.



CONNECT to wpi.edu/+eprojects to begin.

QUESTIONS?

- project-questions@wpi.edu
- Ask at Library Information Desk



Worcester Polytechnic Institute

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Created August 2007 by Academic Technology Center & Gordon Library, WPI
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