You are asked to submit your Exam solutions by email, at least for the first exam.

Please read carefully the following specific guidelines for preparing your exam solutions for submission, and how to submit the exam by email:

First, **regarding what you submit (the document(s))**:
Please submit either a pdf document or a clear picture of what you have written. If you submit directly a word-processing document (e.g., Word docx), it will often be difficult to read, and this is discouraged.

Also, it is helpful if you can submit only ONE document (plus the signed academic integrity statement, to be make available; you can do the academic integrity statement as a separate document or as part of your solutions). If you have to submit several separate documents, it is very helpful if I don't have to jump from one document to another to grade a single problem. E.g., try to have the entire solution of Problem 3 (etc.) in one document.

This is not a request for only one problem per page. It is a request for only one page per problem. (Understand the difference between the “function property” and the “one-to-one” property.) It is OK to have more than one problem on one page. Try not to use more than one page for one problem.

I realize there may be technological problems trying to do all this: These are guidelines if you can do it. The most important thing, even if you can't submit just one document, is that it be clear and readable.

It is important that, when you email your exam to me, **the subject of your email** should make clear
- what you are submitting (e.g., Exam1) and
- who is submitting it (e.g., Beethoven).

So, if your name is Beethoven, the subject for an Exam 1 submission should read EXACTLY like this, or very close to it:

Exam1 Beethoven

(use “Exam1”, not “Exam 1”; use last name, also known as family name or surname).

On the other hand, please use this ONLY when submitting your exam solutions. (An email whose subject begins with “Exam1” will be assumed to be an email which contains solutions to Exam 1.)
If you are able to put a title on the document you submit, it can be essentially as the subject of your email (see below on this) -- e.g., Exam1Beethoven.pdf if Beethoven is submitting his/her solutions. The precise format of the document title is not as important as the wording in the subject of your email. Just be sure your name (“Beethoven”, not “Ludwig”) is there in the title (if you are able to give a title to your document).

If you are submitting more than one page, it is very helpful if the different documents can be labeled (in the title of the document) with the problem number(s) in the specific document; no specific format necessary for this. **EXAMPLE:** Exam1Beethoven Problems1,2,3.

As of Feb 7, 2021