eCampus Document Review
Instructions for the Undergraduate Research Scholars Program
Step 1: Login to eCampus at ecampus.tamu.edu using your NET ID and Password.
**Step 2:** Find the 2015-2016 Undergraduate Research Scholars Community under “My Organizations”

Note: If you do not have access to the community, please contact us immediately at ugr@tamu.edu.
Step 3: Locate the “Submissions Feedback” page

By now you should have submitted your 1st progress report and/or your 1st Draft Thesis Installment.

In order to check your grades, reviewer notes, or your submission click on the “Submissions Feedback” tab on the left hand navigation menu.
Here is the “My Grades” page for the Undergraduate Research Scholars Community. We will quickly go over what everything on this page means and its function to you.
My Grades (Submission Feedback)

The numbers and symbols beside your submission will quickly be able to tell you if your submission has been submitted but not reviewed, reviewed but needs revisions, or is reviewed with no revisions necessary.
A dash in the grades column indicates that you have **not completed** the assignment.
A yellow exclamation point in the grades column indicates that the document was submitted however it is awaiting further review by Undergraduate Research Staff.
My Grades (Submission Feedback)

A 0/1 or an 1/1 in the grades column indicates that your document has been submitted AND reviewed.

A 0/1 indicates that revisions are required.

An 1/1 indicates that there are no further revisions required to the document.
My Grades (Submission Feedback)

In the grades column you should see a Blue comment balloon beside your submission. Clicking this balloon allows you to view the status of your document and any notes left by your reviewer.
You can exit this popup after reviewing your feedback by clicking the “X” in the top right of the pop-up window.
Step 4: Review your submission

To view more information about your submission as well as more detailed reviewer notes, click on the title of your submission.
Submission Review

On this page you will be able to review the document you submitted, check your submission status and find notes and comments left by Undergraduate Research Staff on your submission. **You should also receive an email from UGR staff detailing the corrections that need to be made.** Using the same file you submitted initially, make the requested changes and proceed to resubmit.
Step 5: Navigate to Document Submission Page

Here is the Assignment Submissions page. In order to upload your document scroll down to the bottom of the page. Should you need to resubmit a corrected document. You will need to click the “Installment Submissions and Progress Reports” link on the left hand navigation menu.
Step 6: Locate the Assignment you wish to submit

Click on the assignment you wish to re-submit.
Step 7: Submit New Document

From here click on the “Start New” Button on the right hand side in order to submit a new document. After submitting your new document your previous attempt(s) will be saved with all comments and notes within eCampus.
Step 7: Submit New Document

Submitting your corrected document is the exact same process as submitting your original. Please refer to the “eCampus Submissions Process” tutorial should you have any further questions.