eCampus Document Submission Instructions for the Undergraduate Research Scholars Program
Step 1: Login to eCampus at ecampus.tamu.edu using your NETID and Password

Avoid Phishing Scams that Use the Term "Blackboard"

Recent phishing scam emails have used the term "Blackboard," which is the system that powers eCampus, to target users and make attempts at identity theft and fraud.

Please be very suspicious and use good judgement with any emails you may receive that use the term "Blackboard." These phishing emails should simply be deleted.
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.
Use the left-hand navigation to locate important program information and resources, access the thesis installments submission assignments and feedback, and more.
**Step 3:** Locate and select the Installment Submissions and Progress Reports page
Step 4: To begin your Progress Report, select the appropriate Progress Report assignment link. We suggest that you complete the Progress Report before uploading your Thesis Installment.

1st Draft Thesis Installment

Deadline: Sunday, November 22, 2015 at midnight

Requirements and Expectations

Your first submission should reflect the progress you have made in your project thus far. Typically, this will take the form of an introduction or background section. However, the development of your project will vary greatly depending upon the conventions of your field of study and individual writing style. UGR staff will be paying close attention to your formatting, but you will be responsible for meeting with your faculty advisor regularly in order to ensure the strength of your content.

We highly suggest that you utilize one of our Thesis Templates (located on the Downloads page and on our website) to ensure that you meet the required formatting outlined in the Thesi's Manual. All installment submissions must include the requisite preliminary pages (Title page, Table of Contents and Abstract page). Please review your document for any deviations from the Thesis Manual BEFORE submitting.

Don’t forget that a progress report is required for each installment submission. If you have not already done so, please submit the First Installment Progress Report.

Explanation of "Grading" through eCampus

Once a document is submitted, UGR staff will review the document and provide feedback as necessary. Documents will be "graded" on a binary (0-1) scale where 0 indicates NEEDS CORRECTIONS and 1 indicates APPROVED. If any corrections are required, UGR staff will note them on your document submission within eCampus (INSERT INSTRUCTIONS HERE) and contact you via email. Corrections will need to be made and resubmitted by the new deadline provided within the Needs Corrections email (typically 24 to 48 hours). If your corrections are not received within the given time period (INSERT CONSEQUENCES HERE). Your submission will only be counted as Approved once your document is free of ALL mistakes. Note: Do NOT use the Text Submission function. Upload Microsoft Word or PDF files ONLY.

1st Installment Progress Report

Instructions: Please answer the following questions in detail and submit the first thesis installment no later than Sunday, November 22 at midnight.
Step 5: Select “Begin” to start your Progress Report.
Step 6: Answer all questions to the best of your ability and select “Save and Submit”.

Question 4

How has your project timeline changed? Describe your plans to continue writing, keeping in mind the deadlines for the second (January 24) and third (February 28) installment deadlines, as well as the final thesis deadline (April 10).
Step 7: Click “OK” at the bottom and use the links on the left to navigate back to the Installment Submissions and Progress Reports page.
Step 8: To begin your installment submission, select the installment assignment link.

**Installment Submissions and Progress Reports**

**1st Draft Thesis Installment**

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Step 9: Read the instructions on the Thesis Installment Assignment page carefully.
Step 10: Scroll down to the bottom of the installment assignment page and select Browse My Computer.

Note: Do NOT use the text submission box to submit your documents. Plain text submissions will not be accepted.
Step 11: Find your thesis installment file and select open.
Step 12: Enter any comments you have if necessary. If you have an urgent question or comment, please contact us at ugr@tamu.edu.
Step 13: Select Submit!

When finished, make sure to click Submit.
Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.
Post-Submission: Once you submit your thesis installment and progress report, Undergraduate Research staff will begin the review process and indicate where corrections are needed if necessary. Please be aware that if corrections are needed, you will be held to a new submission deadline.

Note: To view document feedback, upload a new document, or to check the status of your submissions please refer to our “Checking Grades and Resubmission Process” tutorial.