



Principles of Financial Accounting I

Procedures for Homework Assignments Using D2L

These tips and suggestions are intended to assist students in completing accounting homework from the textbook using Working Papers available on D2L.

1. "D2L" is short for "Desire to Learn," a course management site used by professors and students at ORU.
2. You may access D2L by entering
d2l.oru.edu
into you web browser.
3. Students should login using their "Z number" and password.



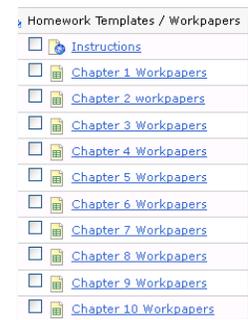
4. Locate and select our course on your screen.



5. Homework assignments are to be prepared on Working Papers the electronic version (in the form of Excel spreadsheet files) of which came with the purchase of WileyPLUS. The publisher has agreed to allow them to be made available on D2L.
6. Once you have selected the course, choose "Content" in the upper left corner of the screen.



7. The next screen lists Excel files available by chapter. →
8. Selecting a particular chapter will open an Excel file of working papers with pages and pages of spreadsheets (tabs across the bottom of the page) for solving Brief Exercises, Exercises, Problems, and many other items in the textbook. You will only use some of those available. Use the arrows in the lower left corner of the Excel spreadsheet to locate the particular tab(s) you need for the assignment you will be working.

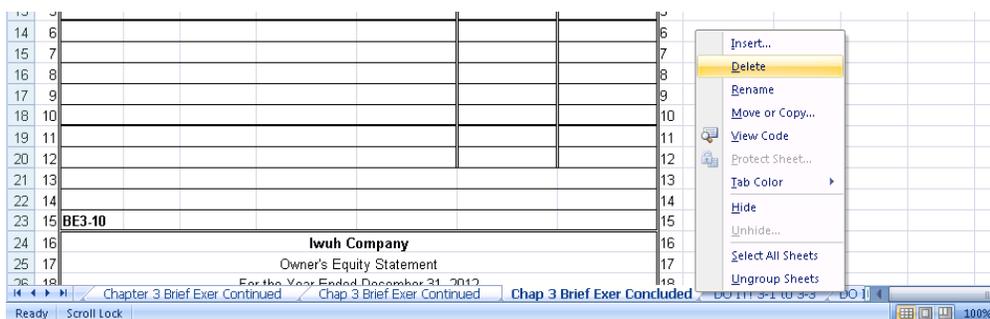


9. For each assignment, students will have the following choices about how they will use the Excel sheets to prepare their homework:
 - a. Students may print each page of the problem, solve the problem in handwriting using pencil, and submit the completed problem in class.
 - b. Students may open the Excel file, complete the assignment using Excel, print the completed assignment, and submit the completed problem in class.
 - c. Students may complete the assignment using Excel, and they may submit the completed assignment in the D2L “dropbox.” (Note: problems submitted to the dropbox are due at the same time as the assignments due in class.)

10. For problems submitted in the dropbox, the following procedures are recommended:

- a. Enter your name on the first “tab” of the assignment.
- b. In the area labeled “Section:” indicate your discussion section, row, and seat number (DD R SS).
- c. Complete the assignment.
- d. Save the file AS a new file name on your computer.
- e. Delete all the unused tabs in the file; leave only those for the particular problem you are submitting to be graded.
 - i. On a PC, you may click the first tab to be deleted, hold down the Shift key, scroll to the last item to be deleted, right click and choose to delete the tab.
 - ii. Continue deleting tabs until all unused tabs have been eliminated. (Note: This will help to be sure the grader is seeing exactly those parts of the assignment you intended.)

	A	B	C
1	Name		
2	Section		
3	Date		



- f. Save the completed assignment with a file name appropriate to be submitted electronically such as the following:

P3-4A John Smith 09 2 6.xls

Problem number Your Name Your DD R SS.xls

- g. Note: Mac users will need to save the file in an appropriate PC format in order for graders to be able to access the assignment.

11. Typically assignments will be marked “check mark” or “N/C” (see syllabus for other possible marks on homework).

- a. For assignments submitted in class, assignments receiving “check marks” do not have to be re-submitted since credit has been awarded.

Students should correct their N/Cs and resubmit corrected assignments in class. Students should only correct those items marked (and those they affect), and they should NOT re-write the complete assignment. The earliest the assignment should be resubmitted is the next time the discussion class meets; all corrected N/Cs are due by the exam over which that material is covered. The original N/C must be re-submitted with the corrected assignment.

- b. For assignments submitted in the dropbox, students will know the outcome of the assignment when they receive “feedback” in D2L. The terms “check mark” or “N/C” should appear in the feedback box; the “score” for check marks will indicate 2 points earned; no points are awarded for N/Cs at this time. If a grade of N/C is assigned, the file will be returned to the student through D2L with a new file name similar to the following:

*original file name **NC.xls***

Assignments receiving check marks do not to be re-submitted as credit has already been awarded. Students should correct assignments receiving N/C and re-submit them through the dropbox. After correcting the areas highlighted in yellow on the file returned from the grader, save the corrected file AS a new file name consisting of the old file name and the word “corrected” in the new file name as follows:

P3-4A John Smith 09 2 6 **corrected.xls**

*Problem number Your Name Your DD R SS **status.xls***

- c. Re-submit the corrected assignment in the dropbox in a timely manner to have it re-graded.
12. Students will be able to correct and re-submit the assignments up to the date and time the examination is given. Corrected assignments will be returned to student marked “check mark” or “still N/C.” See course syllabus for more explanation of these outcomes.