

Step-by-Step Guide

How to prepare your Evaluations (Assignments and Unit Tests) online?

A. Solving Questions:

Use plain printer paper to write all your solutions. Please do NOT use lined paper. At the top of the every page, write the question number and write the page number at the bottom right corner.

B. Capturing Images:

You can use any device to capture images, which you are comfortable with. My suggestion would be to use your phone. You can take a high quality image; send it to yourself via email and save the image on your computer. There are other methods as well to save those images on your computer.

It is highly recommended to keep these files organized in a namely manner. For example, create a folder named as 'Assignment 1' and save all the images related to assignment 1 under that folder.

C. Inserting the images in Microsoft Word file:

Step 1:

Open Microsoft Word

Step 2:

The first page will be the cover page, which will include the following details:

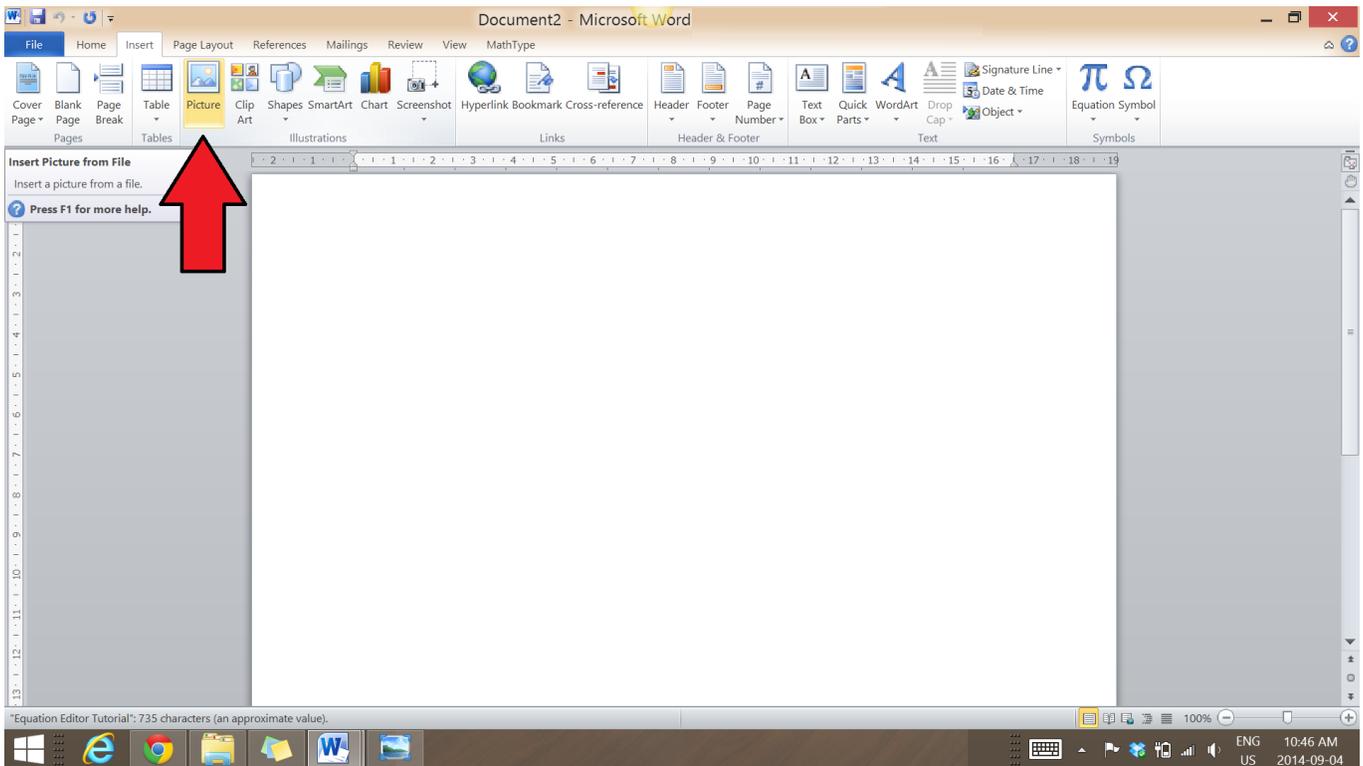
- First name
- Last name
- Name of the unit
- Name of the assignment
- Assignment code (e.g. 1-1D: Assignment - Power Functions)
- Submission Date

Step 3:

On your keyboard, press 'ctrl' + 'enter' together to get to page 2.

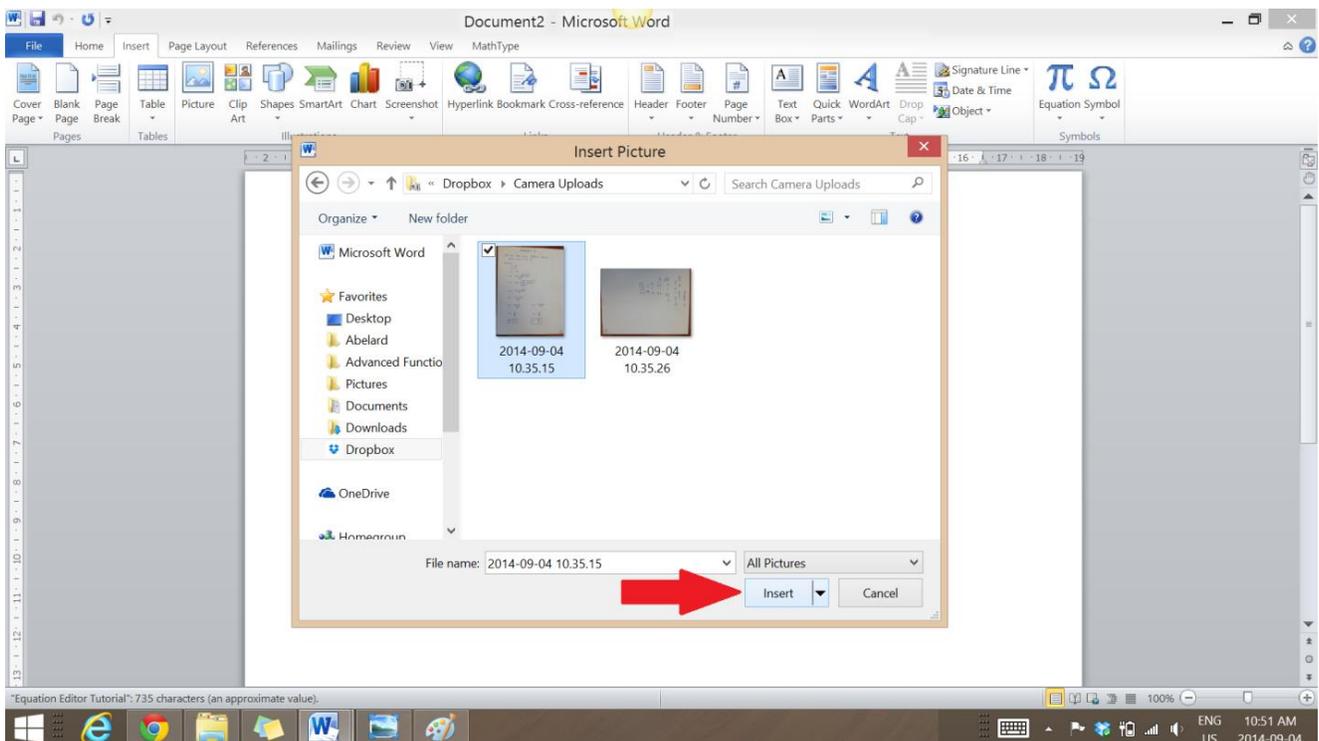
Step 4:

Chose 'INSERT' from the top menu and then click on Picture



Step 5:

It will pop up another window asking for the location of the file in your computer. Select the directory and the file. Click on 'INSERT'.



Step 6:

On your keyboard, press 'ctrl' + 'enter' together to get to page 3. New question will go on a new page. You do not need to modify the image once it's inserted that do not change the size. MS Word does it for you. It is highly recommended to check the quality of the image once it's inserted. Once the image is inserted it will look something like the images on the page 4 and 5. I have included those to show you as samples.

Step 7:

This is the final step. Please save the final version of the evaluation as a .doc, a .docx or a PDF file.

If you have any problem in any of the above steps, please contact your instructor as soon as possible.

Question 1

Find the roots using Quadratic formula

$$5x^2 + 2x - 7 = 0$$

Solution:

$$a = 5$$

$$b = 2$$

$$c = -7$$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

$$x = \frac{-2 \pm \sqrt{(2)^2 - 4(5)(-7)}}{2(5)}$$

$$x = \frac{-2 \pm \sqrt{144}}{10}$$

$$x = \frac{-2 \pm 12}{10}$$

$$x = \frac{-2 + 12}{10}$$

$$x = \frac{-2 - 12}{10}$$

$$x = \frac{10}{10}$$

$$x = \frac{-14}{10}$$

$$x = 1$$

$$x = -\frac{7}{5}$$

①

Question 2

Solve the equation

$$5x - 10 = 2x + 8$$

$$\begin{array}{rcl} 5x - 10 & = & 2x + 8 \\ -2x & & -2x \end{array}$$

$$\begin{array}{rcl} 3x - 10 & = & 8 \\ + 10 & & + 10 \end{array}$$

$$3x = 18$$

$$x = \frac{18}{3}$$

$$\boxed{x = 6}$$

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