Submitting Homework via Email

My Email address: KChuvala@itt-tech.edu

1) The Subject Line – THIS IS IMPORTANT!

In the subject line, list the course #, your last name, the Unit or Week #, and the work being submitted. If multiple files are being submitted, put each in the subject line.

Examples:

> Subject: **PT1420T Smith Unit 1 Assignment 1**
>
> Subject: **IS4560T Anaya Unit 5 Lab 5.1 Assignment 5.3**
>
> Subject: **IS3110T Jones Project Part 1**

2) File Name(s) – THIS IS IMPORTANT, TOO!

In order to minimize the chance of me mis-filing or otherwise losing track of your submitted work, each file name should contain your last name, the Unit or Week #, and what is contained in the file. Each item being turned in needs to be in a separate attachment. **DO NOT submit multiple assignments, labs, etc. in a single file.**

Name each file submitted using this pattern:

> **LastName_**Unit< #>_<Type><#>**.doc** (or .xls or .py or….)

Note the use of underscores to separate the elements of the filename.

Examples:

> **Smith_Unit1_Assignment1.doc**
>
> **Smith_Unit2_Lab3.2.xlsx**

3) Submitting scripts, configuration files, programs, etc. (if applicable)

Submitting any kind of source code, configuration files, batch files or other scripts, etc., can be tricky because *some* Email systems will not allow those types as attachments. In such cases name your file so that the normal filename extension (.bat. .py, .cmd, etc.) is embedded in the filename prefixed by an underscore (e.g. _py instead of .py), and the actual extension is .txt or .dat, as your Email system allows.

Examples:

> **Smith_Unit3_Homework1_py.txt**
>
> **Jones_Unit9_Lab9.1_bat.txt**