Using LON-CAPA

Be sure your web browser is set to accept “cookies”, run “javascript”, and allow pop-ups.
Type in the address http://loncapa.tcc.fl.edu and log in with your username and password.
See the “Access to LON-CAPA” instructions for additional details on getting logged into the system.
If necessary, use the "COURSES" button and "Select" the course you want to work on.
Click on a homework assignment or other course document, such as the syllabus.

The Remote Control changes depending on what course material you are using, which can be a bit intimidating until you play with it a few times. Most of the controls you need when navigating within a course are at the top of the Remote Control.

The "NAV" button brings up the "navigation" page, the page that shows all of the assignments in the course.

When you are looking at one of the problems, the arrow keys take from one problem to the next (or previous) one.

If you click a button on the remote to bring up a different display, such as your grades, the arrows go away and are replaced by a circular dot. That key takes you back to the last place you were while doing your work.

The picture to the right shows how the remote looks when you put the cursor over the "GRDS" button while working on your homework. The display tells you that this button will tell you your current HW grade.

Some of the other useful functions are:

"PREF" to change user preferences, such as your password

"COM" to contact another user through the internal e-mail system.

(The red light in the top right corner of the Remote Control comes on when there is a message waiting to be read. Click "COM" to read it.)

"FDBK" or the link to post to a discussion forum. (See next page.)

"PRT" lets you print a pdf of something, like a homework problem.

(Click the "PRT" button while you are viewing the problem.)

"SBKM" and "VBKM" set and view bookmarks that LON-CAPA maintains.

A small blue box is displayed where a help page is available. Click on it and see what it says.
**Discussion Forum**

Discussions are meant for students to post comments, questions, and hints for a problem. They appear on the page you are viewing unless you click a box to have them mailed to a teacher. **The forum is monitored by your instructors.** Do not post formulae on the discussion page. Your privilege of posting to a discussion forum will be revoked without warning if you disregard the rules. (Note that instructors have access to the identity of "anonymous" authors.) Use the forum to learn, not copy.

**General notes on using LON-CAPA**

1. There is no limit to the number of times you can login/logout of LON-CAPA.

2. You may repeat the problems you missed. Your instructor sets the number of tries for each problem (usually 15). If your response is "incorrect", there are on-line hints available for some of the problems. There is also a discussion forum for each problem where the instructor or other students might provide useful advice. (See above for details.)

3. Powers of 10 should be entered as Enn or enn. For example, if the answer is $1.602 \times 10^{-19}$, it should be entered as 1.602e-19 or as 1.602E-19. No spaces are allowed around the "e".

**Important Reminder:**
The only time you are to use this unscientific notation is when entering numerical results into the LON-CAPA system. Under any other circumstances (such as exams), something like 1.602e-19 is understood to be a mathematical expression involving the constant $e = 2.71828...$ rather than a number in scientific notation. **It will be marked wrong on exams** because it is wrong.

4. Most answers require units. You will be prompted to enter the unit if the answer requires you to put in the unit. You will not be penalized in terms of the number of tries if you leave out the unit for your answer. **You will be penalized if you leave units off of your answer on an exam.**

**A list of standard units is available on a help page [帮助] within LON-CAPA.**
The only acceptable form for unit is the symbol form listed on the 3 tables. For example, if the answer is 1.0 foot/sec, it should be entered as 1.0 ft/s, not 1.0 foot/second or 1.0 foot/s. However, you can enter the answer as 30.48 cm/s or 0.3048 m/s or any form that has an equivalent value.

5. Power for a unit should be entered as ^n. For example, acceleration which has unit m/s^2 should be entered as m/s^2.

6. A unit that contains a product of two quantities should have the * symbol. For example, the unit for momentum should be written as kg*m/s.

7. Each problem has a range of significant figures it will tolerate (usually 3 to 5). LON-CAPA may respond with "Adjust significant figures" if you have too many or too few of them. This response does not affect your number of tries, but also does not tell you if your answer was numerically correct or not. **You will be penalized for incorrect significant figures on exams.**

8. The LON-CAPA system opens new windows for you, but you need to close some (like help or external links) yourself. Use the Remote Control for all other operations.