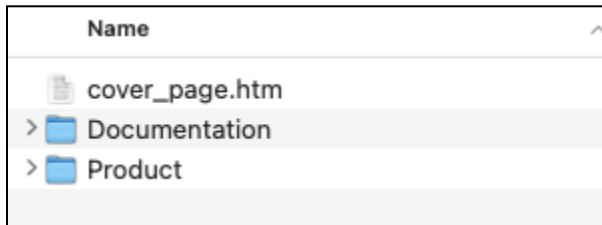
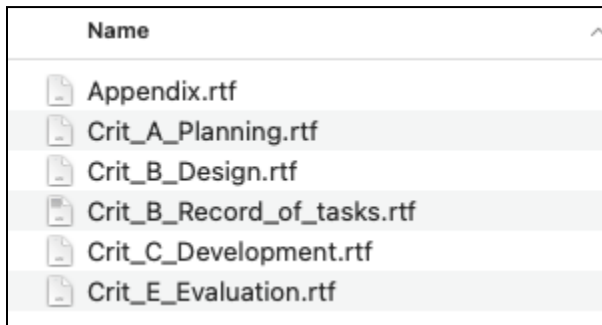


INTRODUCTION

1. Navigate to the IA [landing page](#) on mistermoosi
2. Find the Forms You Need section and click on the zip folder link. The folder will download. Don't leave it in your Downloads folder! Move it somewhere safe where you can easily find it. Unzip it.
3. The contents of the folder should look like this:



4. The Product folder will be empty. The Documentation folder should contain the following files:



5. Note: you may have other Criteria A, B, C, and E documents already. You should rename them as above and save them in .rtf or .pdf format.
6. Make sure your Crit_B_Record_of_tasks document has the same table columns as the one in the folder. They have to be the same.
7. Go back into the root folder. You will see cover_page.htm
Open this in a Web Browser. You should see lots of info!

Computer science Solution cover page

Candidate name: A Student (add your details here)

Solution title: xxxxxxxxxxx (add your details here)

School number: 000001

Candidate session number: 001

User name: xxxxxxxxxxx (add details here)

Links to: Product (add link here)

Directions to access product or any other additional information

If the product does not load, please go to the Product folder and click on index.htm (edit as required)

Links to documentation are below

Planning

[Planning](#)

Design

[Record of tasks](#) (use form)

[Design](#)

Development

[Development](#)

Functionality (additional videos may be added)

[Video of product](#)

Evaluation

[Evaluation](#)

Appendix / appendices

[Appendix](#)

WORD COUNT

_____ (add word count here)

Can you find where to enter:

- Your name
- Your solution title
- Your school number
- Your candidate number
- Your username (not sure what that refers to!)
- Where to enter the word count

SUBMISSION

Rename your folder with just your name. In the final submission it will have a different name, but for the draft your name is fine, eg JackSmith

1. Open **cover_page.htm** in a text editor eg Sublime Text.
2. Can you figure out how to edit the document to add:
 - Your name
 - Your solution title
 - Your school number - if you know it
 - Your candidate number - if you know it
 - Your username (this is the name of the client)
 - Where to enter the word count - not necessary for draft but if you know it, enter it
3. Put all of YOUR documents in the Documentation folder. This should include an appendix file of all of your code. Make sure to rename your documents as recommended above.
4. Test the links. Do they work? If not, it is probably because your documents have a different file type than the links which are .pdf. *So, you will need to change the file types in the cover_page.htm file.*
5. If you have more than one Appendix document, add new links to the **cover_page.htm** file - *find out how to do this if you are not sure.*
6. If you have a product that is executable, put it in the Product folder and update the link to it in the **cover_page.htm** file.
7. If there is a specific instruction to open/start your product, edit **cover_page.htm** document where it says “**Directions to access product...**”
8. Again, double check that all of your links work!¹
9. Zip your folder.
10. Upload **your zipped folder** to Google Drive.

¹ **Remember you can always download a fresh copy of cover_page.htm if you mess up!**

11. Share ***a link to the folder*** in the submission space in Google Classroom.