E
Materials

Registration and Online Homework

The following registration instructions are for the SUA-Project Based, SUA-Chronological, and SUA Cycle Based assignments.
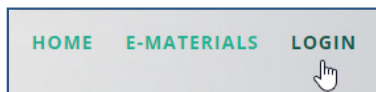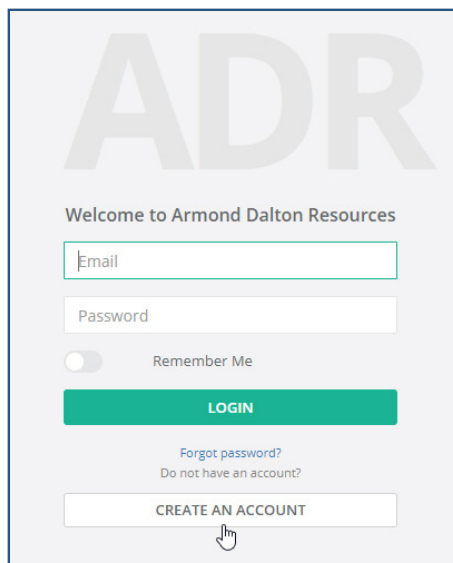
Register on the Armond Dalton Resources Website

To register on the Armond Dalton Resources website (www.armonddaltonresources.com), complete the following steps:
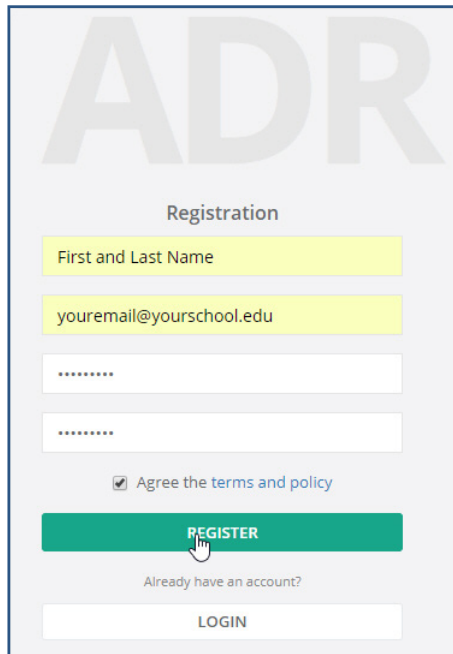
- *Click Login.*

- *Click Create an Account.*

- *Register using your school email address.*

After your registration is complete, the Dashboard window will appear.

- *Scroll down below the Books table. You will see a box where you can enter the Section code that you received from your professor. **Note:** It is recommended that you copy and paste your section code to avoid any misinterpretations of upper or lower case letters.*

- *Enter the Section code and click Add Section Code.*

After you add your section code, the course information will appear in the Sections table. If you do not see the SUA information in the Sections table, refresh your browser (F5 or Ctrl+R). The following window shows course information for SUA-Project Based in the Sections table. If you are completing the SUA-Chronological or SUA-Cycle Based assignments, your window will look slightly different, but the necessary information is found in the same areas of the table.

- *Click on the link under the Alternatives column to download the correct transactions list and price list for the Alternative that your professor chose for your section. If you are completing the SUA-Chronological or SUA-Cycle Based assignment, you will see multiple links that correspond with each assignment. You will only need to download one of these links as they are all the same.*

This is all you will need to do on the ADR site until you are ready to answer your questions.

- *Log out of the ADR site.*

Online Homework for SUA-Project Based

After you have completed the Systems Understanding Aid project and are ready to answer the questions, you will log in to the Armond Dalton Resources website at www.armonddaltonresources.com, using the username and password you created on your first visit to the site. Locate the SUA activity in the Section box on the Dashboard page. The activity start date/time and end date/time are listed on the table.

- *Click the drop-down arrow on the button under the Action column.*

- *Click Activity Overview.*

- *Click "Enter Answers."*

Notice that there are several tabs in which you will enter data: Trial Balances, Year-End Worksheet, General Ledger, Subsidiary Ledgers, General Journal, and Special Journals, and File Uploads.

- *Using information from the completed SUA packet, begin to enter your answers in the Trial Balances tab.*

- *Save your progress for individual tabs by clicking Save Tab. This allows you to save, exit, and return to the project at any point without submitting final answers.*

- *Click Next Tab or manually select the tab at the top of the window to enter answers for another tab. Save your progress as you continue to enter answers. You can return to previous tabs by clicking Previous Tab or by manually selecting the desired tab at the top of the window.*

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You have the option to submit tabs individually as you complete them or to submit all tabs at one time once you have completed the entire project. To submit them individually:

- *Click Submit Tab at the top or bottom of each page.*

Your score for the submitted tab will be displayed on the window.

- *Click Enter Answers to complete and submit other tabs.*

To submit all tabs at one time:

Note: If your instructor does not require a file upload, submit each tab individually. Do not submit all tabs at one time.

- *Click Submit All Tabs at the top or bottom of the File Uploads tab.*

You can submit a tab without completing all questions/problems. You will not receive points for the question/problem. If you do so, you will receive the following warning message:
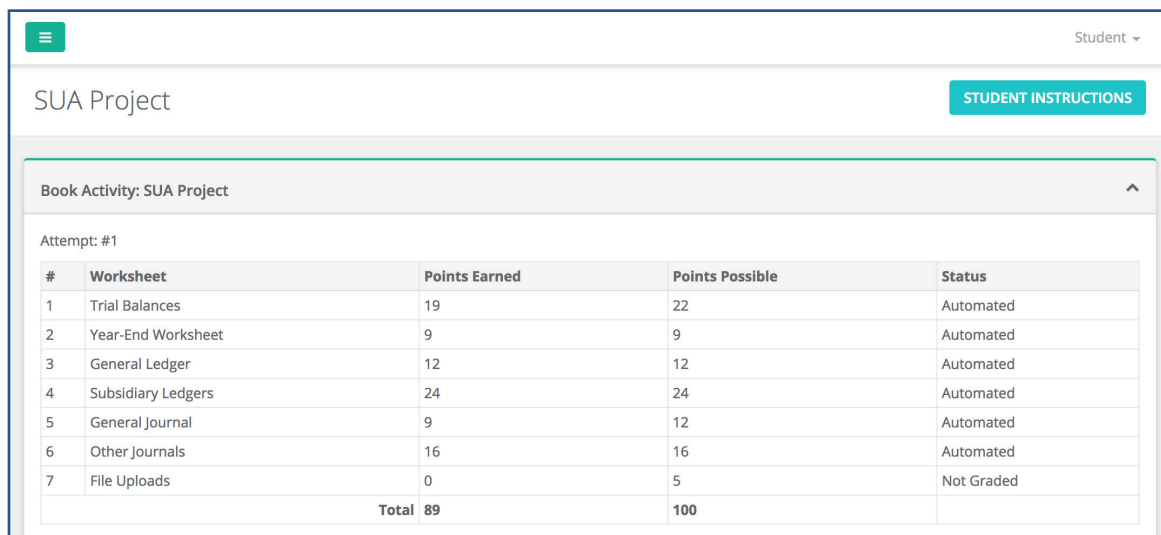

- *Click Submit anyway if you wish to submit the incomplete tab.*

Once all of the tabs are submitted, your window will appear similar to the following:
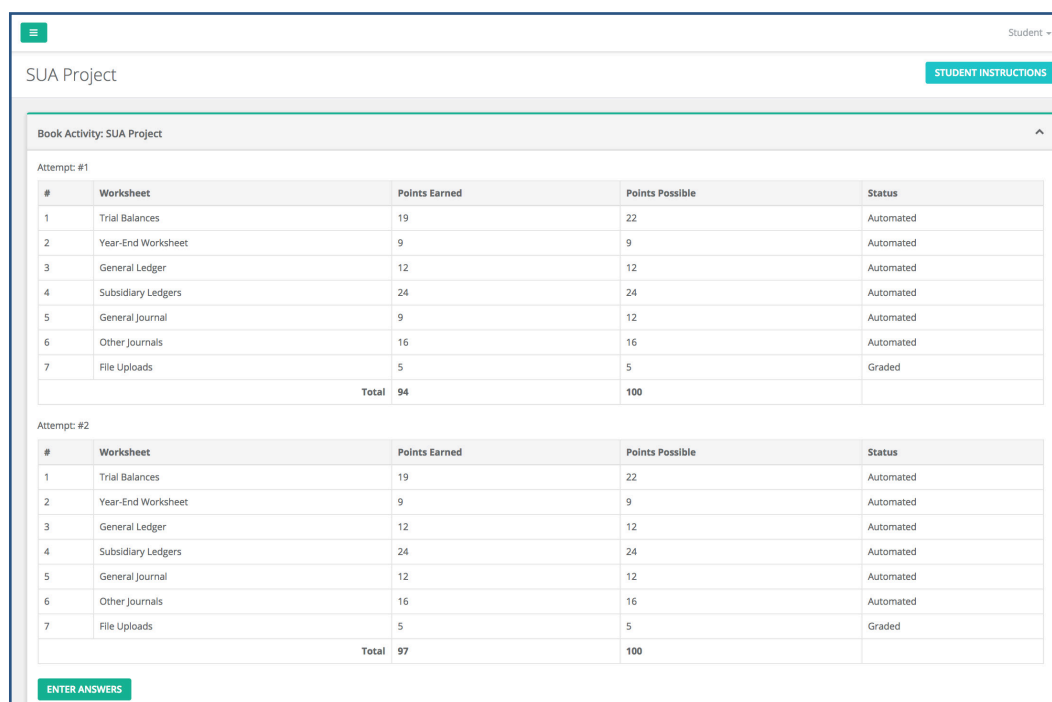

The first six tabs are automatically graded by the Armond Dalton Resources website, the grade displayed in the Points Earned column is the grade that you received for that tab. The submission for the File Upload tab requires manual grading by your professor. Once your professor grades the submission, the grading status column will change from "Not graded" to "Graded" and your score will be visible in the Points Earned column. You can return to view your score by locating the activity in the Sections table of the Dashboard, clicking the drop-down arrow on the button under the Action column, and clicking Activity Overview.

Your professor may allow you multiple attempts for the project. If that is the case, you can click Enter Answers on the Activity Overview page to resubmit the project with any answer changes that you wish to make. All answers that you submitted in the previous attempt will carry over to the new attempt so you will not have to re-enter all answers. A window showing the grades for multiple attempts follows:

Online Homework for SUA-Chronological and SUA-Cycle Based

Note: The images in the following instructions show windows for the completion of the SUA-Chronological project. If you are completing the SUA-Cycle Based project, your windows will look slightly different. However, the general instructions for completing the project will be the same.

Log in to the Armond Dalton Resources website at www.armonddaltonresources.com using the username and password you created on your first visit to the site. For the SUA-Chronological and SUA-Cycle Based projects, you will be completing multiple activities. The start date/time and end date/time for each activity is listed on the table. Locate the first SUA activity in the Section box on the Dashboard page.

- *Click the drop-down arrow on the button under the Action column of activity #1.*

- *Click Activity Overview.*

- *Click "Enter Answers."*

- *Using information from the SUA packet, enter your answers for this activity.*

You can save, exit, and return at any point without submitting final answers by clicking on the "Save Tab" button located at the top and bottom of each page. When you are ready to submit the activity, click Submit Tab. You can submit a tab without completing all questions/problems. You will not receive points for the question/problem. If you do so, you will receive the following warning message:

- *Click Submit anyway if you wish to submit the incomplete tab.*

Once the activity is submitted, your window will appear similar to the following:

Some of the questions are automatically graded by the Armond Dalton Resources website. The submission also requires manual grading by your professor. Once your professor grades the submission, the grading status column will change from "Not graded" to "Graded" and your final score will be visible in the Points Earned column. You can return to view your score by locating the activity in the Sections table of the Dashboard, clicking the drop-down arrow on the button under the Action column, and clicking Activity Overview.

Repeat the above steps for completing the remainder of the activities once they become available.

Your professor may allow you multiple attempts for the project. If that is the case, you can click Enter Answers on the Activity Overview page to resubmit the activity with any answer changes that you wish to make. All answers that you submitted in the previous attempt will carry over to the new attempt so you will not have to re-enter all answers. A window showing the grades for multiple attempts follows:

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