

## Using CAPA

### Doing Homework

#### Get your personalized homework set:

**Step a:** Find a computer. Login. Start a web browser (*Firefox, Safari, Internet Explorer, Chrome...*).

**Step b:** In the address bar enter <http://capa.geneseo.edu/> to see the *main CAPA page*.

**Step c:** Click on “Download Your Homework Set,” then click on the link for this class (i.e., “phys###fXX” where ### is the course number and XX is the year).

**Step d:** Click on the homework set you want (e.g., “set01” or “set03”).

**Step e:** Click on the PDF file having your own name, which is in Portable Document Format.

**Step f:** To view or print this file, you need software to view PDF files (pre-installed on virtually all computers, e.g., *Adobe Reader, Mac Preview*, or built-in to most browsers). Instructions are on the *main CAPA page*.

You are not required to print a hardcopy of each week’s homework assignment. However, a hardcopy is very useful when working on problems away from your computer, when coming to office hours for help, and to keep in your records for use while studying for tests.

#### Enter your answers:

**Step 0:** Solve the problems first, on paper.

**Step 1:** From the *main CAPA page* (steps a, b above), click on “*Go to CAPA to enter your homework solutions.*”

**Step 2:** From the “Class” menu at the top, select this class (i.e., “p###fXX”).

**Step 3:** In the “Student Number” field, type your student ID (a “G00” followed by six digits).

**Step 4:** Find your CAPA ID (a unique 4-digit number) at the top of YOUR PDF homework assignment. In the “CAPA ID” field, type this 4-digit number.

- ***This number will be different for you every week.***
- ***DO NOT use a CAPA ID from any other source. Examples that WILL NOT work: your own CAPA ID from a previous homework; your friend’s CAPA ID; a CAPA ID your instructor showed the whole class.***

**Step 5:** Click on the button in the sentence “Click [here](#) to work on CAPA.”

**Step 6:** Click on “Try current set”. CAPA knows which set is the “current” set based on your CAPA ID.

**Step 7:** For as many questions as you wish, type in an answer. Then click any of the “Submit all answers” buttons.

- ***DO NOT*** use your web browser’s “Reload” button. This will resubmit the answers you tried last, charging you a “try.” If you need to refresh your screen, use CAPA’s “Reload” button at the top of the page.

**Step 8:** Clicking on the “Exit” button at the top of the page tries to close the window, but in many browsers the result is to do nothing at all. When you are done, simply close your browser window.

You can submit one answer at a time, or all of them together. You will typically get multiple tries to do each question, with no penalty for incorrect entries. If you use all the allowed tries without getting it correct, you will not be permitted to attempt that question again.

At NO POINT do you need to “Save” anything. Nor do you need to return anything to the instructor unless specifically instructed to do so. The computer saves *everything* you submit. The instructor can see all of it.

#### Tips:

Be sure you use adequate significant digits throughout the problem. I recommend that you keep all intermediate results to 5 sig-digs, even though CAPA usually only requires answers to have 3 sig-digs.

A list of all accepted units, abbreviations, and how to enter compound units are at links on the *main CAPA page*.

Scientific notation is entered using either “E” or “\*10^” notation. CAPA accepts either “E” or “e”.

For example, to enter  $1.09 \times 10^{-8} \frac{\text{kg}\cdot\text{m}}{\text{s}^2}$ , type “1.09E-8 kg\*m/s^2” or “1.09\*10^-8 kg\*m/s^2”.

Keep a record of answers you have attempted. If you enter the same answer multiple times, you waste tries.

Keep your work all in one notebook. This makes it easier to return to past work, makes it easier for you to find typographical errors, and makes it easier for you to get help from the instructor.

### Reviewing Homework

**Step A:** Enter CAPA (steps 1–5 above) using the CAPA ID from the highest numbered set you have available.

**Step B:** Next to “View previous set” enter the number of the set to review. Then click the “View previous set” button.

**Step C:** If scheduled by your instructor, correct answers will be displayed for each question.