How to Submit eCDR Grades

The Registrar's Office can accept eCDR forms that have been graded and signed by hand or electronically. While campus is closed, faculty and department staff must send all eCDRs to <u>registrar@wpi.edu</u>

Using Adobe Fill & Sign

- Fill & Sign is an electronic signature and form filling feature included with Acrobat Reader DC (free) and Acrobat Pro DC (license-required)
 - Acrobat Reader DC is available to <u>download for free</u> from the Adobe website
 - o If you are using a WPI Owned Machine it can also be installed via the Software Center App

Instructions

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- 1) Launch Adobe Reader DC
- 2) Select Open File and navigate to the student's eCDR form

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3) Select Fill & Sign from the scrollable menu on the right side of the page



4) Select the Fill and sign button

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5) Your cursor will now change to IAb ; Click any line on the eCDR to begin typing

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Grades cannot be changed after submission Terms
Units Total Units
Final Grade Capstone Satisfied
Important Final project grade will replace DEF/SP/Q/NR grades in terms for which credit is authorized. Grades in registered terms for which the advisor requests no credit be awarded will be changed to NR. Other individual term grades will remain unchanged unless changed individually or through the option below.
Professor (Sign)
Grade Option I authorize the change of all prior term grades to the final grade above-including any NAC grades.
Professor (Sign)

- When you've finished filling out a line, click another line to begin typing anew
- You may edit, move, and delete text
- 6) To add an electronic signature, click Sign -> Add Signature

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•	Student and Advisor Agreement We, the student and advisor, agree that the project report be placed in the electronic project archive releasing the entire work immediately for access worldvide.
	Brine and Acceptance the project program has been reviewed and accepted by the student's advisor(s). The undersigned agree to ablde by the statements above. Example student (zign) <u>drampele diadcent</u> (bute)
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7) You may either Type or Draw your e-signature, when you're satisfied click Apply

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8) Drag your signature to the appropriate line on the form



9) Select File -> Save As to save your newly filled and signed eCDR

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		Jamale Faculty

10) Email the completed eCDR form to registrar@wpi.edu as an email attachment

Additional Info and Tips

eCDRs must include the following: Review and Acceptance The project report has been reviewed and accepted by the student's advisor(s). The undersigned agree to abide by the statements above. Example student (Sign) example student (Date) 4/15/20 1. Student Signature & Date 2. Advisor(s) Signature THE INFORMATION BELOW MUST BE COMPLETED BY THE PACULTY ADVISOR Grades cannot be changed after submission 3. Final Grade Terms ______ D20 _____ 4. Terms & Units Units ____ 1 Units 1 ______ Final Grade A _____ Capstone Satisfied Yes Total Units ____ 5. Capstone Satisfied (if applicable) Professor (Sign) Chample Faculty Grade Option I authorize the change of all prior term grades to the final grade above-including any NAC grades. Professor (Sign) _

When submitting eCDRs for multiple students, sending a single email message with multiple eCDRs attached will help reduce processing times. Thank you!

You may contact registrar@wpi.edu if you have any questions about eCDRs or its@wpi.edu if you require any assistance with installing and using Adobe products.