

How to Submit eCDR Grades

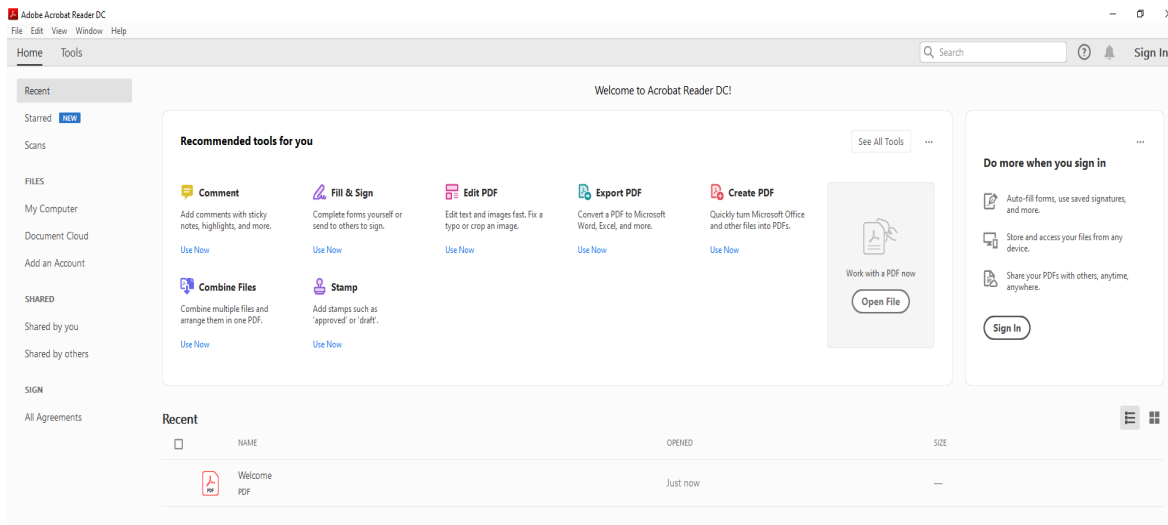
The Registrar's Office can accept eCDR forms that have been graded and signed by hand or electronically. While campus is closed, faculty and department staff must send all eCDRs to registrar@wpi.edu

Using Adobe Fill & Sign

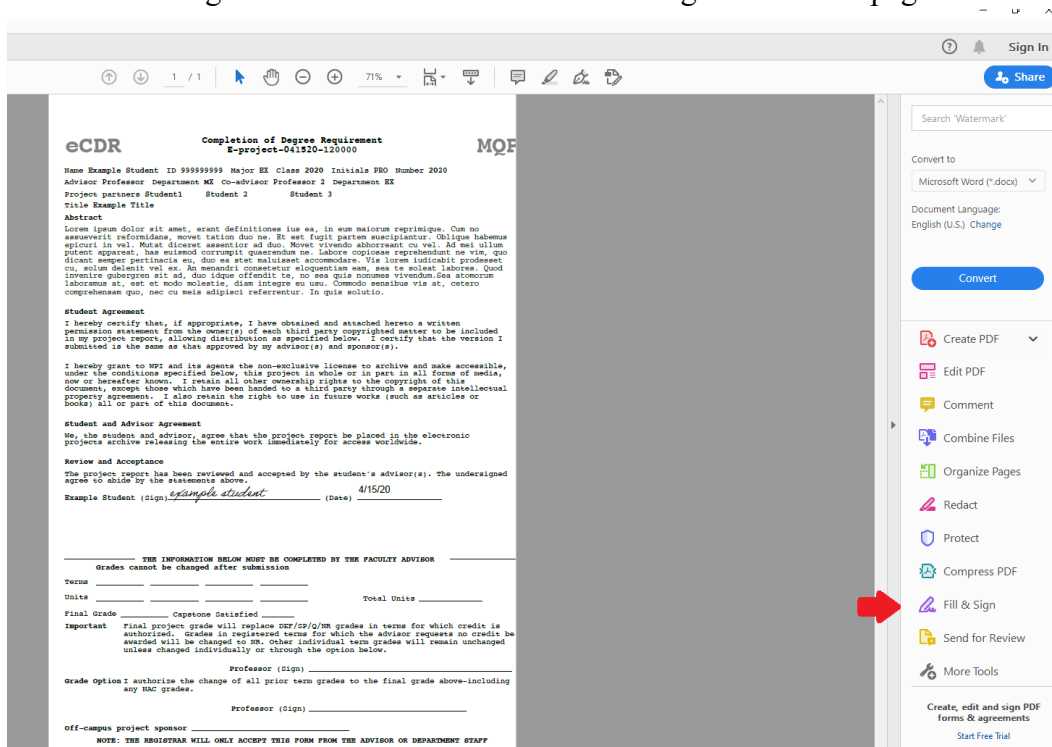
- Fill & Sign is an electronic signature and form filling feature included with Acrobat Reader DC (free) and Acrobat Pro DC (license-required)
- Acrobat Reader DC is available to [download for free](#) from the Adobe website
 - If you are using a WPI Owned Machine it can also be installed via the Software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

Instructions

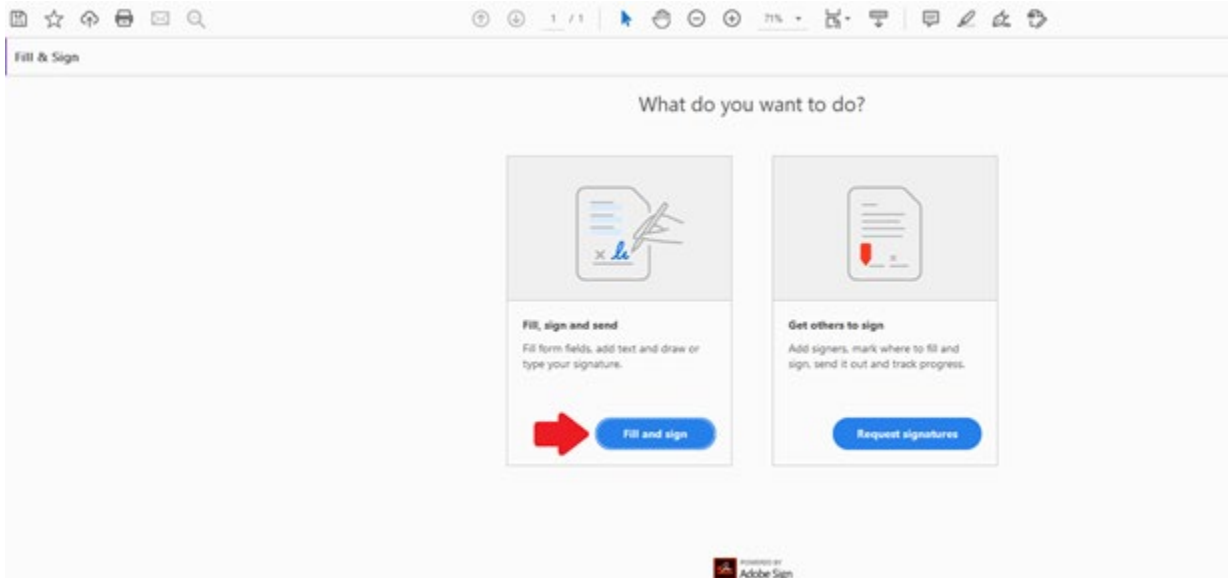
- 1) Launch Adobe Reader DC
- 2) Select Open File and navigate to the student's eCDR form



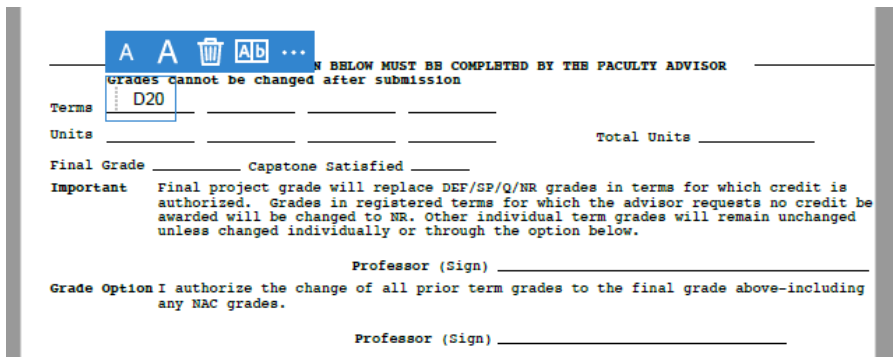
- 3) Select Fill & Sign from the scrollable menu on the right side of the page



4) Select the Fill and sign button

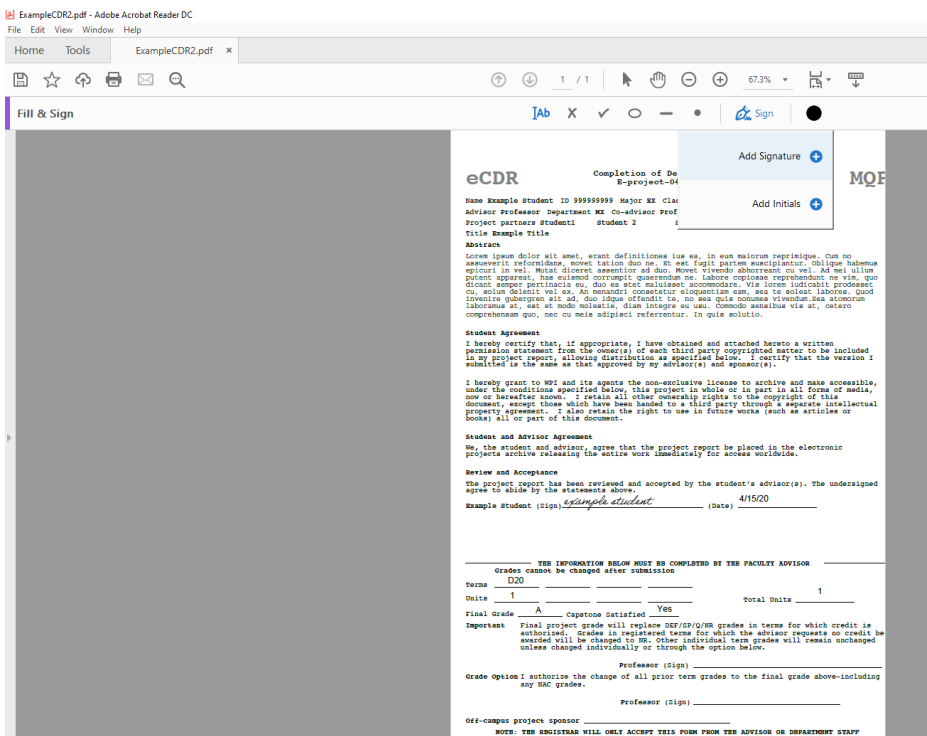


5) Your cursor will now change to **IAB** ; Click any line on the eCDR to begin typing

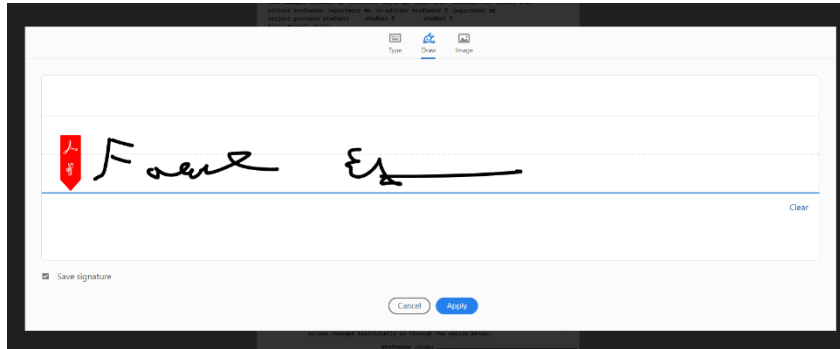


- When you've finished filling out a line, click another line to begin typing anew
- You may edit, move, and delete text

6) To add an electronic signature, click Sign -> Add Signature



7) You may either Type or Draw your e-signature, when you're satisfied click Apply



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

THE INFORMATION BELOW MUST BE COMPLETED BY THE FACULTY ADVISOR
Grades cannot be changed after submission

Terms D20 _____

Units 1 _____ Total Units 1 _____

Final Grade A capstone Satisfied Yes

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) Example Faculty

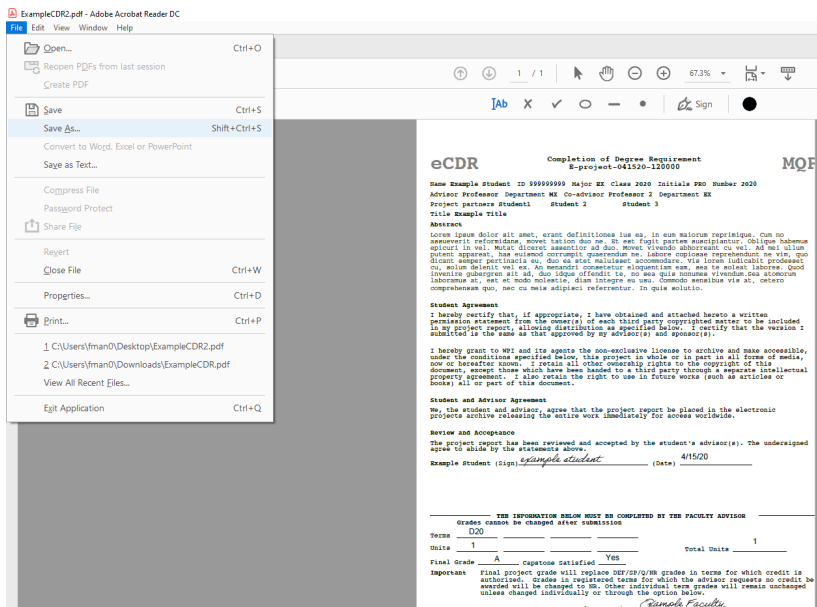
Grade Option I authorize the change of all prior term grades to the final grade above—including any NAC grades.

Professor (Sign) _____

Off-campus project sponsor _____

NOTE: THE REGISTRAR WILL ONLY ACCEPT THIS FORM FROM THE ADVISOR OR DEPARTMENT STAFF

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



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

Additional Info and Tips

eCDRs must include the following:

1. Student Signature & Date
2. Advisor(s) Signature
3. Final Grade
4. Terms & Units
5. Capstone Satisfied (if applicable)

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

THE INFORMATION BELOW MUST BE COMPLETED BY THE FACULTY ADVISOR
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Terms D20 _____

Units 1 _____

Total Units 1

Final Grade A Capstone Satisfied Yes

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) Example 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.