

Using CAPA

If you want help with a particular CAPA problem during office hours, you are **required** to first create a **printout** of each week's homework assignment. Also, it is recommended that you make one anyway to keep in your records to use while studying for exams and quizzes.

Getting your personalized homework set:

- Step 1: Login to a computer using your Geneseo email account name and password.
- Step 2: Start a web browser, such as *Firefox*, *Edge*, or *Opera*.
- Step 3: Type the following into the address bar: <http://capa.geneseo.edu/>, and hit “enter”.
- Step 4: Click on “Download Your Homework Set”, then choose your class (e.g., phys113s26).
- Step 5: Choose your homework set (such as set #1).
- Step 6: Your personalized assignment is available as an Adobe Acrobat file (.pdf). Click on the file having your own name, and print it on paper. Since the *Chrome* pdf viewer can be pretty buggy, you should set your browser to display pdf's using *Adobe Acrobat* viewer which is free: <https://get.adobe.com/reader/>.

To enter your solutions:

- Step 0: Be sure you use adequate sig-figs throughout the problem. I recommend that you keep all intermediate results to *at least* 4 sig-figs, even though CAPA usually only requires answers to have 3 sig-figs. Note that “0.0074” has only two significant figures.
- Step 1: From the main CAPA web page (see step #3 above), click on “Go to the CAPA Web Version” to enter your homework solutions”.
- Step 2: In the first little window, choose your class again (e.g., p113s26).
- Step 3: Type in your student ID (a capital “G” followed by eight digits).
- Step 4: Type in your CAPA ID (a unique 4-digit number printed at the top of your printed homework assignment). **Note that this number will be different for you every week.**
- Step 5: Click on the button “Here”, as in “click **here** to work on CAPA”.
- Step 6: Click on “try current set”. CAPA knows which one is the “current” set based on your 4 digit CAPA ID number.
- Step 7: For each question, type in the answer with the units, then click “Submit all answers”. You can submit one answer at a time, or all of them together. Blank entries are not counted towards your “tries” count, **unless you have configured your browser to auto-complete blank cells by default**. You will typically get multiple tries to do each problem, with no penalties. If you use all the allowed tries without getting it correct, you will not be permitted to attempt that problem again. Getting it right on the last try is worth just as much as getting it right on the first try. A list of all acceptable units can be found on the main CAPA homepage.

Scientific notation is performed using “E” notation; E7 stands for “ $\times 10^7$ ”, for example.

$$\text{Example: } 1.09\text{E}-10 \text{ kg}\cdot\text{m}/\text{s}^2 \quad \text{stands for} \quad 1.09 \times 10^{-10} \frac{\text{kg} \cdot \text{m}}{\text{s}}$$

- Step 8: **Do not ever refresh your browser manually using the browser's “reload” button!** This is often counted as a problem attempt (depending on how **you** have chosen to configure your browser settings. I have no way to change your browser settings!). Instead, use the built-in CAPA refresh button.
- Step 9: When you are done, click on the “exit” button at the top of the page.

To view the correct answers for prior assignments:

- Step 1: Login to CAPA, as if you were going to enter your answers. Use the 4 digit CAPA ID number for the latest available homework set, even if that's not the set you want to see answers for (you can actually view any assignment having a lower number than the one you use to log in to CAPA).
- Step 2: Next to the “View Previous Set” button, enter the assignment number that you actually want to review. You can also review prior exams, but you need to look at your paper CAPA sheet for the exam to discover the assignment number; it will typically be in the twenties.
- Step 3: Click the “View Previous Set” button.