**Assignment submission guideline**
COMS W4705.001 – Natural Language Processing

**General information**

* All programming assignments are to be submitted electronically via [Courseworks](https://courseworks.columbia.edu/). There will be a separate folder for each assignment in which you will post your submission. The folder for each assignment will be open on the assignment date of that assignment.
* All submission date and time will be based on the timestamp given by [Courseworks](https://courseworks.columbia.edu/) system. Please keep in mind that the server time may be slightly different from your clock, so to be safe you should submit your assignments 15 minutes before the deadline.
* You can submit your assignment multiple times. However, **only the latest submission will be graded**. All other submissions will be ignored. If, for example, you submit version 1, then version 2, and later would like to revert back to version 1, please resubmit version 1. *Please do not email us asking for a specific version other than the latest one to be graded.*

**What to submit**

* All written homeworks, reports, and readme file should be submitted as .pdf files unless otherwise indicated.
* Put all your submission files in a directory, **even if your submission consists of one file only**.
* Name the submission directory with your **Columbia UNI**.
* Archive your directory using the following command–line:
	+ tar -cvfz ***yourUNI***.tar.gz ***yourUNI***
* Also please ensure that your submission extracts correctly and contains exactly what you want to submit. You can check using:
	+ tar -xvfz ***yourUNI***.tar.gz

**How to upload files to Courseworks**

1. Login to Courseworks at <https://courseworks.columbia.edu/> using your UNI.
2. Select COMS W4705.001.2010.3 NATURAL LANGUAGE PROCESSING from Current Semester Courses list.
3. Choose *Class Files* from the menu on the left.
4. Click on *Post file* button.
5. Fill in your name and UNI as title, and click Browse to choose the zipped file you want to submit. In the *Post File To* field, choose the appropriate assignment folder under Shared Files. Click Submit.
6. You will get back to *Class Files* page. However you won't be able to see the files you posted in these folders. In order to make sure that you have successfully posted your submission, check your *Files Log* by clicking on the *Log* button.