

# Course Instructions

## ACC175 & ACC176 Online

**ALL HOMEWORK MUST BE SUBMITTED IN Excel 2003 (.xls) or Excel 2007 (.xlsx) or Word 2003 (.doc) or Word 2007 (.docx).**

**Assignments submitted as a Peachtree backup (.ptb) cannot be read by the instructor. Credit will not be given unless this assignment submission procedure is followed.**

**Please be aware that only the Peachtree reports can be converted to Excel. Forms such as invoices, checks and 1099s cannot be copied to Excel, and are not required to be turned in.**

- **How to convert a report to Excel.**
  - After you launch Peachtree Accounting, Click **'Open an existing company'** from the start menu.
  - Click the **Browse** button
  - Select **Bellwether Garden Supply..**
  - Click the **OK** button
  - **The BUSINESS STATUS and NAVIGATION CENTERS window opens. Close this window for now, so you can start converting reports.**
  - Select the **Reports & Forms** menu
  - Select the **Financial Statements** menu item
  - The **Financial Statements** window opens, Select the **Standard Balance Sheet** item
  - Click the **Send To** button
  - Select the **Excel** menu item
  - The **<Standard> Balance Sheet** dialog opens
  - Click the **OK** button
  - The **Copy Report to Excel** dialog opens. Make sure the **'Create a new Microsoft Excel workbook'** is selected
  - Click the **OK** button
  - Peachtree begins to convert the report to Excel format. Please wait until the process is complete.
  - **The Microsoft Excel - Book1 window opens**

- **Using Multiple worksheets in your Excel homework**
  - Your document should now be open in Excel.
    - If you have another report relating to this assignment, **you can create one or more worksheets within this workbook** using the “**Insert Worksheet**” feature in Excel. This will enable fewer files to be uploaded.
  
- **Saving your homework assignment**
  - Now you must save your files as [Exercise\_x\_x\_studentname.xls]
    - **For example: The first assignment is True/Make True Pg. 50 Exercise 1-1 Pg. 52 & 1-2 Pg. 53. Complete Quizzes-Chapter 1. Then you must save your homework as exercise\_1\_1\_yourname.xls**
  - Select the **File** menu item.
  - Select the **Save As** menu item
  - The **Save As** dialog opens.
    - You are going to create a homework folder on the desktop. That way, you can save all your assignments for this course in the same place.
  - Click the **Desktop** button.
  - Click the **Create New Folder** button
    - Once you create the new folder, you'll need to give it a name. In this case, you can call it "ACC175-0C1-homework" or "ACC176-0C1-homework".. This will help you remember where your homework files are.
  - Click the **OK** button
  - Now you can name your homework as "exercise\_1\_1\_yourname.xls" here
  - Click the **Save** button
  - **Now you are ready to upload this assignment into D2L**
  
- **How to upload an assignment in D2L.**
  - From the Homepage select "**Dropbox**".
  - **Select the link for the assignment you wish to upload.** For example, Homework-Week 1
  - In the "**Submit assignment**" area, you will see a button "**Add File.**"
  - Select the **ADD file** link
  - Select the **Browse** button to navigate to your homework file
  - The **Choose file** dialog opens.
  - Click the **Desktop** button
  - **Double-click the your course homework folder.**
    - You should create this folder so that you can save all your homework in the same place. It certainly helps if you know you will have multiple homework files.
  - **Select your homework file. In this case, my homework file was named - exercise\_1\_1\_yourname.xls**
  - Click the **Open** button
  - Select the **Upload** link
  - Do you see your uploaded file here?
    - Once you've uploaded your file, you may not be able to make any changes or modifications. Before you click the **Submit** button, make sure you are certain of the file you want to upload.

- If you want to make any changes to your homework, you can select the "**Remove files**" link and re-upload your homework after you have made your changes.
- Once you are certain you have uploaded the correct homework file, click the **Submit** button
- Click the **OK** button
- D2L provides you with a receipt page letting you know your file has been uploaded. After this point, you can no longer make any changes to your submitted file, unless your instructor authorizes it.