



Digital Lab Reports

Guide for 1250 Students



Report

Use Microsoft Word to prepare your report. Some requirements:

- Word files (.docx) or PDFs (.pdf) are required.
 - The Office of the CIO offers a free download for all OSU students of Microsoft Office
 - Microsoft Office is downloaded onto all campus computer if you do not want to download it.
 - You may also convert the file into a PDF after editing it in a comparable word processing program.
- All parts of the report must be digital
 - Chemical equations, drawings, sample calculations included!
- All report requirements must be in single file
 - Sample calculations and graphs are included!



Report

What should be included in a report can be found at the following link:

[Departmental Instructions](#)

A condensed example of what a report should look like (what sections to include and what goes in each) can be found at:

[My Example](#)



Report

Begins with a cover page which includes:

experiment number & title, course number and lab section #,
student's name (group members' full names when appropriate), TA
name, date exp finished and date report submitted

Page 2:

purpose and procedure.



Report

The report sheet is next.

Reproduce the report sheet in Word or Excel (include the Excel table in the report). Most of these are available in Carmen as a Word or Excel file which can be filled in and included in the report. You may need to expand tables and include units. Scans or pictures of report sheets, tables, etc. are not acceptable.

Make sure significant figures are correct and units are included!



Report

Sample calculations for all calculations are included in the report. The manual and rubric outline which calculations are graded for correctness (supporting calcs must be included to get full credit).

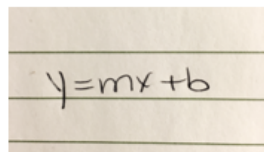
You can type the calculations or upload a picture of your written calculations.

***Your picture MUST be readable or your TA will not grade it!**

Supporting calculations (density of water, mass of water, measured volume, actual volume, total volume, and percent error):

$$y = mx + b$$

OR


$$y = mx + b$$



Report

Graphs:

These should be done in Excel (or similar graphing program) and included in the Word document.

Explanations of what constitutes a good graph and examples can be found in the appendices of the manual and my web page. The graph should take up the whole page. Sometimes Word changes the margins set in Excel. There is an option in Word to keep the margins and orientation (usually Landscape) set in Excel when a graph is transferred to Word.



Report

Next come sections for Discussion and Conclusions when present. See the lab report instructions and my example for what should generally be in these sections. These will begin with exp 14 (dHv).



Report

Report questions, when present, can come last. Templates are in Carmen so you don't have to type the questions.

Report Questions

1. Suppose an experiment called for the transfer of 10.00 mL of a liquid and accuracy and precision of the volume was important. What glassware would you use? Explain your reasoning and use supporting data from this experiment.
2. Suppose an experiment called for the transfer of 17.50 mL of a liquid and precision of the volume was important. What glassware would you use? Explain your reasoning and use supporting data from this experiment.
3. In this experiment you measured or calculated several properties of matter, including temperature, mass, volume, and density. Which of these are intensive properties and which are extensive properties? In your answer communicate an understanding of these terms and use data to support your reasoning.



Saving & Uploading Reports

- When completed, save your report in the following format. *You will lose points if your file is saved incorrectly.*

lastname.#_firstname_semester_experimentcode.docx

For example: smith.3210_john_Au20_SCM.docx

- Upload your report in the appropriate assignment by clicking the “SUBMIT ASSIGNMENT” button at the top

The screenshot shows an assignment submission interface. At the top, the assignment title is "Separations of the Components of a Mixture". To the right of the title is a red button labeled "SUBMIT ASSIGNMENT", with a red arrow pointing to it from the right. Below the title, there is a table of assignment details:

Due	Jun 23 by 12pm	Points	80	Submitting	a file upload (Turnitin enabled)
File Types	doc, docx, and pdf		Available	until Jul 8 at 5pm	



Uploading Reports

Carmen has an online guide for students on uploading reports if you have trouble:

<https://guides.instructure.com/m/4212/l/41972-how-do-i-submit-an-online-assignment>.

You will receive a confirmation message from Carmen if your submission was successful.

If you upload the wrong file, you can overwrite your submission. This will delete your previous submission, and your TA will only grade your most recent upload.



Uploading Reports

Check to make sure the report was submitted correctly and wasn't corrupted. A box should appear in the upper right-hand corner which should look similar to the following:

Scientific

Measurements (exp
1, SCM)

RE-SUBMIT ASSIGNMENT

Due Jan 20 by 2:20pm **Points** 110 **Submitting** a file upload
File Types doc, docx, and pdf **Available** until Mar 10 at 5pm

Submission

✓ **Turned In!**

Jan 9 at 12:46pm

➔ [Submission Details](#)

📄 [Download Lab 23
Rubric.pdf](#)

Comments:

No Comments

Click on the file to make sure it got there correctly. It is your responsibility to make sure it was submitted properly and not corrupted.



Report Deadlines

- Reports are due 1 week (7 days, including weekends) after completion of an exp, before the beginning of lab.

For example: If Lab 1 was finished today, it would be due by the beginning of the period next week (aka 8 am start time = 8:00 am due date)

- Reports are penalized 10% off per day. Submission timestamp will determine the late penalty. Your TA will only see your most recent timestamp.

For example:

A report was due at 8:00 am on Monday, 9/1, and was submitted at 8:16 AM. It will be 10% off.

If submitted by 7:59 am on 9/2, it will be 10% off. At 8:00 am, it is 20% off.