

1. Select *Blackboard Assignments* at left
2. Under the *Exp. 9: Aldol Datasheet* assignment:
 - a. Select the link for the Excel file: *AldolDdatasheet.xlsx*
 - b. Save this file to your computer.
 - c. The preferred file name is *AldolDdatasheet-lastname-firstname*
 - i. for Suzy Snow this would be *AldolDdatasheet-Snow-Suzy*
3. Enter data only into the green highlighted cells:
 - a. Student number and name must be filled in
 - b. For **Yield, Melting Point, TLC**:
 - i. Enter one *number only* with no text or units in each cell.
 - ii. See the *correct decimal format* in the column to the left.
 - iii. Any text and numbers not entered in the specified format will be marked as incorrect.
 - c. For **IR Data**:
 - i. Enter one *number only* with no units in each cell. If there is not a peak on your IR spectrum for the specified bond, you may enter the words *no peak*.
 - ii. See the *correct decimal format* in the column to the left.
 - iii. Any text and numbers not entered in the specified format will be marked as incorrect.
 - d. For **Chemical Testing**:
 - i. Choose the best answer from the pull-down list.
 - ii. You may type in the text, but any misspelled words will be marked as incorrect.
 - e. SAVE THE DATA
4. To submit the assignment
 - a. Select *Exp. 9: Aldol Datasheet*
 - b. Attach the completed Excel file
 - c. Select *Submit*
 - d. Select *OK* (if you have submitted the file correctly, you will see a green exclamation mark under your My Lab Grades)
5. You have two attempts available to submit this assignment.