**CHECKSHEET FOR LESSON 1 – PARTS ASSIGNMENT (HW4)**

**(Submit this sheet as your assignment coverpage)**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SECTION #: \_\_\_\_\_

/5

**Design Layout Final Products**

\_\_\_ Thoughtfully completed tutorial log

\_\_\_ 5-6 visually-descriptive screen captures of the feature creation process

\_\_\_ Clear and concise captions with each screen capture to explain the image (practice your technical writing skills)

\_\_\_ Organized layout with appropriate number of images (~2-4) per page

**Above and Beyond (Exemplary)**

\_\_\_ Exceptionally meaningful/insightful yet professional captions

\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Point Deductions

 \_\_\_ No cover page *(-0.5)*

 \_\_\_ Not a .doc/.docx *(-0.5)*

 \_\_\_ Incorrect filename *(-0.5)*

# TUTORIAL LOG

**Tutorial(s):**

1. **Outline the main contents/sections of the tutorial.**
2. **What were the most difficult parts of the tutorial? Why?**
3. **What new discoveries/insights did you gain as a result of doing the
tutorial(s)? When might these be applied?**
4. **What unresolved questions were generated by the tutorial?**
5. **What recommendations, if any, do you have for improving the tutorial
or its use in ME 301?**

# PROCESS DOCUMENTATION*(*example format using *Insert* -> *Table* -> and selecting a 2x3 grid*)*

|  |  |
| --- | --- |
|  | Rendered perspective view of the V-Twin Steam Engine from the Spring 2020 semester. |
| Screen Snip 2 | Descriptive Caption 2 |
| Screen Snip 3 | Descriptive Caption 3 |

*Note: Add more rows to the table by placing your cursor in the last cell and hitting “tab”, or by hovering to the left of the lowest line and hitting the “+” icon that pops up, or by right-clicking in a cell and selecting the desired options from the “insert” menu. If you want, you can hide the table grid lines by right-clicking the table, selecting Table Properties -> Borders and Shading -> None.*

# PROCESS DOCUMENTATION*(*example format using *right-click* *on screen snip* -> *insert caption)*



Figure 1. Descriptive Caption 1



Figure 2. Descriptive Caption 2