



...There's more to this than just 'no printing'.

- The only printing for this class is when you print the weekly checklists for assignments. Use the printouts to checkoff completed assignments.
- There is no printing for anything else in your class. Even when instructions in the textbook say to print, **YOU WILL NOT PRINT**. I don't collect papers. I 'collect' folders. And folders are not 'printed'.
- The weekly checklist schedules will tell you when to download folders from my website. The folders coordinate with the chapters or units in your textbook.
- The assignments listed in the weekly checklist schedules are saved into the correlating folders.
- The folders are organized by chapters, units, or subjects, just like your textbook is organized into chapters, units, or subjects. When you finish your textbook assignments, you will save into the corresponding folders. Example: Chapter 1 file saves into Chapter 1 folder. Or Unit B file saves into Unit B folder. Etc.
- The folders on my website are zipped (compressed). When you download them (save them to your computer), they may still be zipped in which case you must [unzip](#) (uncompress) them to look inside.
- You will label the folders according to my labeling protocol. If you name the assignment files according to the instructions in the textbook and save the files into the appropriate folders, then I will know who the files belong to and the name of the assignments. The labels on your folders will tell me who the 'owner' is of the folders.
- Protocol for labeling folders is in the weekly schedules in the first few weeks of the class. There is also a handout for labeling protocol on my website on the Handouts pages.
- The only way to turn in your assignments is to save them into the folders. I will give you permission to turn in your folder on my shared Google Drive. The only way I collect folders is on my shared Google Drive.
- This is how I take roll. If work is not complete, continue working on the assignments and turn in the folder when it is due and again when you are finished with assignments. Due dates in the weekly checklist schedules.