

# Re: Weekly Procedure

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Follow the weekly schedules. Use them as checklists. Yes, there is a lot of text to read in the weekly schedules, especially at the beginning of the semester. **IT IS VERY IMPORTANT THAT YOU READ AND FOLLOW THE WEEKLY SCHEDULES.** They tell you what to do, when to do it, and when to turn it in for grading.

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The general procedure for the week is:

1. Read the assigned chapter.
2. Complete the steps in the chapter.
3. Save your files in the folders for the chapters you are working on in the text. Example: Excel files go in the Excel folders. Access files go inside the Access folders.
4. Online students should zip and send the subject folder to me every week...whether it's finished or not.
5. On-campus students will turn in their folders at the end of every class. This is how I take roll.

Completed work reflects in your participation grade. Follow the weekly schedules to make sure you do all of the assignments and save the files into the corresponding subject folders.

**If work is more than a week late, it will not be graded. SAM assignments are cut off 1 week after they are due.**

I will only accept 'back' work if you can demonstrate that you sent it to me previously. **DO NOT JUST SEND ME THE WORK AGAIN IN A NEW EMAIL.** Forward the original email with your work.

If you have any problems understanding what I've written, please come to see me during my Mon/Wed office hours or make an appointment to meet with me on campus.