



Evaluation

1. Reflections:

Post your reflection to the correct folder on TeachNet. A module is not complete until this is accomplished.

2. Check all assignments:

When you have completed all electronic activities, use the criteria sheet to check your files to be sure that you have satisfied all the requirements. Be sure to indicate whether the activities were accomplished on the **PC** or **Mac**.

If any special situations occur, please write a note on the Criteria Sheet.

3. Folder preparation:

Create a folder to hold all files for this activity using the two letters mentioned in the **Practice Application portion** of the assignment plus your **Last name**. Create 2 folders within this folder named **Practice Application** and **Application** respectively. Add an **Extension** folder if you plan on submitting the extension with this module. **DO NOT** submit files other than the ones required for the assignments.

If you submit an extension at a later time, create a new folder using the two letters mentioned in the **Practice Application portion** of the assignment plus your **Last name** and add an **E1** to the **folder name**. Place an **Extension** folder inside this folder to hold all the extensions. If you choose to submit additional extensions at a later time use the same procedure with a higher number.

Folders submitted to the **DROPBOX** must have different names.

4. Submitting assignments to the DROPBOX:

The **DROPBOX** is available on both the **Macs** and **PCs** in the labs.
The **PC** version can be found above programs on the **Start button**.
The **Mac** version is an icon on the desktop.

The “**prepared**” folder is now ready to be placed in the folder with your **class’s unique number** in the **DROP BOX** (icon found on the desktop). You will use this network folder, **DROP BOX**, to submit all electronically created work.

NOTE 1: If you submit your folder only to discover a problem and wish to resubmit your work, please add a number to the end of your **Last name**. The folder named with the highest number will be graded.

Example: If this is a 2nd submission, append a 2 to **DPLastname**, (i.e. **DPBurson2**).

5. Submitting criteria sheet:

Criteria sheets indicate that an assignment is ready to be graded. Place your criteria sheet in the appropriate tray (5th floor) for **your unique number**. If you submit **two** criteria sheets for this module be sure they are **stapled** (available in classroom).



General - For all Modules

Grading will not occur without the proper criteria sheet with the choice of equipment and date marked.

6. Submitting a redo:

Each assignments have unlimited redos but it will save you time if you research the feedback written on the criteria sheet and make all corrections the first time.

Submit the original folder with **all** correction made. Append and **R plus a number** to the end of the folder name.

NOTE 2: If you submit a redo only to discover a problem and wish to resubmit your work, please add a higher number to the end of your **Last nameR3**. The folder named with the highest number will be graded. All others will be discarded.