

Assignment Information



Labeling assignments

- ✓ Title of assignment **DOT** your last name and your first initial **DOT** draft number written as D# **DOT** date you are SENDING assignment
Example: SLC.oconnort.D2.11.2.08
- ✓ Incorrectly labeled assignments will be returned to you – no note attached.
- ✓ Please should include the following in the header of all assignments: the assignment name, your name, the date of revision, and page number.

Layered Feedback

- ✓ We look for foundational problems first – items that the rest of the assignment is based on, items needing fixed first. We will comment on or highlight those and then stop reading/commenting. Once you have those in a reasonable place, then we will proceed with the rest of the assignment.
- ✓ Once we comment on a pattern/issue, we expect you will read the rest of your work with that in mind. So, if we say we noticed that the connection between your facts and commentary is not explicit enough in the first section, we assume you will look at that throughout the rest of the assignment when revising.
- ✓ Assignments will be sent via email. We will build a response schedule so we can all effectively plan.

WORD tools

- ✓ Comments
Make changes as appropriate in the **body of your assignment**. Make some sort of notation in the **comment box** so we know you saw it. If you decide not to make a change, be sure to explain why in the comment box.
- ✓ Highlighting – be sure you know how to add and remove highlights
- ✓ Compare/merge – be sure you know how to turn this on and use

Assignment completion

Assignments will be complete when they meet standard. Work turned on class schedule will allow for ample feedback time to get work to standard.