

Instructions for Completing and Uploading Assignments

1. You may print worksheets and write on them **OR** you may write on notebook paper.
2. You must **HANDWRITE** your work (in your own writing). Typed work or work written by someone else will receive zero credit.
3. You must write your name at the top of each assignment in **INK**.
4. Completed assignments should be uploaded in **FOCUS**. You may scan your work and save as a pdf to upload from your computer or take pictures with your phone and upload using the app. If you take pictures, you can upload each picture separately in the same assignment. *Be sure to match titles and upload in the correct assignment!
5. All work is due on or before Tuesday, April 14. It is advised that you come up with a schedule to work on your assignments for all classes and don't wait until April 14 to begin. I will give a suggested schedule to keep you from getting behind.