

## Applications Class Procedures

- Place phones in the phone box at the beginning of class.
- You may use your own computer for this class. You will need to use a school computer to print. You should not need to print very often.
- We will be learning how to use the Google Apps set of software. This is all found online and can be accessed from any computer with an Internet connection. Using Google Chrome for your browser is required for this class.
- Save your work often! If something happens to the computer while you are working you will lose everything that hasn't been saved. Google saves automatically, but **check often** to make sure it is still working.
- Applications will be graded with a 0-10. Only perfect applications will receive a 10. If your application did not get a 10 you should fix and resubmit your application **once**. I will record the second of the two grades.
- Read directions very carefully. Check off directions as you finish them so you know where you are. Most poor grades are due to skipping steps or misreading directions.
- You must keep your papers in a **folder**. You must keep track of assignments that need to be fixed. You may want to keep completed assignments with difficult steps so that you can look back at them later. You will lose participation points if you do not bring your folder.
- Throw papers away or take them with you. If you leave papers around the computers you will lose participation points.
- You may not play games or any other recreational activity unless you have received permission from me.
- Bring homework to do if you finish early. If you have no work, bring a book.
- Remember your password!
- I may require you to redo assignments if they are done very incorrectly. Your grade for the assignment is a 0 until the assignment is completed.
- Participation is 10%. Participation is based on your class behavior and effort and can be above 100% or below 0%.
- Any student found to have copied another student's application or allowed another student to copy their application may receive a 0% for the **course!!!**