

# HOW TO HAND IN WORK TO MS. CAPALAD

Before you hand in anything, make sure that you have asked what format it should be in! There are only three ways of handing things in:

- Journals:**  
Name, and date and put it in the filing cabinets
- Paper**  
Full Name, Date and Roster # at the top of the page. Place in alphabetical filing folder
- Email**  
Last Name, First Name (Block)  
Assignment Name  
in Word Document.



## HOW TO HAND IN VIA EMAIL

- 1 Label your document: Last Name, First Name (Block)  
Assignment Name
- 2 If you're using Word Doc, just attached it to your email. If you're using Google Docs check below!
- 3 For Google Docs on your laptop press FILE > DOWNLOAD > MICROSOFT WORD (.docx) and email this as an attachment
- 4 For Google Docs on your Phone click the document press the three dots > SHARE AND EXPORT > SEND A COPY > WORD DOC > EMAIL
- 5 Send all emails to [bcapalad@sd38.bc.ca](mailto:bcapalad@sd38.bc.ca)

## Oh no! I've missed class!



- 1) Ask your peers what you missed
- 2) Talk to Ms. Capalad and tell her when you were away and what you are doing to make it up
- 3) Make sure you set a reminder of your new deadline you and Ms. Capalad created
- 4) Hand in your work in the hand-in bin or via email depending on the assignment. If you're unsure check with a peer!

## EXTENSIONS



## LATES & DEADLINES



- Student will receive an N in Work Habits and if past the cut off date, an Incomplete in their report card.
- Students will not receive feedback from teacher on their assignment and may not get their mark at the same time as their peers

If you have any questions, feel free to email or chat with me in person!

Ms. Capalad 2019