

Instructions for completing Tutorials

We are beginning the part of the course where we will be working on tutorials in class. We may not work on them every day in class but many of the days will be devoted to working on these files.

I have put a link to the tutorial files on my web page at www.gdn.edu/faculty/ricc/index.html.

The link allows you to download a zipped folder that contains all of the files that we will be completing in class for the tutorials. You will be required to turn in each tutorial to me for a grade.

Let me summarize how this will unfold:

1. We will work on a tutorial together in class. You may work on it on your own if you wish or you can work with me. If you come to class to work on the tutorial, I would prefer that you stay in the class and not be disruptive until the class is finished, even if you are finished early. If this is a problem, you will be asked to leave.
2. I want the finished files saved to a folder called Completed Tutorials that you create in your class folder on the N: drive. You can work on tutorials anywhere you like but I want the finished files in that folder.
3. I ALSO want you to e-mail me the finished files as an attachment.
4. If you miss the class or if you choose to not work on the tutorial in class for whatever reason, you will have until the beginning of the NEXT class period to e-mail me the file and get the file into your class folder.
5. For each assignment, your textbook will suggest a name. I want you to use the name that they give in the textbook AND add your last name. For example, if the textbook asks you to name a file ***Design Handout***, I want you to add your last name so that it looks like this:

Design Handout - Smith