

DC DRIVE PROTOCOL

WEEKLY UPLOADS

Each week, you will upload your weekly assignment as a single **PDF** file (no larger than 20MB) to your shared google folder named: **FIRSTNAME_LASTNAME** under the corresponding “A0#” assignment folder.

Files should be named as follows: **FIRSTNAME_LASTNAME_A##.pdf**

ATTENDANCE

Attendance is also monitored by your weekly uploads, failure to upload an assignment before class may result in being marked absent for that class. Participation is vital to your success in this course, and Drive uploads are a key participation component. The shared class folder may also be used to present student work in class.

GRADING

All your work will be graded via Google Drive. Missing work will not be graded and counted as a failing grade. Make sure your folder is clearly organized and the files are named correctly. If your folders are a mess, we will not grade them. We will grade PDF file formats only (unless directed otherwise), other file types will not be accepted, you may save other file types in your drive as a back-up or to work from, but make sure they are organized and placed in clearly labeled folders.

A typical drive folder structure should look like this:

“**FIRST, LAST**” (your folder) > “**A01**” (assignment folder)
> **FIRSTNAME_LASTNAME_A01.PDF** (pdf assignment file)

Please do not store working files on the shared drive..

It is a good idea to back up all your files somewhere other than the cloud as well; flash drive, computer, etc. ‘lost’ files will not excuse you from grading.