

Labeling Procedures.

For assignments to be quickly and efficiently filed and marked, they must be properly labeled. I teach multiple subjects and many student therefore to avoid the mishandling of students assignments and the timely marking of those assignments, I require students to label their assignments using the following format.

Subject Assignment number Student name. File extension
So a science 20 student may submit

Sci 20 1.1.1 JDow.docx

Every part of this format is important. Forgetting the file extension can render a document unreadable so the docx or pdf should follow the period at the end of the file name.

All of the courses have units, modules and lessons. The assignment number will indicate the unit, module and lesson. So the assignment from the first unit, first module and first lesson would be 1.1.1.

Bio30 2.4.5 JDow.docx

The assignment above indicates the assignment is from the second unit, fourth module, and fifth lesson of Biology 30.

If a student fails to properly label an assignment, the instructor will give one warning and then may start deducting marks from the assignment.

Tutorial summaries should be labeled according to the lesson number of the tutorial video they were created from.

ie. Sci 30 tut#1.2.1 MPython.docx

Please do not forget to include the “tut” in the file name so that I can differentiate between assignments and tutorial summaries.

If you have any questions regarding assignment labeling procedures, please contact Mr. Grieb at ngrieb@rvschools.ab.ca