

# STEPS TO GETTING YOUR MAKE UP WORK



## CHECK THE BINDER OR GOOGLE CLASSROOM

Did you check the front cover to make sure that you have the right binder? I will post a copy of the daily docket in Google Classroom as well so that you can access it on your schedule.



## READ THE DOCKET



You can find this in the **class binder** and online in **Google Classroom**. The docket contains a brief description of the agenda, handouts, assignments, and upcoming deadlines.



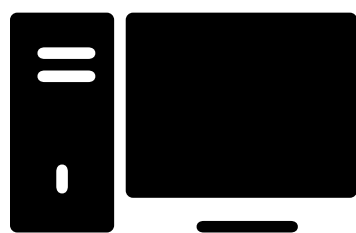
## GET HANDOUTS FROM THE FOLDERS



Handouts will be in the daily folders. Look in the folder for the days you missed. If you cannot find a handout, ask me so that I can get you one. Most but not all handouts will be available in Google Classroom.



## REVIEW ANY NOTES



Look for copy of the notes in the class notes binder. You can also go to Google Classroom and view or print a copy. I publish all of my slides in PDF format.



## SUBMIT ASSIGNMENTS DUE



If an assignment was due, hand it directly to me. You have until the following **MONDAY** to complete the work you missed during your absence. Review the "ASSESSMENTS/WORK COLLECTED" section of the docket for information.

