**Step-By-Step Check-List for Project Turn-In**

**STEP 1: Write your name and SID# on EVERYTHING!!! (rubric, editing sheets. final project)**

**STEP 2: Staple the following together in order:**

1. **Your completed Rubric with highlights of what you believe you have completed**
2. **Your completed self-editing sheet**
3. **Your completed peer-editing sheet (both sides completed w/names of 2 students’/groups’ whose project you read and revised)**
4. **Your original rough draft with the revisions (boxes, lines, etc.)**

**STEP 3: Paper clip your stapled Rubric packet on top of the final copy of your project**

**\*If you made a Power Point, please print a copy of the slides in “Handout” mode (6 slides per page) AND email me a copy of it to** [**palmanzar@scarsdaleschools.org**](mailto:palmanzar@scarsdaleschools.org)

**\*If you made a movie, please burn to a disc or upload to YOUTUBE, etc. if possible AND email me a copy at** [**palmanzar@scarsdaleschools.org**](mailto:palmanzar@scarsdaleschools.org) **if it is compatible with the school PC.**

**If you are unable to do the following and it is NOT compatible with the school computers (done on a MAC), please submit it on a flashdrive so I can pass it on to the technology department.**