**Classroom Procedures for Intro to Photoshop**  
**Teacher:** Mrs. Quick   
**Email:** [KQuick@fusd1.org](mailto:KQuick@fusd1.org)   
  
**Daily Procedures:**  
1) Enter class  
2) Check objectives and assignments on website  
3) Listen to lecture or demonstration on class project  
4) Begin class project  
  
**General Procedures:**  
**- Completed Assignments:** All completed assignments will be turned into the RW$ drive. This allows for easy grading. If student’s work is not turned in they will receive a zero. Student’s project must contain the student’s name.   
Turn into: FHSstudent\_RW$ -> Quick, K -> Intro to Photoshop -> KayleyQuickProjectName.PSD  
  
**- How to turn in project to RW$ drive:** Click on the windows icon in the lower left hand corner of your screen. Then, click on the word “computer” and this will pull up a new window. Following that, click on the network drive “FHSstudent\_RW$ (//studentdata1) (W:). Click on the folder “Quick”. Click on the folder for the class you are in, Intro to Photoshop. Then, click on the folder for the specific assignment name.  
  
- **Bathroom/Drinks:** Students are allowed to use the restroom and get drinks from the water fountain when they wish. A student must ask me to use the restroom or get water and will be required to take our classroom pass. A student may ask once per day and may not spend too much time out in the hallway. If the student is found to be messing around in the hallway, they will lose their bathroom/drink privileges.  
  
- **Snacks/Drinks:** I do not mind if students have a light snack or a drink in the classroom. However, these ARE NOT to be consumed at my computers. All food/drinks must remain on the side counter. Students may take a short break for a snack, but may not eat a full meal at my counter.

**- What to do if finished**: Students are expected to have a personal project that they are creating that they will work on after completing an assignment. It is not appropriate to be working on classwork from another class. Students must be creating a project that is Graphic Design related.

**- Borrowing Headphones:** Students need to bring headphones to class. If a student is unable to purchase headphones because of a financial issue, I have a few for students to borrow. They must exchange a personal item for use.

**- Absences:** Students will have a day to make up work for each day of excused absence. For example, if one day is missed they will have one additional day from when the assignment is due. If four days are missed students will have four additional days from when the assignment is due.

**- Clean up Procedures:** Each desk need to be tidied every day. No remnants of anything should be left at the desk.   
  
**- Dismissal Procedures:** Students will be dismissed at the bell. They may begin cleaning up and logging off/shutting down the computers 2 minutes before the bell rings.