

## DIGITAL SUBMISSION #1 (instructions)

English 7A

Written work will be submitted in a digital MSWord format via Dropbox. (If you use a PDF form or Googledocs, be sure to reformat in Word before submitting.)

Submit ONE of the TWO pieces you have written and shared in WRITE CLUB for feedback and evaluation.

- A memory book chapter (give it an original title)
- A piece generated from a quickwrite starter in the notebook (should be an expansion of the notebook piece, NOT just what you wrote in five minutes – still needs an original title)

PROVIDE DOCUMENT NAMES FOR YOUR WORK AS FOLLOWS \*

- LastnameMB#.docx (Ex. McMurrayMB5.docx)
- LastnameQW#.docx (Ex. McMurrayQW1.docx)

\* (If you are a multiple-last-namer put your first initial after your last name). e.g. (none??)

\*\*Leaving the .docx or .doc after the document name will allow the document to be opened in Dropbox without download (don't add it – it will automatically show up).

To change names of already named pieces, find the document, and without opening it, right click. Choose "rename" and fix the name, then "enter."

INDICATE IMPT. FLAGS FOR THE TEACHER (because you will eventually end up with more pieces in the Dropbox than you actually submit for feedback)

- Flag the piece you want to submit for feedback by adding SUB1 to the title (Ex. McMurrayMB5SUB1.docx)

### STEPS TO COMPLETE THE UPLOAD OF SUBMISSION #1

1. Open Dropbox and Sign In
2. Open our shared folder (Last name, First w/ two people on the folder)
3. Use Upload to put the required and CORRECTLY titled piece in the folder (Doc title here includes your name, MB or QW plus a number, and a SUB1 flag)

### EVALUATION

Submission #1 will receive evaluation and feedback that will be returned to our shared Dropbox folder with WFB after the title, indicating "with feedback." A holistic letter grade score will be entered in Skyward according to the Grading of Writing in 7A Guidelines.