

## **Things You Can Do To Improve Your Grade**

### **In MultiMedia Production:**

**Turn in tutorial assignments on time.** If you are having trouble getting through the directions, you can view these at home on the Internet. Go to the Digital Media Lab website and click on the MultiMedia Production link. All of the Acrobat tutorials are posted there. If you read through and study the directions at home you should be able to complete the work in class a lot more quickly.

**Take advantage of our open lab time.** This is at 7:30 every morning before period 1. After school time can be arranged for Tuesdays right after period 6.

**Make more productive use of lab time.** Most of the students who are behind spend too much time off task, talking or browsing on the Internet when they should be working on assignments.

### **In Electronic Music:**

**Turn in your homework sheets on time.** Most of the low grades are due to homework not turned in. Each paper is worth 5 points. It does add up over time. Students who don't do this work tend to do poorly on quizzes and online reviews.

**Do makeup homework.** If you have a lot of missing assignments you can still turn them in for half credit. The last day they will be accepted is on the Monday of finals week.

**Use your lab time efficiently to complete your big projects.** Make sure that you establish a goal for each day and complete it.