**UVU Concurrent Enrollment Digital Education**

**Classroom Management: Transfer of Assignments and Exams**

As a facilitator, one of your key responsibilities is ensuring that all completed assignments and exams are delivered to the CE Office on time.

Most submissions are now handled through Canvas. However, a few assignments or exams still need to be physically delivered to the Digital Education Manager’s office (Thanksgiving Point, Room 102).

**Important Guidelines:**

* If you're delivering physical assignments or exams:
	+ Place them in a UVU envelope.
	+ Clearly label the envelope with the student’s **name**, **site**, and **class/assignment name**.
	+ Drop them off at **Thanksgiving Point Office 102**.

**Class Handouts:**

* Required handouts will be posted on **LI Secure Access**.
* You’ll be notified by the Digital Education Manager when they’re available.
* Once posted, it’s your responsibility to download and print the materials for your class.