# Submitting Assignments

When submitting assignments include this at the top of your paper:
- Your first and last name
- The date
- Description of the assignment

Also:
- Make sure you are writing dark enough and large enough so that your work can be read by your teacher.
- If we cannot see it on the screen, we cannot grade your work.
- If there are multiple parts to the assignment, all those parts must be submitted in one e-mail.
- Check your school e-mail/MS Teams feedback at least once daily. Your teacher may have requested clarification on part of an assignment. You must respond to get full credit.