

Electronic Submission of Work Samples – Independent Study

Weekly work samples are required for each independent study agreement. The district's auditors have given the green light for electronic submission of work samples.

Please see the attached Work Sample Policy for the amount of samples needed for the differing length of agreements. Work samples can be hard copies or electronic copies.

If a teacher is going to store electronic work samples, there is a specific process that needs to take place. Please read the directions below carefully:

- A Google Drive folder needs to be created by admin to save all the work samples for the school site (see example below)

 Morgan ES - Work Samples

- Inside of the school's I.S. folder, create a folder for each teacher and share it with the respective teacher (see example below)

My Drive > Morgan ES - Work Samples ▾

Name ↑

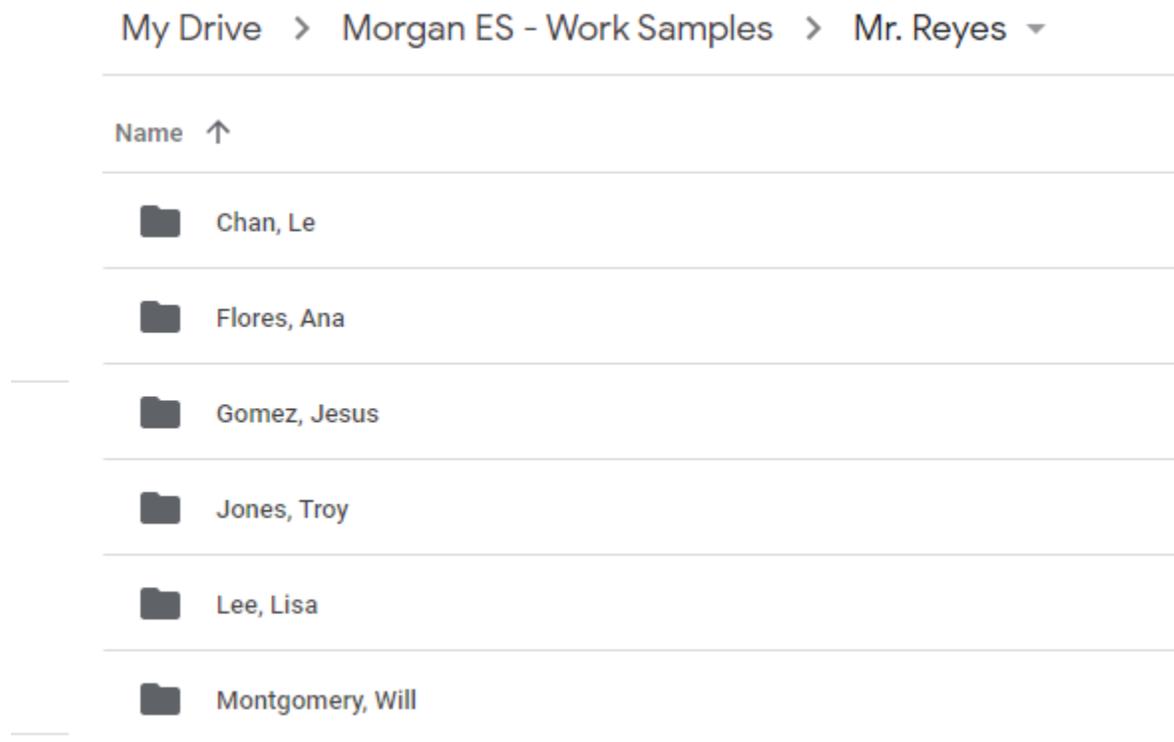
 Mr. Reyes

 Mr. Smith

 Mrs. Cortez

 Ms. Johnson

- The teacher would then create a folder for each student in his/her classroom within the folder (see example below)



- The teacher would then store electronic work samples by copying files from their google classroom or another location and placing them within the student's folder. The following format should be used:

last name.first name_week of date (Monday)_subject
example: **perez.jose_1.24.22_math**

*****An administrator or office staff member would need to ensure that the samples are correctly labeled and submitted.*****