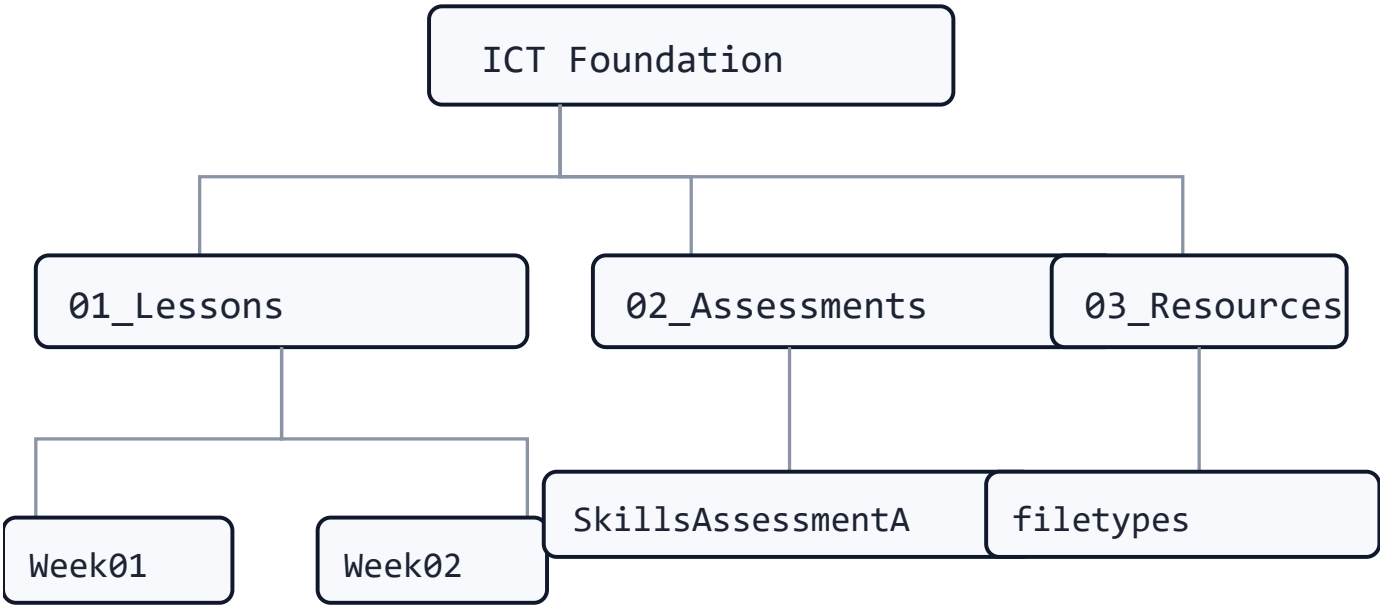
REFERENCE · DISPLAY OR HANDOUT

# The course folder




Classwork goes in 01. Assessed work in 02. Supplied files in 03. Nothing on the desktop.

Work is saved inside the tree, never on the desktop. A file that is not in the tree cannot be found, and a file that cannot be found is not submitted.