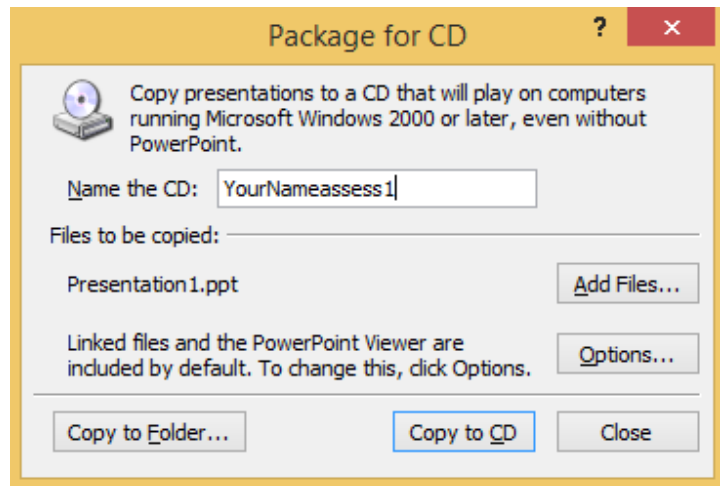
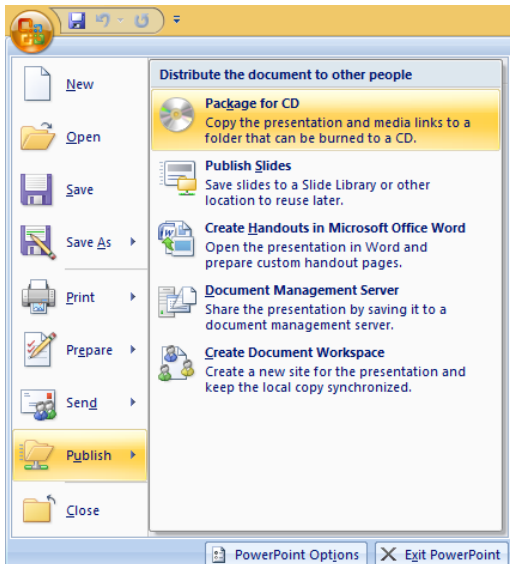


Preparing your assessment task for handing in. Due Friday 7th March

- Ensure that all sections of the task are complete, including your project diary
- Test run your Powerpoint presentation to make sure that all links and buttons do what they are supposed to do
- Check that all media elements (both linked and embedded) are working

With your presentation open go to the **File button - Publish and Package for CD**



Name the CD **YourNameassess1** (eg. FredBloggsassess1).

As the dialog states **Linked files** will be included by default.

If you have Windows, a dvd/cd burner drive and a blank disk you may like to **copy** your task directly to **disk** or alternatively...

**Copy it to a folder.** This can then be copied to a usb drive for submission. I will accept either a **clearly labeled disk** or a **usb drive** with your assessment task on it.

**Note:** Your **project diary** can either be submitted as a **file**, that includes **your name in the file name**, on the **disk or usb** drive or as a **printed document** in a plastic sleeve.

**Make sure you test run your presentation from its location on the chosen media (disk or usb) before submitting.**

**Reminder:**

School policy on assessments dictates that a percentage of the mark you would have received will be deducted for each day overdue (including weekends). This ensures that no student has an unfair advantage as far as time to complete the assessment is concerned. It also gets you in the habit of meeting deadlines before the major deadlines of the HSC

**If you know beforehand that you will be absent on the day an assessment is due then you need to organise to hand it in early.**