**JOURNAL 1**

Today’s journal assignment will hopefully be very simple for you. It is about how to submit assignments to Mr. Boone.

1. When doing any assignment, to get credit for it, you must save it to your folder on your desktop and also save it with the assignment name and your name.

*Example: For this assignment, if I’m Mr. Boone, turning in Journal 1, I name my assignment file and save as “mr boone journal 1”*

1. Then, on your class page of Boonemedia.com, near the top and on the right, you will see a “Submit Assignment” button. Click on that button.
2. Enter the password “media1314”
3. Upload your assignment file and submit.
4. Use this process for EVERY WRITTEN THING you turn in – daily journals, scripts, research, sales proposals, etc.
5. So now that you know the process, go ahead and submit Journal 1! If you submit this page correctly, you get a 100!