



Your Teacher Asks You to Rename Your Files. ***PLEASE DO IT!!!!***

We are all now used to online classes. Things are still not easy. Things that took only seconds in the classroom now takes many minutes. These minutes add up each week. Help your teacher!!!

Your teacher teaches over 250 students each semester. Thus, each week he receives at least 500 files (ARS and many homework assignments). He therefore spends much time and energy:

1. Downloading the files
2. Renaming files that are not correctly named
3. Marking students' 出席票 and 成績表
4. Organizing students' files on his computer (that is, putting them in the correct place)

This means your teacher receives **MANY FILES** each week, so CORRECTLY RENAMED FILES (with no commas, no extra spaces, no missing spaces, etc.) ARE **VERY IMPORTANT**.

You may think that renaming files is a small thing. No, I am telling you that it is a VERY BIG THING! If your class has a Weekly Schedule, then it tells you how to rename your files each week. Look at the Weekly Schedule and follow it! **LOOK AT THE WEEKLY SCHEDULE!**

Students who do not rename their files as requested:

1. are not listening to their teacher
2. are not helping their teacher with his work
3. are not properly participating in class
4. cause their teacher to spend time and energy on things not directly related to your learning and education (like giving feedback), which is such a HUGE WASTE!

Students, I know doing classes online at home is frustrating, but whether we are online or in the classroom, it is YOUR JOB to learn, so it is YOUR JOB to listen to your teacher! Students who do not listen to their teachers cause problems for everyone and are not properly learning. You must learn to listen. This is one part of holistic teaching and learning (that is, teaching not just content but other important life skills). *After you graduate you will get a job and have a boss. Listening to your teacher and following directions now at university is good practice for listening to your boss and following directions in the future. So you should practice doing these things now!*

→ This semester, students who do not rename files as requested receive ZERO participation points for that week (because by not listening to your teacher makes him do so much unnecessary work).

→ This semester, students who turn in files late will receive ZERO participation points for that week (because your teacher sets aside time to deal with the many many files. Late files means he must deal with them at times he should not have to, and this makes for unnecessary work).

Your teacher thanks you for helping him! It is very much appreciated!