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*Members of De Anza faculty were contacted by the Academic Senate in winter 2014 and asked to share their experiences and best practices in transitioning to a paperless pedagogy.*

### **Best practices suggestions towards a paperless pedagogy**

- ✓ **Utilize Catalyst** – Post handouts and homework along with assigning quizzes and exams on Catalyst is a good start towards cutting down on paper. This has been the most popular option among staff and faculty.
- ✓ **Post materials online** – If Catalyst isn't optimal, consider using a website to post the syllabus, handouts, readings and homework online. This allows students to print out their own paper copies to use or view on their digital device.
- ✓ **Create a course packet** – Have all materials/handouts turned into a course packet that students can purchase at the Bookstore at the beginning of the quarter, it is a one-time cost to the students and the costs is less than printing individual handouts.
- ✓ **Use email** – You can send out assignments, handouts, etc. via email to students directly along with posting it on a website as a way for students to be updated on class materials in case they do not check the course website daily.
- ✓ **Pass out shareable handouts** – Create handouts to be shared between 2-5 students.
- ✓ **Enforce digital assignments** – In classes where it is practical, require homework to be turned in digitally or as email attachments only. This will also help minimize having to handle both digital and paper copies, options may include Turnitin.com
- ✓ **Allow digital copies of materials in the classroom** – Allowing students to use laptops, tablets, and phones to read digital handouts in class helps to make sure the students have access to the current material through their internet-enabled devices.
- ✓ **Use the projector to display slides** – This allows students to take notes and/or bring their own online copies to class, the slides can be reused as well.

### **Ways to transition to a paperless pedagogy by campus constituents**

- **Faculty** – Make it known early when to check Catalyst/course website/email for updates and when the students will need to print/bring in a copy of a classroom handout/assignment. Continuing to make technology a part of the classroom will help the transition on both students and instructors as it will become a more standard part of the classroom experience.
- **Students** – Utilize all possible resources: selective printing of materials, use of the library and home internet to access online materials, make checking the course website/Catalyst/email a daily activity, consider purchasing the course packet at the beginning of the quarter or printing all necessary materials early to make it a one-time cost.
- **Administrators** – Support from the administration for utilizing Catalyst, course websites and email effectively in the classroom. Make Catalyst a strong standard and default and provide training to students and instructors in how to maximize its usage.

Access the full survey results at <http://www.deanza.edu/ir/pdf/ASPrintingSurvey.pdf>