PEN Materials Delivery

1. **What is PEN Materials Delivery?**
   Each PEN room is connected to various campus locations. Materials delivery is the process used to deliver classroom materials (handouts, exams, power point) to the students in your PEN classrooms. We offer faculty three methods for Materials Delivery. The Primary form of delivery should be via D2L. Additionally, materials can be delivered to PEN classes via the ONLINE PEN Materials Delivery Form. These two methods ensure your students receive the needed materials in the timeliest manner. The third delivery method would utilize our PEN materials delivery paper forms.

2. **How do I upload materials to D2L?**
   D2L should be your principal materials delivery method. We have provided detailed instructions on uploading your materials to D2L.

3. **How do I use the Online Form?**
   Sign into the Faculty Staff section of the PTC homepage and look for the link PEN Materials Delivery Form. Additional details about this form are included in your Proctor Request Section.

4. **How to I use the Materials Delivery Paper Form?**
   The paper forms can be found in the main office (Greenwood - room 111G)
   - All forms must be submitted a minimum of 3 days prior to the event.
   - PURPLE forms are for materials going to the classroom.
   - ORANGE forms are for materials going to the Instructor.
   - RED Envelopes are for tests or graded materials going to and from the classroom.
   - Any questions contact Lisa Lanford at 8398 or lanford.l@ptc.edu

5. **When are materials sent out and delivered?**
   A. **OUTGOING PEN MATERIALS:** All outgoing PEN materials must be dropped off on Courier Pick-up Days by 8:00 am in order to go out that day. Mail dropped off after that time will go out at the next courier pick up. Please be mindful that the Courier Schedule does fluctuate; it is your responsibility to stay abreast of these changes.
   B. **PEN MAIL DELIVERY:** PEN mail, on the Greenwood campus, will be delivered to faculty mailboxes on the day after it is received and processed. *(Due to log time and mail volume this allows staff the proper time to effectively delivery to all.)*

6. **What is the PEN Materials Delivery Policy?**
   All instructors teaching in a PEN room must follow the above process. If you have materials that you are unable to send via D2, you may then use the PEN Materials Paper Delivery Form. Personal email or fax to the county center locations should not be used.

7. **What about attendance sheets?**
   Beginning with the 201320 term, hard copy attendance forms will no longer be delivered. The D2L Attendance Tool is now the option for PEN class attendance.

8. **How can we help to assure we receive PEN materials from the campuses?**
   Materials which cannot be electronically should include both a completed purple form for sending and a completed orange form for the materials to be returned. Please make sure that your purple form is visible through the window. Also, please prompt students with the necessity of using your complete name and course on any orange forms that originate from the county centers. Missing or incorrect information can delay delivery.