

5 Ways to Go Green in Your Classroom & Office:

1. Reduce the necessity for paper copies by making your class(es) Web Assisted and using Blackboard to house handouts, syllabi, and links. Also, consider using Blackboard to administer tests; this would greatly reduce the paper trail created by multi-page tests. If you've completed the Web Full Circle training you can also put course information, syllabi, links and things on a course page that can be created for you off of the College's main site.

How: Email Phyllis Champion [[link](#)] ASAP to indicate that you want your Fall semester classes to be Web Assisted. If you have not completed the Blackboard Faculty Training see Jody or Pam; also see them for help with Blackboard features and questions. Contact Margo Greene [[link](#)] for help with Web Full Circle or to get your account setup.

2. Create a PDF (Portable Document Format) file of things you would normally print, and save them to your computer or flash drive for quick reference later. This reduces the need to print, ensures you'll always have access to that information, and makes it easy to upload to Blackboard.

How: Go to the *Instruction and Assistance* portion of the Library webpage and then click the Tutorials link at the bottom of the page. From there look for the *Create a PDF* how-to document [[link](#)]. For copyright concerns consult the CCC *Copyright Manual* [[link](#)] from the *Faculty and Staff* section of the Library's webpage, or ask a librarian for assistance. Often times you can include a link from a website or database to the article and avoid copyright concerns.

3. If you really must print a document print double-sided, narrow your margins, and fit as much on a page as possible to conserve toner and paper. When requesting print jobs from the Print Shop, email your request to Autumn to conserve paper and toner on your end.

How: Ask anyone in Academic Programs to help you with the copy machine or ask at the Help Desk in the library to learn how to change the margins in your document. Email Autumn Satterwhite [[link](#)] your print requests. To see other ways to reduce printing costs, see this article [[link](#)].

"If it can't be reduced, reused, repaired, rebuilt, refurbished, refinished, resold, recycled or composted, then it should be restricted, redesigned or removed from production."

—Berkeley Ecology Center

4. Set up your computer to use less power and turn your computer off when you leave for the day.

How: Visit this [[link](#)] website for lots more information about setting your computer to use less power.

5. When you leave a classroom, always turn the projector and lights off and close the door(s). This secures the equipment and saves power and other resources. Do not turn the computer off because at night is when they receive their updates.

How: Press the power button on the remote control for the projector, or click the power button on the projector software on the computer. For help, see the help desk in the library.

You should turn your PC off for longer periods of inactivity (e.g. overnight or longer periods). The average PC (and monitor) costs approximately 1.5 cents per hour or 40 cents per 24-hour day. However, again, the monitors should be turned off or on low-power standby when not in use. (Ref: <http://bit.ly/9MrP>)