**Going Paperless – Faculty and Staff only**

Name:

Position at Wartburg:

Current level of certification:

**Why go paperless?**

It saves money, trees, reduces waste, and cuts down on clutter. Imagine not having multiple binders and mailboxes for organizing all of your paperwork, no more paper jams at the copier, and no more lost or misplaced homework assignments. And you can say goodbye to your massive lesson planner when you go paperless.

**To learn more about going paperless, Please view one of the Prezis below:**

Faculty: <http://prezi.com/xdvki0ugx5qi/going-paperless-in-the-college-classroom/>

Note, the prezi was generated by an outside source. We have two additional resources on campus.

* My. Wartburg - <https://my.wartburg.edu/ICS/icsfs/GeneralOverview.pdf?target=4c71ad18-aa3e-4274-afd4-35803c2e2ec5>
* Turnitin.com

Staff: <http://prezi.com/okb8ec4m1ijz/?utm_campaign=share&utm_medium=copy&rc=ex0share>

**Make the change!**

Looking over your regular tasks (staff) or syllabus (faculty), identify at least one activity or a group of activities that can be changed to paperless. Go paperless by using the tips from the Prezi, or include your own paperless methods!

1. **In what ways do you use paper now?**
2. **What activity or group of activities did you choose to change, including how it was done prior?**
3. **What were your initial thoughts on going paperless?**
4. **How successful do you think your paperless efforts were for yourself? For your students, if applicable?**
5. **Will you continue to be paperless in this activity? Why or why not.**
6. **What other ways could you decrease your paper use through your teaching techniques?**