

## GPP Online Training Work Assignments

After posting twice in the discussion forum each week, you will complete a practical work assignment. These assignments are referred to as “Work Assignments” where as other weekly requirements (e.g., discussion forum posts, baseline evaluation completion, and profile creation) are simply referred to as “Assignments”.

Work assignments are meant to translate what you’ve just learned into your own real-world context and experience. In some assignments, you will complete sections of the [GPP Blueprint](#). At the end of the course, the objective is for you to have a completed GPP Blueprint and GPP implementation work plan.

You are encouraged to consult and collaborate with other members of your research team when completing the assignments to better inform your responses and analyses.

Submission of each work assignment is required for the certificate of completion. Work assignments will not be graded, but the instructor will provide feedback on your assignment that you may want to incorporate in the final version of your GPP Blueprint,

## General Instructions

- Links to work assignments for each lesson and instructions for submission can be found on each lesson page. For example, the Lesson 1 page provides the downloadable Lesson 1 work assignment under Step 3 and a list of pending and completed assignments on the right-hand side of the page. See screen shot below.
- Save each work assignment as a Word document (.doc or .docx), and ensure the electronic file name contains your last name and the corresponding module number: **e.g., Smith\_Lesson 1**
- To submit your work assignment, go to the corresponding lesson page and use the “Upload” button at the bottom of the page to upload your file.
- Note if you make changes to your work assignment, you will be able to upload a new version of the file until the lesson end date, the Friday of each week. The instructor will download your work assignment and begin grading each Friday. Make sure you upload your latest work assignment by the end of the day Friday in your time zone.
- Save and retain a personal copy of each of your completed assignments. You may need to review your responses again as you work through assignments for other modules.
- Reference the copy of the [GPP Blueprint](#) you received in your reference package as needed.