



# Classroom Sustainability Strategies



## Sustainability Issues in the Classroom

- Paper is the single largest contributor to municipal solid waste in the United States.
  - Reducing the stream of paper into municipal solid waste will slow the need for new landfills. New landfills are the leading source of human-produced methane, a greenhouse gas 21 times more capable of trapping atmospheric heat than carbon dioxide.
  - For every ton of paper that is recycled we save 17 trees, 7,000 gallons of water, 463 gallons of oil, 3 cubic yards of landfill space, and enough energy to heat an average home for 6 months.
  - In 2008, UT spent approximately \$230,000 to purchase, print, and copy 10,695,000 sheets of paper.
- UT is moving in the right direction
  - The university currently uses paper with 35% recycled content.
  - Information Technology's new "Print Sustainability Program" has already reduced paper consumption per student by 68%.
  - Paper, bottle & can, battery, printer & toner cartridge, and single-stream recycling are now available on campus.
- Please do your part by initiating the following sustainable practices in your classroom, informing other faculty and staff about these environmentally & economically beneficial practices, and instilling a life-long sense of environmental stewardship in your students.

## Ways That Faculty Can Make a Difference

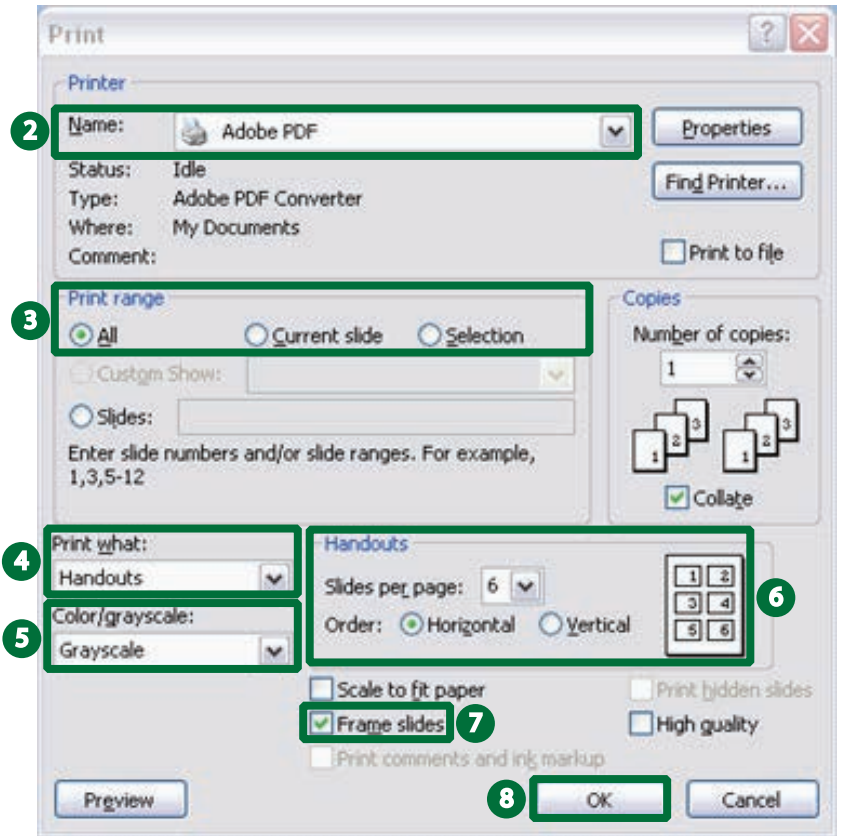
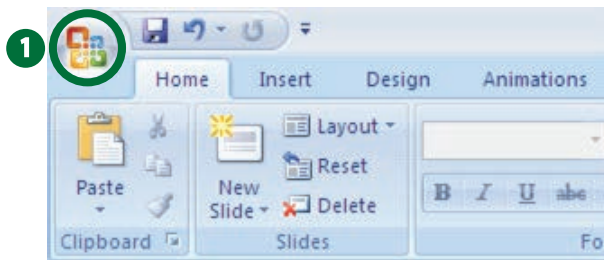
- General
  - Save your email and other documents electronically rather than printing.
  - Print double-sided whenever possible.
  - Recycle paper using the collection bins in the Cass Building, Jaeb Computer Center, Macdonald-Kelce Library, Plant Hall, Riverside Center, Sykes College of Business, and the Vaughn Center.
- Course Materials & Assignments
  - Generate course materials using smaller fonts, narrower spacing (single or 1.5 rather than double), narrower margins, and double-sided printing.
    - By changing from 12-point to 10-point font, double to single spacing, 1.25" to 0.75" margins, and printing double-sided, you can reduce a 100 page document to 15 pages!
  - Distribute course materials electronically whenever possible (e.g., via Blackboard).
  - Accept student assignments via e-mail or through Blackboard's "Assignment" function, which can be accessed via the "Create Assessment" menu.
  - Take advantage of electronic editing & grading options.
    - Use "Track Changes" or other editing features of word processing programs to provide feedback on assignments.
    - Use electronic grading options on Blackboard such as "Turnitin."
- Posting Course Materials on Blackboard
  - Create and post PDF versions of PowerPoint presentations on Blackboard with multiple slides per page to prevent students from printing one slide per page.
  - Convert color PowerPoint presentations to grayscale or pure black & white to save toner.
  - See the following for instructions for creating PDF versions of PowerPoint presentations.
- Creating PDF Versions of PowerPoint Presentations
  1. Click on the office button located in the top left corner of the screen and select print.
  2. Select "Adobe PDF" from the dropdown menu of printer names.
  3. All of the slides in the presentation will be printed by default unless otherwise specified.
  4. Choose "Handouts" from the "Print what" dropdown menu.



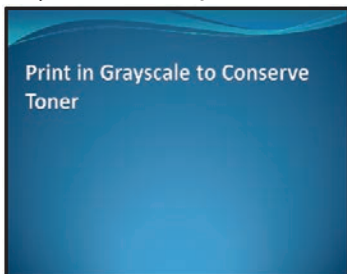
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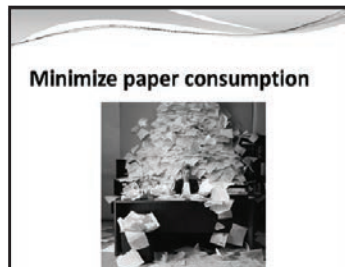
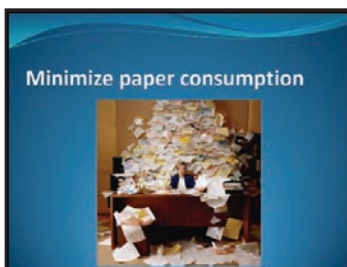
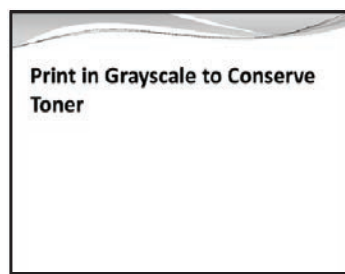
5. Save toner by choosing "Grayscale" or "Pure Black and White" from the "Color/grayscale" menu (see example below).
6. Choose the number of slides per page and whether consecutive slides should be ordered horizontally or vertically. Lines for note-taking will appear if 3 slides per page are selected.
7. Select "Frame slides" so that all slides on a page are clearly distinguished from each other.
8. Click OK.



Grayscale Example:



VS.

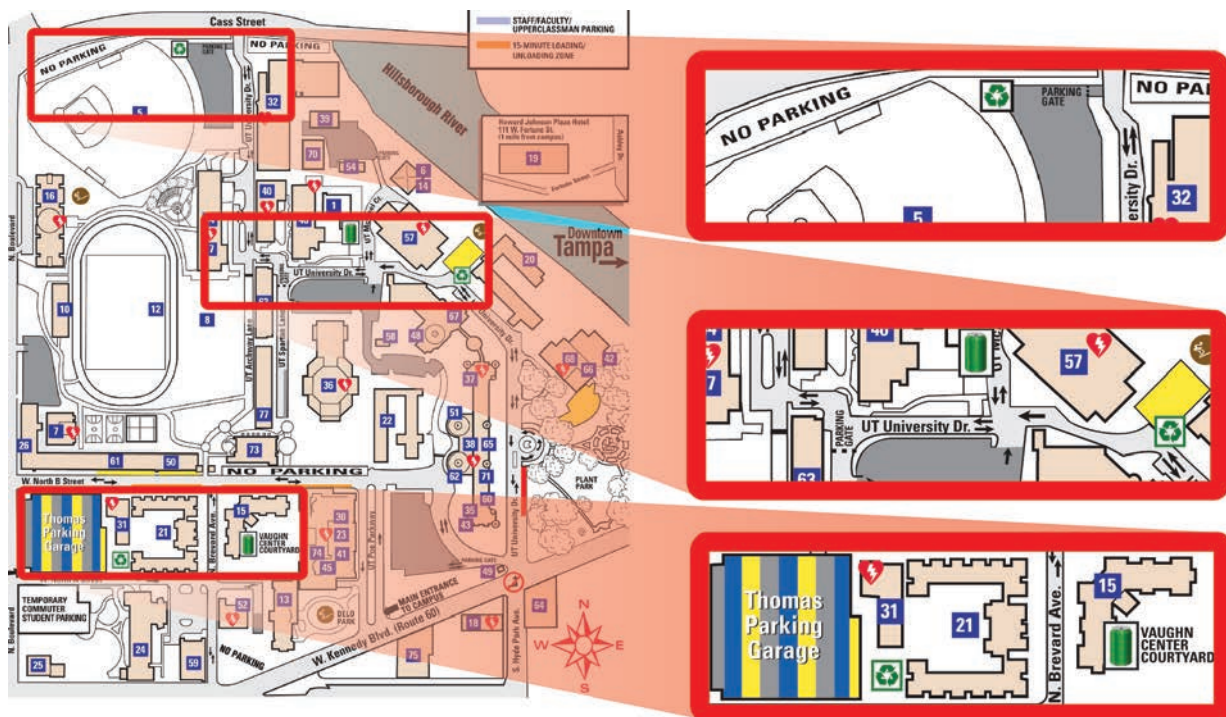




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- Educate Students About the Print Sustainability Program
  - Every student is allotted \$30 in a printing account each semester. \$0.10 is deducted for printing black & white pages and \$0.50 for color pages. A 50% discount is offered for black & white duplex printing (\$0.05 per page).
  - Students can add additional funds to their print account with their debit or credit card via SpartanWeb. Purchased funds roll over from semester to semester, and refunds may be requested by students leaving the university within two weeks of their departure.
  - If a student experiences any problems with printing or their print account, they may fill out a dispute form at:
    - [https://spartanweb.ut.edu/ICS/Campus\\_Life/Information\\_Technology/Lab\\_Printing/](https://spartanweb.ut.edu/ICS/Campus_Life/Information_Technology/Lab_Printing/)
- Remind Students to Recycle and Conserve Resources
  - Recyclable items can be discarded in the three single-stream recycling containers, located behind Res-Com, next to McKay Hall, and in the northwest corner of the Cass Building parking lot (see map below). Students can also discard recyclable items in the collection sites within their dormitory laundry rooms.
  - Paper recycling is available in the Cass Building, Jaeb Computer Center, Macdonald-Kelce Library, Plant Hall, Riverside Center, Sykes College of Business, and the Vaughn Center.
  - Bottle & can recycling containers are located in 26 high-traffic areas around the campus. Bottles & cans can also be recycled and redeemed for consumer items via the Pepsi Dream Machines located in the Vaughn Center Courtyard and next to the Aquatic Center.
  - Used batteries can be recycled at Facilities Management and used printer & toner cartridges can be recycled at the Jaeb Computer Center.
  - Reduce printing, print double-sided whenever possible, and turn off electronics while they are not in use.



For More Information

- Visit <http://www.ut.edu/sustainability>