**Computer Apps**

**Mar 30 – Apr 3**

**What you will need:**

Computer/device

Internet

School e-mail/Edmodo

Next week: PowerPoint

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 3/30** | **T 3/31** | **W 4/1** | **Th 4/2** | **F 4/3** |
| Take Mrs. Barton’s survey to prepare for Remote Learning | Take Survey | Prepare for Remote Learning | Get to know your class | Post on Edmodo  All tasks DUE |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** | | | | |
|  |  |  |  |  |

**What you will learn:**

How to become a Remote Learner! ☺

**How you will complete your work:**

**SURVEY**: You can find the survey three different ways (only take once):

1. Hold Control and click this link

<https://forms.gle/t1mmzy3xXM838Wsp8>

1. School e-mail

Check your school email from Mar. 29, 2020

You will find an e-mail sent from Mrs. Barton, subject: Class Survey

1. [www.northmacschools.org](http://www.northmacschools.org)

Click High School > Hover over Business Department > Select Mrs. Barton: Read the instructions and click the link to take the survey

**PREPARE:** Get prepared for Remote Learning at NMHS!

1. Check your teacher’s websites. The FIRST way your teachers will make contact with you is their WEBPAGE. As a Remote Learning student, it is YOUR responsibility to check the teacher’s web site. Many will post instructions on how to move forward.

[www.northmacschools.org](http://www.northmacschools.org) > High School > Hover over the department > choose teacher

1. Check your school e-mail EVERY WEEKDAY! And even more than once a day. This week and early next week, you will hear from each of your teachers. The FIRST means of two-way communication will be through your e-mail. As a Remote Learning student, it is YOUR responsibility to check your e-mail often. We need to know that you are here and participating! When you get an e-mail from a teacher, REPLY with at least a “thank you” or an “okay” or even a “miss you!”
2. Find out how each teacher wants you to move forward. This part is going to take some adjusting, but you can do it! Some will use Office 365, some will use Google Classroom or Edmodo; it will be different for each class. READ EVERYTHING! The details from your teachers will be important. If you don’t understand, e-mail your questions.
3. You are officially a student again. Plan your time wisely. Consider making a schedule for yourself; maybe start Remote Learning at 10am if you can. If you have siblings or parents sharing computers, make a schedule with them: Parent 8am-4pm; Brother 4pm-6pm; You 6pm-9pm. Each teacher will give you 20-45 minutes of work per day.
4. Do not worry! Do not stress! We are here to help you! We want to talk to you and help in any way that you need. Please reach out!

**GET TO KNOW COMPUTER APPS**

Good news and Bad news: Good news first: We’re starting our PowerPoint unit! ☺ Bad news: I’m sorry to say that we will not be finishing our third Access lesson ☹ . As you know, Computer Apps is a dual credit course and we have to get through LLCC’s requirements in order for you to get the credit. What is awesome, is that we were already ahead of LLCCs schedule and we already complete the TWO (not three… that’s my requirement) lessons in Access that LLCC requires. So we are MOVING on to PowerPoint!

Here’s what to expect:

1. We will be creating PowerPoints but NOT using the book. More about that later.
2. Be sure you can log-on to Edmodo. We will use e-mail and Edmodo for class. Email me if you do not have your Edmodo log-in.
3. You can download and use the REMIND app to communicate with me. See the document titled “Remind App Instructions.” This is optional. You can join or leave the app at any point.

**Post on Edmodo**

Our class will communicate mostly through our school e-mail and Edmodo

1. After you have completed each task above, go to Edmodo and start a discussion/post that includes two things:
   1. Post a friendly message to your classmates and me
   2. Include this statement so that I know you are prepared for class “**I have completed this week’s activities and I am ready for class**”
2. Reply a kind response to at least 2 of your classmates.
3. You might not see your posts/replies right away because I have to approve them first.

[abarton@northmacschools.org](mailto:abarton@northmacschools.org)

**“See” you next week ☺**