**Computer Apps**

**May 26 – June 1**

**What you will need:**

Computer/device

Internet

School e-mail/Microsoft TEAMS

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 5/25** | **T 5/26** | **W 5/27** | **Th 5/28** | **F 5/29** |
| NO SCHOOL | Catch Up Day (read below to find out how to make-up past requirements) | Catch Up Day | Catch Up Day | Catch Up Day  ALL Work due by Sunday at midnight  **Post to Discussion Board when you are done** (read below) |
|  | | | | |
| **M 6/1** |  |  |  |  |
| **Check SKYWARD**  **Confirm that your grades are correct. Contact me if I need to take a look at something.** |  |  | **NO WORK WILL BE ACCEPTED AFTER**  **May 31st at 11:59 pm** |  |

**What you will learn:**

How to Pass a Class: Do the work.

**How you will complete your work:**

**How to Get Caught Up**

1. Check SKYWARD
   1. Write down every missing or ZERO assignment and the date of the missing assignment
2. Find Assignment Instructions
   1. Teams > General > Assignments
   2. Click on the Assignment name and open the attachment –that will be the instructions.
   3. Also open the Weekly Assignment sheet for that assignment (look at the date of the missing assignment)
      1. Teams > General > Files > Weekly Assignment: Review the instructions
3. Find Discussion Board Topics and Post old DB
   1. Teams > General > Files > Weekly Assignments
   2. Pick the week you are missing; open document, scroll down and read the topic
   3. Your new post **MUST include the missing date** so that I know what I am grading. Example: If you did not post during Apr20-24, your DB post must begin with “Apr20-24: Now you will discuss the topic…. “

**Post in Discussion Board for the LAST TIME**

1. Discussion Board Topic: When you have completed all your work, post on Discussion Board the following statement “I am done with all my work for this class. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” Add a friendly farewell, what you learned, or something nice about your classmates or our class.

When I see that you have made your post, I will update your grades (in a reasonable time frame). You will be considered DONE with class. Have a great summer! ☺

**Check Skyward at the end of the week**

Watch for your grades to be updated in Skyward (giving me an appropriate amount of time to grade your missing work). Send me a “Chat” in Teams if we need to discuss grades.

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**Have a Great Summer ☺**