**Basic Business**

**Mar 30 – Apr 3**

**What you will need:**

Computer/device

Internet

School e-mail/Edmodo

Next week: Workbook: *Keeping Financial Records*

Calculator

Classwork packet

**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 | Send an emailAll tasks DUE Sunday |
| **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 BASIC BUSINESS**

Basic Business will start out with finishing up in the book with Chapter 9. Instead of the textbook, you will use a packet that I copied for you. The next unit will be Entrepreneurship. You will use a second packet that I copied and sent home with you.

Here’s what to expect:

1. We will finish out Chapter 9 using copies from the textbook and your workbook. The next unit will also use a packet.
2. Please make every attempt to get your belongings when told to do so by Dr. Goble/Mr. Horn. This will be your only way to get your needed class materials. You will get a call from school soon, if not already.
	1. Keeping Financial Records workbook
	2. Textbook copy packet
	3. Entrepreneurship packet
3. We will use school e-mail as a way to communicate and Edmodo to turn-in assignments. Everything must be digitally submitted. Email me to find out your Edmodo username and password.
4. 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.

**SEND AN E-MAIL**

Our class will communicate mostly through our school e-mail.

1. After you have completed each task above, send an e-mail to our group: Computer Programming
2. Not sure how?

Go to our school website > click Office 365 > click the Outlook button

 To start a new message:

Select “New Message” in the upper left corner > in the To: box > start typing “Computer Programming” (or simply REPLY ALL to the email I sent you)

1. Compose your email:

Subject- Basic Business

Message- Type this statement so that I know you are prepared for class “**I have completed this week’s activities and I am ready for class**”

 AND

Add a nice message to your classmates. Please reply with the arrows at the top right. Note: reply is to ONE person; reply ALL is to everyone.

abarton@northmacschools.org

**“See” you next week ☺**