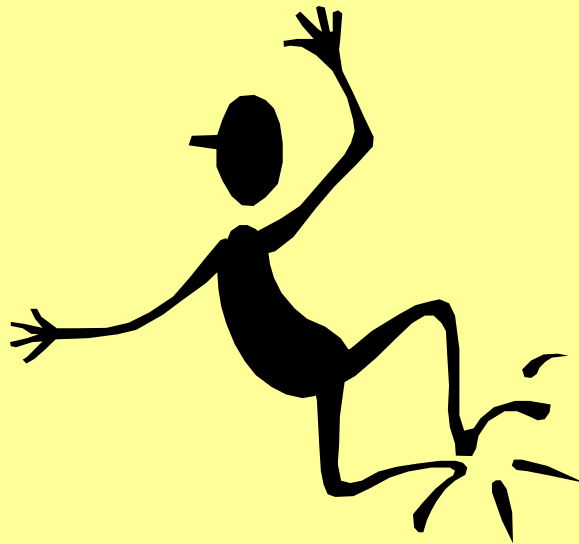




Take one paper
from each pile, then
have a seat.



Welcome Back!





Welcome Back!





Today's goals...

- ☞ Attendance and seating chart,
- ☞ What's Happening
- ☞ Rules, procedures, expectations



Today's goals...

- 🖱️ **Attendance and seating chart,**
- 🖱️ What's Happening
- 🖱️ Rules, procedures, expectations



Today's goals...

- ☞ Attendance and seating chart,
- ☞ **What's Happening**
- ☞ Rules, procedures, expectations



LEQ/Summary Forms

Name: _____

Grade/section _____

1. LEQ _____

Summary _____

2. LEQ _____

Summary _____

3. LEQ _____

Summary _____

4. LEQ _____

Summary _____

5. LEQ _____

Summary _____

Times New Roman 10

B *I* U **abc** **x₂** **x²** **Aa** **ab** **A**

Paragraph alignment and bullet point icons

AaBbCcDc **AaBbCc** **AaBbCcDc** **AaBbCcDd**
Emphasis Heading 1 Normal Strong

Find Replace Select Editing

Name: Edward Gorey

Grade/Section: 8K

Assignment

Program

I must Start it

I must Finish it

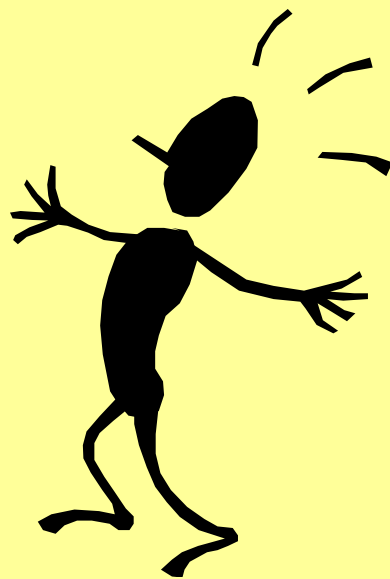
I must Fix

LEQ #1: What are 3 computer lab rules and/or procedures?

Take one of each paper!




What's New?



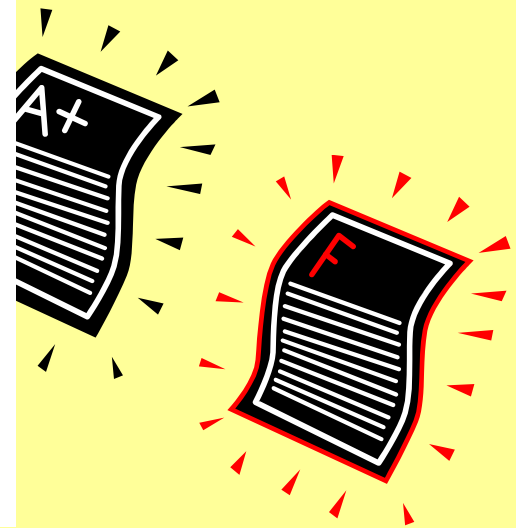


Grading Scale Percentage

A+.....	100, 99	10 pts.....	A+
A.....	98, 97, 96, 95	9 pts.....	B
A-.....	94, 93	8 pts.....	C
B+.....	92, 91	7 pts.....	D-
B.....	90, 89, 88, 87	6 pts.....	F
B-.....	86, 85	5 pts.....	F
C+.....	84, 83	4 pts.....	F
C.....	82, 81, 80, 79	3 pts.....	F
C-.....	78, 77	2 pts.....	F
D+.....	76, 75	1 pts.....	F
D.....	74, 73, 72	0 pts.....	F
D-.....	71, 70		
F.....	69 and below		



10 pts	A
9 pts	B
8 pts	C
7 pts	D
6 pts	<i>F</i>
5 pts	<i>F</i>
4 pts	<i>F</i>
3 pts	<i>F</i>
2 pts	<i>F</i>
1 pts	<i>F</i>
0 pts	<i>F</i>





Grades

- ☞ Students attend computer class for 18 double periods for one marking period.
- ☞ Students will receive a grade on their next report card.
- ☞ A = 100 - 90
- ☞ B = 89 - 80
- ☞ C = 79 - 70
- ☞ D = 69 - 60
- ☞ F = 59 - ↓



Programs

☞ Microsoft Office 2007...

☞ Word 2007

☞ Reinforce word processing rules,

☞ Review document formatting

☞ (fonts, sizes, tabs, alignment),

☞ Review editing and correcting.





Programs

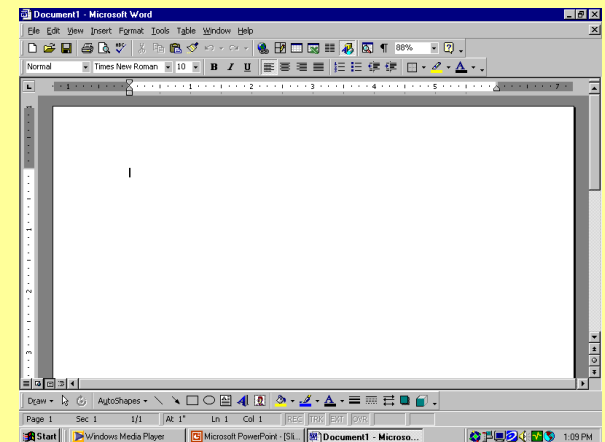
☞ Microsoft Office 2007...

☞ Word 2007

☞ Create and use tables,

☞ Use shapes and clip art,

☞ Copy, paste, grouping.





Programs

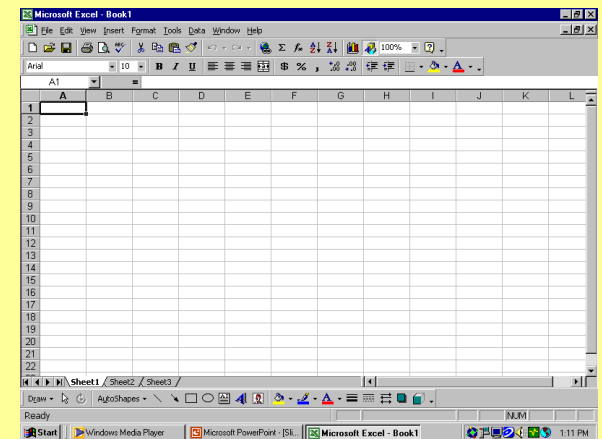
☞ Microsoft Office 2007...

☞ Excel 2007

☞ Enter data,

☞ Make charts and graphs,

☞ Use formulas.





Programs

☞ Microsoft Internet Explorer

☞ Microsoft Publisher 2007

☞ Microsoft PowerPoint 2007





New and Different Procedures

🖱️ **6th period - Before you leave, log off.**

🖱️ **7th period - Before you leave, shut the computers and the monitors down.**



Today's goals...

- ☞ Attendance and seating chart,
- ☞ What's Happening
- ☞ **Rules, procedures, expectations**



This room is a **No**
Phone Room





Chrome Books





What must you do to prevent your seat from being changed?

- ☞ Be quiet and pay attention when the teacher is talking.
- ☞ Follow written, visual and verbal instructions.
- ☞ Stay on task and do your work.





What must you do to keep you from getting Quiet Table/Demerit?

- ☞ Watch your language.
- ☞ Do not chew gum (or food, pencils, etc).
- ☞ Do not open programs without permission.
- ☞ Have a signed planner if late.
- ☞ Stay in your seat and **DO NOT** wander around the room.

FIFTH PERIOD DETENTION/DISCIPLINE REPORT
Big Spring Middle School
4736 Rook Road
Newville, PA 17241

Student's Name _____ Today's Date _____
Grade/Section _____ Teacher's Name _____
Date of Offense _____
Description of Offense _____
Date Detention Served _____

(Signature of Offender)
1. Teacher (T/Trk) 2. Discipline Supervisor (D/S) 3. Dean of Students (D/Dir)



Important Information

☞ When leaving this room, students will leave one at a time.

☞ Sign in/sign out.

☞ Get a pass.





Concerning your Assignments...

- ☞ Stay on task.
- ☞ Hand in your **own work**.
- ☞ Check your work when you are done.
- ☞ Let the teacher know when you are done with your assignment.
- ☞ Let me see before you print your assignment (unless told otherwise)



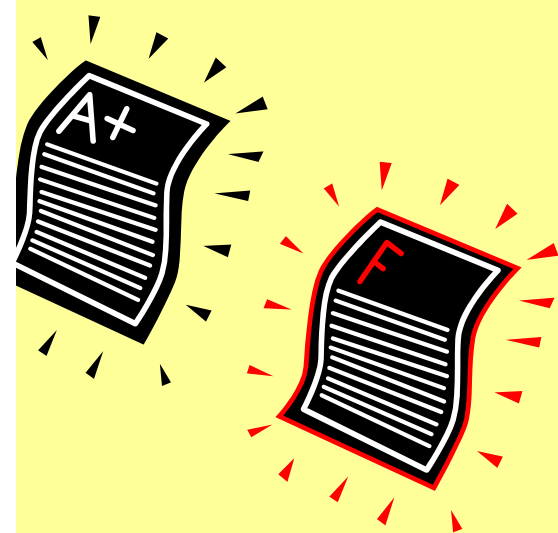
Concerning your Assignments...

- ☞ Get handouts when you enter the room.
- ☞ Get your manila folder when you enter the room.
- ☞ Keep your manila folders neat and in order.
- ☞ If you are told to make corrections, put **all papers** in your manila folders.





10pts..... A
9pts..... A
8pts..... B
7pts..... C
6pts..... D
5pts..... F
4pts..... F
3pts..... F
2pts..... F
1pts..... F
0pts..... F



Times New Roman 10

B *I* U **abc** **x₂** **x²** **Aa** **ab** **A**

Paragraph alignment and bullet point icons

AaBbCcDc **AaBbCc** **AaBbCcDc** **AaBbCcDd**
Emphasis Heading 1 Normal Strong

Find Replace Select Editing icons

Name: Edward Gorey

Grade/Section: 8K

Assignment

Program

I must Start it

I must Finish it

I must Fix

LEQ #1: What are 3 computer lab rules and/or procedures?

Take one of each paper!





LEQ/Summary Forms

Name: _____

Grade/section _____

1. LEQ _____

Summary _____

2. LEQ _____

Summary _____

LEQ Points – 4 pts. for 2 LEQs

3. LEQ _____

Summary _____

4. LEQ _____

Summary _____

5. LEQ _____

Summary _____



To Get Full Credit...

- ☞ You must use the correct file name.
- ☞ You must hand in **your own** work.
- ☞ Your files need to be saved to your directory.
- ☞ Your work must be “school appropriate”.





Advice

- Help each other; there is only *one* teacher in the room.
- Stay on task; keep up with assignments and don't fall behind.



Time to Clean!

