

# WELCOME BACK OVERVIEW!

1. Come in quietly and find your zip lock bag, then find your seat. **Do this 1 at a time with no pushing or skipping in front of someone. Be Respectful**
2. Plug in your head device (earbuds or headphones)
3. Login to your lessons by double clicking the Red Power button icon on your desktop, it says Learning.com. Do not move icons or rename them on your desktop.
4. Once you are logged in check the schedule on the board to see which classes and assignments you are to do. Currently there are two classes **Computer Class** & **Christian Worldview**



**REMEMBER NO TALKING**  
**CLASS HAS STARTED**  
☺ THANK YOU ☺

5. No traveling in the classroom – There are trash cans and tissues at your desk. You may get up in an emergency to use the waste can next to the door if you feel sick. Other than that you stay in your seat. One exception is to get keyboard skin, paper, and pen for notes which are located in the center of the computer tables on both sides.
6. Bathroom – Use it before you come to class. You will not be allowed to go once you have entered class.
7. Questions – Raise your hand and wait to be called on. I will travel around the room to answer questions.
8. Quizzes – Quizzes are open notes. If you do not score an 80% or above you may make notes from your quiz to use on the next quiz. Do not write down the number and the letter.

Example: 1. A

2. D



You must write the question or some form of it and the answer or some form of it.

Example: Question – What is an acceptable use policy? ✓

Answer – A list of rules ✓

If a student is found taking cheat notes for their quiz they will be given a zero for the quiz. If it happens a second time they will be given a zero and have to do their lessons for that quiz over again. They will also no longer be able to take advantage of the open notes quiz.

9. Lessons – All lessons require an 80% or above to move onto the next lesson. If you do not score 80% or above you will need to try the lesson again until you do. When you get an answer wrong rewind the lesson to hear it again and to reset your question. When the computer shows you how to do the question it is asking, it mark that question wrong.
10. You as a student are responsible for keeping up with your lessons. If you do not have them done by the due dates you have computer homework until you catch up. At the end of the nine weeks any lesson not completed will receive a zero.
11. When your lesson or computer is not functioning properly press the F5 key located on your keyboard. If you have not saved your work when you press this key you will lose all of your work.
12. End of class:
  - Students are to log out of all programs and return to the desktop.
  - Headgear, password cards and any notes need to be stowed in your zip lock bag.
  - Keyboard is to be returned to the edge of the table.
  - Mouse pad at the edge of the table next to the keyboard with the mouse on top.
  - Chair pushed in.
  - Any trash in, on, under or around your work area is to be deposited into the trash can.
  - Zip lock bags with all the air emptied out of them are deposited into your class basket on the way out of the classroom.

Points will be deducted each day that your work area is not left as stated above.