



# The Falcon Yearly Informer

## Computer Literacy



### What you will learn:

Students will learn about the uses and major parts of computers. Programs that will be used are Microsoft Word, Excel and the Internet.



### What you will need daily to be prepared for class:

★ Pen (blue, black or red) or pencil

★ Agenda

★ Earbuds or headphones in ziplock bag to be kept in classroom. Must be wired with 3.5 mm jack connector. No microphone is needed. No USB or wireless headphones will be accepted.



### How you will be graded:

90% = Independent Practice

10% = Habits of Mind

### Rules you will follow:

Please make sure you read the Acceptable Use Policy in your student handbook or online. You will be expected to follow those rules at all times while using the computers at MTMS. In addition, remember that while you are working on the computer you should not touch anyone else's computer. When you arrive each day you should work on the Do Now that will be posted daily.



### How to contact your teacher:

The best way to contact me is through e-mail. My e-mail address is [Dmontgom@monroe.k12.nj.us](mailto:Dmontgom@monroe.k12.nj.us). I try to reply to every e-mail within 24 hours (one school day). If you send me an e-mail please check your email for a response before coming to class. Finally, be aware that I do not accept assignments through e-mail.



### Projects and activities you can look forward to:

Learning how to use a spreadsheet and how to become paper free in our class!

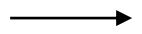
### How you can succeed in this class:

The best way to succeed in this class is to always pay attention and turn in all your assignments. Once we go over the assignments you will have access to all work for the entire marking period. You will have plenty of class time, but I recommend doing some work at home to be sure you don't fall behind. All work is available in your Class Notebooks online.



### Need more time? Having computer problems? Try one of these solutions...

Any assignments that are not finished in class are considered homework. Remember, we do not print assignments. When done, you turn them in using Microsoft Teams. Remember, you can log into Office.com from any Internet connected device. Keep in mind that because you will know of due dates weeks in advance, I do not accept computer problems as an excuse for missing work! Due dates will always be listed on Parent Access and Teams.



Name (PLEASE PRINT): \_\_\_\_\_

Period \_\_\_\_

Dear Parents/Guardians,

I wanted to take a moment and explain the websites we will be using this cycle that require usernames and passwords. Below you will find information about each site. All students will receive a sticker to place in their agenda with their specific login info for each site. We will use each site in class before they will need to use it at home.



1. **Microsoft Office** (<https://www.office.com>): The majority of our class will be spent learning Microsoft Word and Excel through Office.com. All work will be saved to OneDrive so students will be able to easily access their work from home. All directions will be in OneNote/Class Notebook.
2. **EdPuzzle** (<http://www.edpuzzle.com>): Students will use this site to watch screencasts that I have created which introduce the new topic we will be learning in the next class. Students will log into the sites using their school provided Google account. Students are graded on watching the screencast and answering the questions at the end of the screencast.
3. **Typing** (<http://www.typing.com>): As a warm up exercise each day, students will log into this site and work on their typing skills. Students will never receive work on this website for homework, but they are able to log in from home if they wish. However, they will have a typing pre-test at the start of the marking period and a post-test where they will be expected to improve their score at the end of the marking period.
4. **Everfi** (<http://www.everfi.net>): We will be using the Everfi Digital Learning Course for various technology courses that focus on different skills. Just like Typing.com, students will never be assigned to work on this for homework; but they do have the ability to access it from home if they wish to spend more time on the site.

Please take a look at these sites with your child to familiarize yourself with what they will be doing in computer class. As always, if you have any questions, please do not hesitate to contact me.

Thank you.

Ms. Donna Montgomery  
[DMontgom@monroe.k12.nj.us](mailto:DMontgom@monroe.k12.nj.us)

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Student Signature

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Parent Signature