



## WORKING TOWARDS MASTERY

The overall goal of this class is for you to be able to use technology; computers, software, digital cameras, printers, etc., to enhance your learning and create unique educational products. With technology, much of the learning takes place when you attempt a task and it is incorrect. As you correct the mistakes, you will understand where you went wrong and will discover the proper way to accomplish the task. You need to embrace the fact that you will make mistakes and you will learn how to correct those mistakes on your own. I will be there to guide you, but it is ultimately up to you to LEARN how to use technology effectively.

Some of the equipment and programs may be new to you, so you will be permitted to correct your work one (1) time. Below are the guidelines to correct and re-submit your work.

### \*Printed Assignments:

- ✓ Make the necessary corrections
- ✓ Print the corrected copy, staple it ON TOP of your returned work
- ✓ Turn in

### \*Submitted Assignments:

- ✓ Check ProgressBook for grade
- ✓ The notes in the Comments section are the items you need to correct
- ✓ Make the necessary corrections
- ✓ Change the title in the header
  - Add a 2 after the title
  - Save As with a 2 at the end of the filename
- ✓ Submit the corrected copy

As work is returned to you, if you are unclear what your errors are or if you need assistance in correcting them, be sure to ask. Make the most of your opportunity to complete quality work.

## *Quizzes*

Our quizzes will be completed both on the computer and written. Some you will be able to correct and others you will not. You should approach each quiz as if you will not be able to correct them, so study what you need to in advance and have any questions cleared up before it is started.

To be successful with technology, you must try to complete each task using your own knowledge. You will be given many tools to use for those tasks that you are not sure how to do. Each program we use has a Help feature that will explain how to do things. At any given time, many students may have questions so do not waste time waiting, use the Help feature to search for the answer. If that does not help, I will be there to assist you.