

**La Porte High School – Business Information Management - Outreach Learning**  
**March 25 - 27, 2020**

*Business Information Management* **Week of March 25-27, 2020**

Teacher/Team:

If there are any questions, please  
feel free to email me/us at:

Link to TEAMS Folder

Previous Lessons:

Link to: (*Resources*).

Erin Wells / Business CTE

[wellse@lpsd.org](mailto:wellse@lpsd.org)

Teams Links

[3<sup>rd</sup> Period](#)

[8<sup>th</sup> Period](#)

[Gmetrix for Certification Prep - ask me for login help if you don't remember](#)

[GCF LearnFree - we will use for some tutorials-clickTopics](#)

[Microsoft Office 365 Word - sign in with school login](#)

## Objectives

Objective / I Can:

- Tell Ms. Wells what technology is working for you and not working for you as far as: Gmetrix.net, Microsoft Word Desktop, Microsoft Excel Desktop, Microsoft 365, and Teams.
- Demonstrate mastery of Word skills learned for the Microsoft Word Certification Test by creating a news letter.

## Activities

Student Activities:

Go to [Teams Folder](#). Look for the assignment:

1. From our general page in our class team, answer conversation post from 3/22.
2. Complete the At Home Newsletter assignment posted under the conversation post.
3. Extra: If you have any incomplete work in Gmetrix or from Teams, and you complete it, let me know by email so that I can update the grade.
4. Extra: Practice your keyboarding for fun at nitrotype.com (play your friends!), freetypinggame.net, typingtest.com, official-typing-test.com

## Academic/Instructional Support

Schedule  
Office Hours

Teacher Support - TEAMS

[Wellse@lpsd.org](mailto:Wellse@lpsd.org)

8am-12pm Mon-Fri

This Wednesday and Thursday, I will be on Teams and open a video chat meeting you can join for 3<sup>rd</sup> period: 9:10-9:40 if you need to talk or get help through face to face by video. You can join the meeting by going to our

**La Porte High School – Business Information Management - Outreach Learning**  
**March 25 - 27, 2020**

|  |  |
|--|--|
|  | teams general page and looking on posts to find a button to join the meeting. Otherwise, you can email if you need me. |
| <b>To Be Graded</b>  |  |
| Assignment for students to submit to TEAMS Folder: <ol style="list-style-type: none"><li>1. Answer 3/22 conversation question in teams – no official grade, but needed feedback to know how I can proceed with future lessons.</li><li>2. At Home Newsletter – graded by checklist included with instructions on Teams. Counts as 2 daily grades. <i>I will also use it to replace one of your lowest major grades from the first three weeks.</i></li></ol> |  |
| What assignments will the student submit? <ol style="list-style-type: none"><li>1. answer to 3/22 conversation question on Teams – Due Thursday, 3/26/20, by midnight</li><li>2. At Home Newsletter in Word turned in on Teams – Due Monday, 3/30, by 8am</li></ol>  |  |