**Consumer Ed**

**April 6 - 10**

**What you will need:**

Computer/device

Internet

School e-mail/Microsoft TEAMS

Portfolio Items

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 4/6** | **T 4/7** | **W 4/8** | **Th 4/9** | **F 4/10** |
| Join our Consumer Ed Team on Microsoft TEAMS  Make a Post in our TEAM Discussion Board | Revise and Edit Portfolio Items  Reply to ONE classmate in TEAM Discussion Board | Revise and Edit Portfolio Items  Turn-in a practice assignment | Revise and Edit Portfolio Items | Turn-in Final Portfolio  All tasks DUE Friday at 3:00 |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** | | | | |
|  |  |  |  |  |

**What you will learn:**

How to use Microsoft TEAMS! And submit your FINAL PORTFOLIO

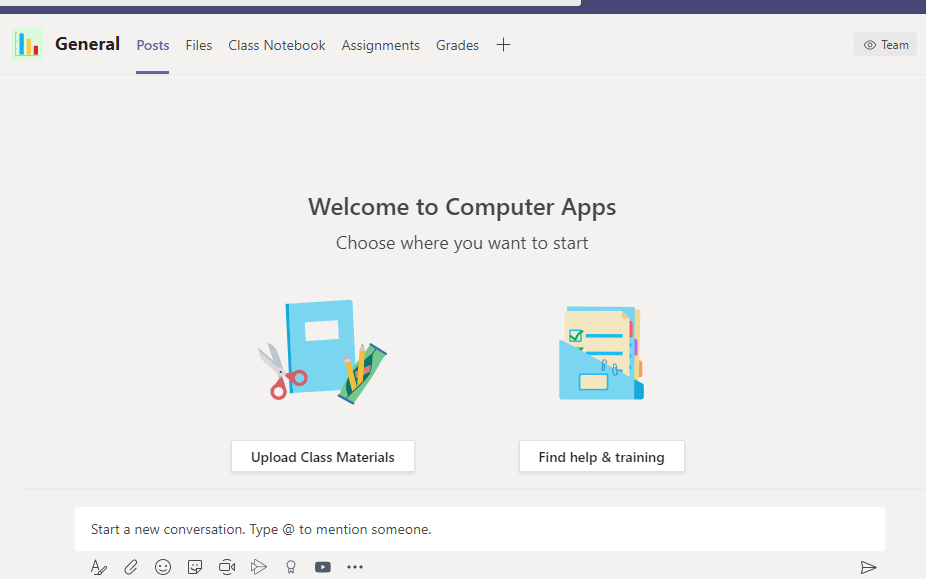
**How you will complete your work:**

**Enroll in Consumer Ed TEAM**:

1. FIRST: If you plan to use your PHONE or tablet, you must Download the Microsoft Teams app ***before*** you join the class; you can also use Microsoft Teams through your computer. Instructions are in your email.

1. NEXT: You will have an invitation in your school e-mail to join our team. Follow the directions provided.
2. EXPLORE our Team: Click on EVERY tab and open EVERY folder.

**Make a POST in Consumer Ed TEAM:**

1. Open the document that was sent in your email called Microsoft TEAM Instructions. Use this to help learn how to use TEAM.
2. Once you open your Class, one the left side, click Discussion Board.
3. Find the POSTS tab. Start typing in the box as shown below, hit enter or the arrow when done.
4. Your post should be a nice message to class: Tell us what you’ve been doing, how you are, etc. Reply a kind response to at least TWO classmates by clicking REPLY located under their original post.
5. Select GENERAL on the left hand side to get back to our classroom.

**TURN-IN A PRACTICE ASSIGNMENT**

1. Make sure you are on GENERAL (left panel)
2. Select the ASSIGNMENTS tab
3. Under Assignments you will see the Social Distancing (optional) assignment. Click “+ Add Work” and select ANY file (a picture of yourself during quarantine would be great!). It really can be anything, this is just practice. If you did the optional assignment, you can upload that.
4. Once your item has loaded, click Turn In. Now is the time to contact me if you have problems with turning in an assignment.

**SUBMIT YOUR FINAL PORTFOLIO**

1. Review and REVISE each one of your portfolio items. You will find the list of items on the Final Submission Rubric under the FILES > Portfolio tab. It will also be posted under ASSIGNMENTS.
2. Do your best to combine each item onto ONE document. This will make turning-in easier and quicker.
3. Do your best to format your items, but I will not grade harshly on formatting errors since I am not there to help you. I will be focused mostly on content.
4. Go to the ASSIGNMENTS tab and click the Final Portfolio assignment. Find the “+ Add Work” link and upload your file, then click TURN-IN

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**“See” you next week ☺**