

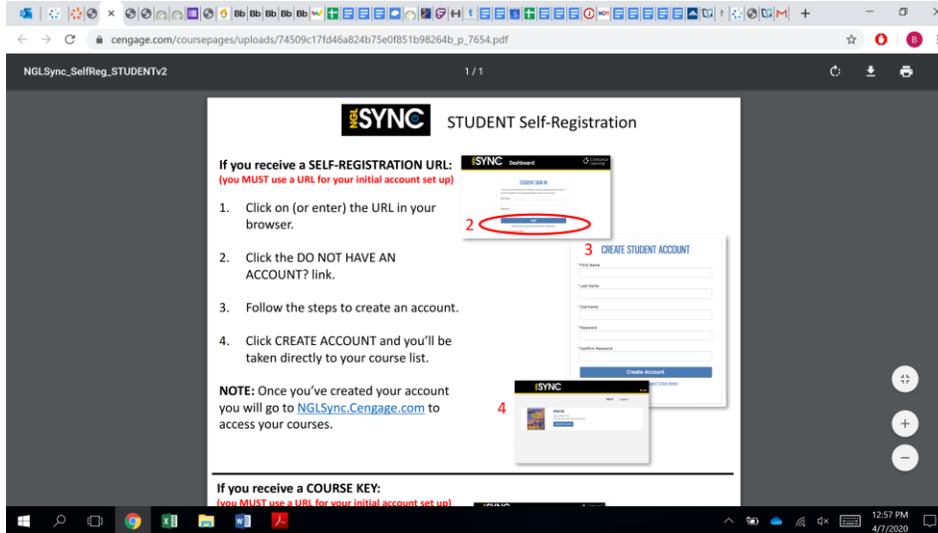
## New assignments/programs for April 13 – June 12, 2020

I am assigning a new program to continue our computer applications learning. We are going to start using the Shelly Cashman Microsoft Office 365 and Office 2019. Everything for this course can be done online.

You will first need to create an account. The directions are below and the URL is:

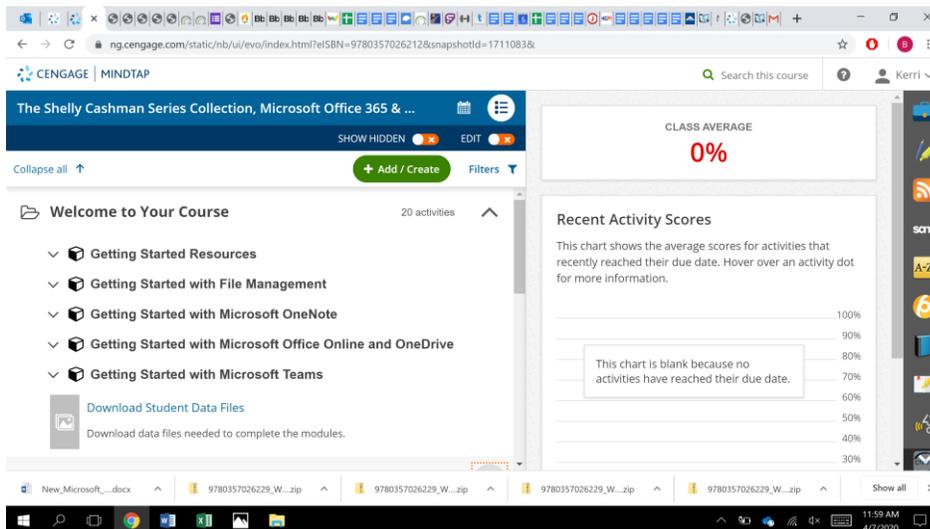
<http://k12.cengage.com/rostering/registration/course/MTPPZ3WNKCN4>

When creating your account, please use your **school email address** and **password that you will remember!**



Once you have completed your registration you will go to <https://nglsync.cengage.com/> and it will have you enter our school name or zip code which is 99320, then follow the directions to link to our course.

You will start with Welcome to Your Course. Click on the Getting Started Resources and read through that first selection. Then you will move on to the Getting Started with File Management and so on. You will complete the trainings for each section and then complete the exam. You are allowed 3 tries to successfully pass each test. You do **NOT** need to Download Student Data Files.



Once you have completed Welcome to Your Course, you can choose if you want to do **PowerPoint** or **Excel**. I am going to show an example as if I choose PowerPoint, the layout and options are the same for either applications. You will start with reading and activities of the module, move to the training, complete both projects, and then complete the exams at the end of each section. After you have completed a section you move on to the next. Continue through each application until you have completed module and done the final project. I am not assigning due dates for these assignments because I understand that you do not all work at the same pace, but the expectation is that you will have completed 1 total application (PowerPoint or Excel) by June 12, 2020.

The screenshot shows a course dashboard for PowerPoint Module 1. The top navigation bar includes 'CENGAGE | MINDTAP' and a search bar. The main content area is titled 'The Shelly Cashman Series Collection, Microsoft Office 365 & ...'. Below this, there are options to 'SHOW HIDDEN' and 'EDIT'. A 'Collapse all' button and a '+ Add / Create' button are also visible. The dashboard lists activities for 'PowerPoint Module 1: Creating and Editing Presentations with Pictures'. The first activity is 'PowerPoint Module 1: Creating and Editing Presentations with Pictures' with 0% submitted and 100 points. Below it is 'PowerPoint Module 1 SAM Training' with 0% submitted and 100 points. A 'Recent Activity Scores' chart is blank, indicating no activities have reached their due date.

The screenshot shows a course dashboard for PowerPoint Module 2. The top navigation bar includes 'CENGAGE | MINDTAP' and a search bar. The main content area is titled 'The Shelly Cashman Series Collection, Microsoft Office 365 & ...'. Below this, there are options to 'SHOW HIDDEN' and 'EDIT'. A 'Collapse all' button and a '+ Add / Create' button are also visible. The dashboard lists activities for 'PowerPoint Module 2: Enhancing Presentations with Shapes a...'. The activities are 'PowerPoint Module 1 SAM End of Module Project 1', 'PowerPoint Module 1 SAM Project A', and 'PowerPoint Module 1 SAM Exam', all with 0% submitted and 100 points. A 'Recent Activity Scores' chart is blank, indicating no activities have reached their due date.

If you complete **ALL** of one application, please feel free to start the other one. If you have any questions please feel free to contact me at [kbird@kibesd.org](mailto:kbird@kibesd.org) or [bird302apps@gmail.com](mailto:bird302apps@gmail.com). Thank you and stay safe!