

STEP	1. Instructions	Answer/Required Response	Points Possible	Points Deducted
1.	<ol style="list-style-type: none"> You MUST have a Gmail account. If you already have one & the address is simple and professional, follow the instructions in the box at right. If not, go to www.google.com, click on Gmail, and Create an Account. Make sure your Gmail address is SIMPLE and PROFESSIONAL (I suggest your first and last Name). You will use this for school, job applications, and communicating with adults. Use your STUDENT ID for your PASSWORD so you won't forget it! Write it wherever you store your contact information. Then follow the instructions at right. 	<ol style="list-style-type: none"> From your Gmail account, send me an email at MY Gmail address: FBT@lisawebster.net OR accounting@lisawebster.net depending on your class. In the SUBJECT line, write your class period, last name, and Goals (ex. P2, Webster Goals). In the body of the message, write one short term (1 year) and one long term (10 years) goal. Use complete sentences. 	10	
2.	<ol style="list-style-type: none"> Go to www.lisawebster.net. Welcome to my HOME page Read "Web'sSite Home page which is an updated listing about events that affect ALL students in school, in DECA or in general. Notice the links at the top of the page Accounting, Fin. & Bus. Tech (FBT), CALENDAR, and AOF. Notice the list of aqua links on the right of the page: Quick Links, DECA, Forms & Handouts etc. 	<ol style="list-style-type: none"> Under Forms & Handouts, click the "All About You Survey" link. Complete the survey. 	10	
3.	<ol style="list-style-type: none"> Notice your class link at the top of the Home page. Click on the link for YOUR class (if you have me for more than one class, you will need to do this for BOTH classes ☺). Read the Course Description and other headlines. Check out "Week 1" what's happening in this class this week Read: Supplies Needed for Success, they are ALL REQUIRED SUPPLIES Under Quick Links, click Remind Notifications. Read info. 	<ol style="list-style-type: none"> You can choose to receive messages by either text or email. Follow the instructions to sign up for Remind notifications for ONLY your class period(s). 	10	
4.	<ol style="list-style-type: none"> On your class page, in the aqua link list on the right, notice the Quick Links, Forms & Handouts, etc. This is where I will post homework materials, handouts, project instructions, and links to important resources that you will need for your class. Notice the "Everfi Sign-Up" link under Quick Links. 	<ol style="list-style-type: none"> Click the EverFi Sign Up link. Use the Class Code to register for your class. Please use your GMAIL for your email address, and your STUDENT ID as your password. Go to Forms & Handouts. Click and read your class syllabus. 	10	
5.	<ul style="list-style-type: none"> Navigate to the Home page. In the aqua link list is a library of documents, handouts and links that are important to ALL my students. Here's where you will find Professional Dress info, DECA Diamond logs and other materials that ALL my students need. Read Professional Dress Expectations document. What you will NOT find here is information that relates to JUST your class. 	<ol style="list-style-type: none"> Locate the document called Classroom Rules and Procedures Read the entire document Print ONLY THE SECOND PAGE You & a parent must Initial/Sign in ALL the places where indicated. STAPLE to this paper and turn it in. 	10	