


E-mail and Networking

- ✓ Know the following words <http://www.netlingo.com/inframes.cfm>

- 📧 E-mail
- 📧 LAN
- 📧 WAN
- 📧 www
- 📧 html
- 📧 url
- 📧 electronic bookmark
- 📧 internet
- 📧 intranet
- 📧 network
- 📧 password
- 📧 search engine

- ✓ Know the Acceptable Use Policy and proper district email etiquette
- ✓ Add an attachment to your email
- ✓ Create a calendar event in First Class

If you don't already have a calendar icon on your First Class desktop, click on Calendar icon  in toolbar

Find the date you wish to add an event to.

Double click on fill in the information you wish to include on your calendar.

Internet Searching

You are going to visit New York for 1 day. Go to the internet to gather information.

- 🌐 What keywords/phrase would you use to start your search?
- 🌐 Which 2 search engines would you use? Which gave the most useful info?
- 🌐 Use one website to copy and paste information and picture into a Word document (hint: highlight then right-click, select copy and paste into Word)
- 🌐 Cite (bibliography) the info and picture by MLA (Modern Language Association) standards
oslis.k12.or.us/secondary/howto/cited/
www.bedfordstmartins.com/online/cite5.html
www.lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html
- 🌐 Evaluate the website for usefulness
www.lib.umd.edu/UES/webcheck.html
- 🌐 Copy and paste the evaluation in Word then complete.

You might open 2 Internet browsers to make this step easier.

OPAC

Make an appointment with your local instructional technologist to learn and perform your OPAC skills.