

Computer Literacy

2021-2022

OAK RUN MIDDLE SCHOOL

ISSUE 5



THIS CLASS IS OPEN TO 6TH, 7TH & 8TH GRADE STUDENTS.

What will we be doing in Computer Literacy?

Computer Literacy is a one year course during which these topics will be covered: keyboarding skills, digital safety, digital terminology and etiquette, electronic research techniques, creating various types of documents utilizing software such as word processing, spreadsheet, digital presentations, paint and 3D drawing tools, basic video production, Photoshop, and careers .

iPad Skills: Students may use their iPads during class to access Canvas and Google Drive for written and video instructions.

Turning in and Viewing Graded Assignments: Students will turn most computer assignments in via Canvas on their classroom computer. Graded assignments may be viewed on the Canvas app on the iPad.

Making Up Missing

Assignments: Missing computer-based assignments may be made up during school tutorials, on a Catch up, usually held during class time every 3-4 weeks or in class after completing the current assignment. All missing assignments will be entered into the grade book as “Missing” and will count as a “0” until they are turned in. Once turned in, assignments will be graded for full credit. Any assignments not completed by the end of the grading period will remain as 0’s. I will not stay late on the last day of the 9 weeks for makeup work.

If you receive a failing grade on an assignment or project, you may make corrections and resubmit for a re-grade.

Homework: All work is completed in class. I do not assign homework:)

Be sure to monitor your student’s grades:

NBISD offers you the opportunity to view your student’s grades online through Ascender. See the NBISD webpage for details. Students are encouraged to check their own grades in my class as well.

Supplies Needed: Box of tissues or surface wipes - **(please choose 1 to bring.)** Students should also bring ear buds - student keeps and brings to class daily).

A Note From the Teacher: Hello, my name is Mary Patterson. This is my 18th year in education and I’m looking forward to having a great year! If you ever have a question or concern, please feel free to contact me.

Grading Policy:
Daily-40%
Major-60%



Contact information:

830-629-8522

mepatterson@nbisd.org

Conference - 8:20am - 9:05am

Monday Mail may be accessed on Mrs. Patterson’s website.

Website: <http://schools.nbisd.org/page/MariaPatterson-Home>