

Computer Portfolio

Sections

1. VIPs

2. PDNs

3. Tests/Quizzes

4. Keyboarding

5. Projects

Bring to Class

Daily

- Planner
- Highlighter
- Portfolio (Binder)
- Hole Reinforcements
- Pencil (Preferred) or Pen

Portfolio

Binder must be at least 1" and of good quality. You will need five (5) dividers labeled according to the *Portfolio Sections* on the front side of this page. You must keep the binder organized in the order of the Table of Contents provided. Hole reinforcements are very helpful to keep papers in the binder. The *Portfolio* is used extensively to help study for tests/quizzes, complete projects, and keep records of all PDNs, homework, tests/quizzes, keyboarding grades, and projects.

Homework

At the start of class, if homework was assigned the night before, you must have your homework in your *Portfolio* and have the *Portfolio* in your possession. Be sure to have your header completely filled in. If any assignment or homework has been assigned to be completed online and you do not have access to the Internet, see the teacher for a printed copy.

Homework will be checked on the due date unless otherwise stated. ***I will not accept late homework or homework that is not in the classroom. I do not allow students to return to their lockers during class.***

Activities Grading Scale unless otherwise stated:

Excellent job—complete with 81% or more correct	2
Satisfactory job—complete with at least 70% - 80% correct	1
Incomplete with/or less than 69% correct	0
<i>Header information missing (Name/Date/Period)</i>	0

You have twice the amount of time you were absent to make up the work (i.e. absent 1 day = 2 days to make up work). It is ***your responsibility*** to show your missed work to the teacher upon completion. If you are absent:

Login to <http://www.csdcomets.edmodo.com> and check for recent posts or assignments ...OR
Logon to the Crestwood website <http://www.csdcomets.org>, login to Skyward Family Access/Messages... OR
... Ask a friend...

Planner

Copy any assignments and test/quiz announcements into your planner daily. All tests will be announced a minimum three days prior to the testing date.

Grading

Please refer to the course syllabus for the grading and cheating policy.

Attendance

Attending class is necessary for the successful completion of your keyboarding and computer applications skills. You will be required to complete in-class projects. Excessive absences will be reviewed on an individual basis. One of the options to makeup work is to do it during Computer Lab, Extension/Reinforcement at the end of the day, or possibly at home.

To view a PowerPoint slideshow about the Computers course, visit csdcomets.org/MiddleSchool/TeachersClassroomPages/Computers/Drazdowski and click on [Computers Course Information](#).

<i>I have read the above policies and understand what is expected for success in this course.</i>	
Student signature	Date
Parent signature	Date