

DIGITAL INFORMATION TECHNOLOGY CLASSES – PERIODS 2, 3, 4, 5 AND 6

Students with computer/laptop access:

If you started working in MS Outlook prior to the end of the 3rd 9 weeks, continue with outlook. You may take post assessment as each session is completed. You are allowed 2 retakes of the the post assessment.

Once all for 4 Sessions have been completed and post assessments have been taken, email Mrs. Green for Access Code for Practice Exam Trainings.

If you did not start MS Outlook prior to the end of the 3rd 9 weeks, please email Mrs. Green or call me between 10:30 and 1:00 617-5700, ext. 2350 for access code. I am not allowed to post the access code and will have to email it to you individually. Sorry.

Students who have completed the Outlook Unit and have taken the Outlook Certification Exam prior to the end of the 3rd 9 weeks, please begin Excel. Email Mrs. Green for the access code if you have not started in Excel.

Students without computer/laptop access:

Contact Mrs. Green by email greenj-1@leonschools.net

EXTREMELY IMPORTANT: CHECK THE CLASS CALENDAR AND REMIND “DAILY” FOR UPDATE INFORMATION AND/OR ASSIGNMENTS.

Mrs. Green misses you and we will work together to get through this 4th quarter. Please don't hesitate to email me.

Take care and be safe!