



Getting Started

This is a GREAT page to print for future reference. The suggestions given here can be used ALL year.

Organizing Your Workspace
<p>Before you start doing work.....</p> <ul style="list-style-type: none">• Get a notebook for your hard copies that you are instructed to keep throughout the course.• Create a folder on your computer to keep your assessments. You will file documents that are submitted throughout the course. If you do not know how to set up new folders on your hard drive, please ask the tech expert in your household or call your teacher.• Make sure you have a space to work at home. Be sure to stock your workspace with pencils, pens, paper, a calculator and a printer. If you are working in a lab at school, be sure that you bring all your materials with you so you will be able to work efficiently during your time in the lab.• There are three items you will want to always have at your fingertips. Keep a copy of your schedule for the course, copies of the unit itineraries and a contact sheet for your instructor. These items will answer the three most often asked questions, "What have I done in the the course?", "Where am I supposed to be in the course?", and "How can I reach my instructor?"
Organizing Your Time
<p>The most common mistake of online students is to mismanage their time. When you are working independently, it becomes your responsibility to manage your learning. This is probably a new experience for most of you. Here are some tips for making the most of your time.</p> <ol style="list-style-type: none">1. Make a schedule. This is particularly important if you are involved in a lot of school or extracurricular activities. You can plan that it will take you about four to five hours per week to do your required assessments. This can be managed in a lot of ways.2. Become familiar with your teacher's schedule. Although your instructor is available to you many times during the day, there will be "office hours" that will enable you to get a quicker response. It will not always be possible for you to work during your teacher's hours BUT if you can arrange your schedule to do so, you may have better access to help.3. Stay focused on the task at hand. Do not search the web, play games, chat with your friends, or watch TV while you are working. All of these activities may make it seem that you are "working" on your computer, but in actuality you will not be getting anywhere in the course.

Maximizing Your Learning

You probably were never aware of the "order of things" in your classroom. Since your teacher was doing the "guiding," you may not have realized that reviewing the homework came before a new lesson for a reason. There are ways to maximize your learning. Here are some tips:

- **Check your WebMail messages** before you start working. You may have a note from your teacher that will change what you work on for the day.
- **Check your WebMail messages DAILY.** This is your instructor's way to communicate.
- **Look in your reviewed work.** Any work with a zero or low grade probably has comments on how to make it better. You can then resubmit it for a better grade.
- **Look at your schedule** and decide what lesson you want to complete during your work time. Be sure you have completed the reading of the lesson before working on the assessment.
- Once a week, you should **check your gradebook** and record the grades on your Job Intern sheets. This will help you organize your completion of assessments. You should NEVER jump around in the course unless your instructor has directed you to do so.



Spanish 1

Course Materials

Students should provide:

- Have a 1-½" binder for your spanish materials only. The binder needs to be divided into the following sections:
 - vocabulary
 - structures
 - assessments
- File box
- Markers, colored pencils, or crayons available for illustrating vocabulary
- **A computer that meets the minimum requirements; specifically a computer microphone (USB microphone preferred), speakers, and a printer. See below to check that your computer meets the course requirements.**

Important Note About Technology Requirements:

To be successful in this course, please be sure your computer/hardware meets these minimum requirements.

- Pentium II (233 MHz minimum, higher recommended)
- Windows 98
- 128 Mb RAM
- 8x CD-ROM (12x recommended)
- 56kb Modem
- Display setting (800x600) resolution
- **Printer, speakers, and microphone* required** (* USB microphone preferred)
- Internet Explorer (web browsing software) - a version between 5.5 and 7.0 ([Click here to download](#))
- Flash 7 player ([Click here to download](#))
America Online is not recommended
- 3 1/2" Disk Drive



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Netiquette

Etiquette (called netiquette in cyberspace) exists in the wide world of computers. Perhaps just as important as "real world manners," netiquette WebMail rules are necessary because readers draw inferences from your words rather than nonverbal body language.

You may not use your school WebMail account for sending or receiving personal WebMail messages which are not related to your school work. Be aware that teachers and administrators have complete access to your WebMail messages so nothing you do with your school WebMail account is considered private. Any inappropriate use of your WebMail account will result in administrative action.

Although there is no one set of rules for writing and sending WebMail messages, here are a few rules I would like you to follow.

- WebMail messages should be written in a more **formal manner** than instant messaging but not as rigid as a business letter.
- **Grammar and punctuation** should be consistent with rules of English. For example, capitalize the first letter of a sentence, use correct spelling, use punctuation marks, etc.
- **Do not capitalize all letters** when writing as this means you are shouting!
- **Refrain from using abbreviations** or use sparingly as I may not be able to decipher what it means. (For example, TIA -- Thanks in Advance)
- You may use emotions to express feelings, but remember there is no substitute for a **clearly written WebMail message**.
- Always sign your **first and last name** to your WebMail messages so I know with whom I am working.
- Please **do not send chain letters or spam** material of any nature to your teachers or fellow students. This is most inconsiderate!
- And last but not least, **think before you send** as you cannot unsend.