



# Table of Contents

Introduction.....	Page 2
Assignment List.....	Page 3
How Should Your Paper Look?.....	Page 4
Assignment 1: Math Skills/Quick Write .....	Page 5
Assignment 2: Gmail Set-up.....	Page 6
Assignment 3: Email Assignment Schedule .....	Page 7
Assignment 4: Scantron Assessment-Reading.....	Page 8
Assignment 5: Scantron Assessment-Math.....	Page 8
Assignment 6: Scantron Assessment-Language Arts.....	Page 8
Assignment 7: Time Management/Weekly Schedule.....	Page 9
Assignment 8: Blackboard Collaborate.....	Page 10
Assignment 9: Learning Style Inventory.....	Page 11
Assignment 10: Apex Learning Curriculum.....	Page 12
Assignment 11: Tutorial: Word & Test.....	Page 13
Assignment 12: Tutorial: Excel & Quiz.....	Page 14
Assignment 13: Personal Budget/Reflection.....	Page 15
Assignment 14: United Streaming Video & Quiz.....	Page 16
Assignment 15: Internet Search & Write-up.....	Page 17
Assignment 16: Timeline.....	Page 18
Assignment 17: WASC Write-up.....	Page 19
Assignment 18: Tutorial: PowerPoint & Test.....	Page 20
Assignment 19: PowerPoint Presentation.....	Page 21
Assignment 20: Final Piece Essay.....	Page 22
Assignment 20: Turn It In.....	Page 23

## Introduction to Personalized Learning/Independent Study

Welcome to Pacific View Charter School (PVCS). For the next two weeks you will be working on a packet that will introduce you to skills you will need while enrolled in PVCS. Upon completion you will receive 2  $\frac{1}{2}$  credits in Computers 1. All work must be completed before you can take any other courses at PVCS.

Your parent/support person will become your teacher at home. Some examples of your parent/support person's responsibilities are: assisting you in understanding what you are required to do, correcting your work, proofreading your essays and going on field trips with you. She/He is your primary resource.

There is an emphasis on the use of technology. You will be required to complete computer tutorials on Word, Excel and Power Point. You will then do assignments using these programs. If you have Internet access and Microsoft Office on your home computer, you may complete the assignments at home. Otherwise be prepared to spend time at the school.

You will need to develop a strategy to separate your school time (at least six hours a day) from your personal time. We encourage students to have a variety of activities in their lives, always keeping in mind the primary activity and responsibility is school. Time-management is extremely important to be successful at PVCS.

Communicating with your Supervisory Teacher is critical to your success at PVCS. You are expected to call or email your teacher when you have questions. It is your responsibility to contact your teacher if you will be late or if you need to reschedule an appointment.

Schoolwork at PVCS is to be high quality. This may mean redoing or adding to an assignment that was incomplete or needed more work. Your assignments must always have your name, course name, and assignment number on them. All the assignments in this packet will be done on the computer.

The following assignments are for you and your parent to complete. **This packet must be completed with a score of 70% or better.**



## Assignment List

Please complete the following assignments in the order they are listed below. Some assignments apply to the parent/support person as well as the student. All assignments should be completed on the computer or on separate sheets of paper and labeled with your name and other information that is explained on page 4, titled "How Should Your Paper Look." Remember to call (760) 757-0161 and ask for your Supervisory Teacher if you or your parent/support person has questions.

### Total Points for Assignments Intro Packet Grading Form 8/19/11

Week #	Assg #	Page #	Title	Status	Score	Points Possible
1	1	5	Math Skills/Quick Write			10
1	2	6	Gmail Set-up			5
1	3	7	Email Assignment Schedule			5
1	4	8	Scantron Assessment-Reading			10
1	5	8	Scantron Assessment-Math			10
1	6	8	Scantron Assessment-Language Arts			10
1	7	9	Time Management/Weekly Schedule			10
1	8	10	Blackboard Collaborate			10
1	9	11	Learning Style Inventory			10
1	10	12	Apex Learning Curriculum			10
			<b>Total Points for Week 1</b>			<b>90</b>
2	11	13	Tutorial: Word & Test			10
2	12	14	Tutorial: Excel & Test			10
2	13	15	Personal Budget/Reflection			10
2	14	16	United Streaming Video & Quiz			10
2	15	17	Internet Search & Write-up			10
2	16	18	Timeline			10
2	17	19	WASC Write-up			5
2	18	20	Tutorial: PowerPoint & Test			10
2	19	21	PowerPoint Presentation			15
2	20	22, 23	Final Piece Essay & Turn It In			20
			<b>Total Points for Week 2</b>			<b>110</b>
			<b>Total Points for Weeks 1 &amp; 2</b>			<b>200</b>



## How Should Your Paper Look?

Every assignment should be organized and contain these elements:

- Your full name, subject and assignment number on every page
- Margins should be neat and clean
- Text should be double-spaced
- Font size should be #12
- All papers should be proof-read for spelling and grammar mistakes
- All words and numbers should be legible
- All assignments should be as neat and clean as possible
- Final drafts should be completed on the computer

## SAMPLE PAPER

**Jane Q. Student**  
**Earth Science A**  
**Assignment #2**

### Section Review 1-1 (p. 11)

1. ....

2. ....

3. ....

### Section Review 1-2 (p. 15)

1. ....

2. ....

3. ....



## **Assignment 1: Math Skills and Quick Write**

Answer the questions on the *Math Worksheet* provided by your teacher. You will have 10 minutes to complete the worksheet. Calculators are not allowed!

Using the prompts provided, write a paragraph. Your paragraph should have a minimum of 6 sentences. You have 10 minutes to complete this task.



## Assignment 2: Gmail Set-up

Create a *GMAIL* email account

Go to [atomiclearning.com](http://atomiclearning.com) and watch the tutorial titled *Gmail* to learn how to set up your gmail account.

### **Directions to create your account are below:**

- Open your web browser
- Go to [www.gmail.com](http://www.gmail.com) or type "gmail" into a Google search and choose the first result.
- In the bottom right hand corner click "Create New"
- Create a username using your first name, last name and pvcs, all one word. For example, the username for a student with the name "Jessica Garcia" will be [jessicagarciapvcs@gmail.com](mailto:jessicagarciapvcs@gmail.com). Make sure to include the "pvcs" at the end of your username.
- You can now use your new *GMAIL* account to create/send emails and homework attachments to your Supervisory Teacher. You can access "Google Documents" to create *WORD*, *PowerPoint*, and *Excel* documents if you do not already have comparable software on your computer.

## Assignment 3: Email Assignment Schedule

### Complete:

- Using *Google Documents*, create an "assignment schedule", using a table similar to the one below.
- In your gmail account, click on Documents > Create New > Documents > Table > Insert Table.
- Day 1 is already done for you because these assignments must be done first. The assignments are divided into two weeks on page 3 and should be completed in the order they are listed. If you would like to complete the packet in less time, divide the assignments accordingly. Use a highlighter to help you remember what needs to be emphasized when you are ready to complete each assignment
- Title your document and click on Save Now. Once saved, Click on Share > Email as attachment > and attach as Microsoft Word and then **send to your Supervisory Teacher.**
- Be sure the purpose of the email is clear, in complete sentences, and the subject of your email is in the subject line. Do not just send the attachments without including a concise message to your Supervisory Teacher.

### Assignment Schedule

<b>Day 1 Assignments:</b>  Math Skills/Quick Write Gmail Set-up Email Assignment Schedule	<b>Day 6 Assignments</b>
<b>Day 2 Assignments</b>	<b>Day 7 Assignments</b>
<b>Day 3 Assignments</b>	<b>Day 8 Assignments</b>
<b>Day 4 Assignments</b>	<b>Day 9 Assignments</b>
<b>Day 5 Assignments</b>	<b>Day 10 Assignments</b>

# Assignments 4, 5 & 6: Scantron Assessment

## Reading, Language Arts and Math

Complete the Reading, Language Arts and Math sections of the Scantron Assessment.

*The Scantron Assessments must be taken at Pacific View Charter School*

Taking a Performance Series Assessment

Please read carefully

- Go to <http://www.edperformance.com>
- Click reading, language arts or math.
- Enter the Site ID (**13-5125-7874**) and click 'Next.'
- Choose a subject area and click 'Next.'
- Enter your student ID#
  - (Given to you by your Supervisory Teacher)
- Read all instructions
- Read each question, choose an answer and click 'Next.'
- When you finish the questions, the test lets you know you are done. Click 'Done.' Your teacher will provide you with your test results at a later time.
- Make sure you complete all 3 tests.

**Please note:**

- If you need to stop the assessment click STOP; the test will resume where you left off.
- If the question contains a story, be sure to click as soon as you finish reading. The story stays on the screen so you can read it again when you answer questions about it.
- If you don't pick an answer before you click Next Question, the computer will remind you to choose an answer before going to the next question.
- The program may not provide a "complete" message at the end of the test- as long as you answered every question, you have completed the test.

It's very important to do your best and answer every question carefully. The results of this assessment will determine the courses you are placed in and any additional workshops you may need to attend. The test will stop if your answers are recorded too quickly.

# Assignment 7: Time Management

To be successful at PVCS, you will work an average of **six hours per day** (approximately the same amount of time you would be in a traditional school classroom). The benefit of this program is that you can choose when those six hours will occur. Preparing for tests or completing final projects may often become an additional time commitment.

## **Create:**

- Go to your gmail account and click on Calendar and check the information provided and then click on Continue.
- Create a weekly schedule (only Monday through Friday) by double clicking on the correct time slot and enter the name of the activity you are scheduling. It should look similar to the one located at the link below.
- This schedule is to include times when the parent/support person and you will check over your assignments completed each day. Also, include other regular activities such as youth group, daily exercise, household chores, snack and meal times, sleep and other regular activities that are part of your general schedule.
- Click below for a sample calendar:  
[http://www.pacificview.org/documents/Sample\\_Time-Management.pdf](http://www.pacificview.org/documents/Sample_Time-Management.pdf)
- Write a paragraph summarizing how you spent your time. How much of your time was spent on schoolwork? How much time was spent on leisure activities? Include how you can improve the way you spend your time.






**Send the completed paragraph and calendar as email attachments or print out to turn in to your Supervisory Teacher.**

# Assignment 8: Blackboard

Blackboard Collaborate is the website that may be used to hold our weekly meetings, along with any additional tutoring.

- To make sure your computer is ready, go to the following link:  
<http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1279>
- If you have a green check, then you are good to go. If not, follow the instructions to correct any changes necessary. Contact your Supervisory Teacher if you need help.
- When your computer is configured correctly, scroll down to the Online Orientation under STEP 3: Training and Resources. Watch the online orientation.
- Open a word document and place your name at the top. Title the document "Elluminate Activity" Type your answers to the following activity.

Directions: Identify the icon by matching to its name, and then match the description of its use. Sample answer: 1. A. F, 2. B. C, etc.

1. 	A. Live Video	F. Used to raise your hand.
2. 	B. Talk Button	G. Used to share your computer screen
3. 	C. File Transfer	H. Used to communicate through the Webcam.
4. 	D. Application Sharing	I. Used to communicate through the microphone.
5. 	E. Hand Raise	J. Used to transfer files to and from your teacher.

**Send the completed Questions as an email attachment or print out to turn in to your Supervisory Teacher.**



## Assignment 9: Learning Style Inventory

Go to <http://connection.naviance.com/pacview> and complete the following steps:

- If you have already registered in Naviance, use your username/password to access the Personality Assessment. If you have never registered, Click on "I Need to Register"
- Enter code given to you by your Supervisory Teacher and click Register
- Fill out email and password and click Accept- Keep your username/password in a safe place, you will need it throughout the course.
- Click on Complete Registration.
- Click on "About Me" and then "Learning Style" and then "Start the Assessment".
- After completing the assessment, read through your Learning Style Inventory results.

**Click on "Print Report" or save and send as an email attachment to turn in and discuss with your Supervisory Teacher.**



## Assignment 10: Apex Learning Curriculum

Our Apex Learning online courses consist of texts that are entirely online with visual demonstrations, audio, self-checks, videos, readings, quizzes, tests, written assignments, etc., found directly on the website. In order to prepare you for using the Apex curriculum, you will first be completing a variety of exercises.

- Go to [www.apexvs.com](http://www.apexvs.com) and use the username: "pacificviewstudent" and password: "pvcs92056"
- Once logged in, click on the word "support" in the upper right hand corner.
- Next, click on the "Run System Checkup" link under System Check-up. Perform any necessary steps to update your computer settings.
- Then, click on the word "student."
- Watch the 2<sup>nd</sup> video on the list entitled, "Class Tools Virtual Student Video Guided Tour."
- Click on the link below to complete a quiz on the Apex orientation video.  
<http://www.pacificview.org/documents/Apex.pdf>

**Send the completed quiz as an email attachment or print out to turn in to your Supervisory Teacher.**



# Assignment 11: Tutorial: Word 2003/2007/2010

If you're working from school, sign in at the front desk and again in the computer lab. Let the computer lab staff know that you are ready to work on your Tutorial and you will be directed to an appropriate computer.

Follow these instructions:

- Login to [www.gcflearnfree.org](http://www.gcflearnfree.org)
- Click on **My Account** at the bottom of the page.
- Click on **Create an account.**
- Once you've created your account, type Microsoft Word in the search area and drop down and click on **Microsoft Word** or the version that corresponds to what you have on your computer at home.
- Once you've arrived at the correct version, **complete all lessons.**
- When you've completed all lessons for your version of Word, click on the Extras tab and then click on **'Take the Quiz!'**
- Complete the quiz

**Copy the entire quiz, with your grade included, and send it as an email attachment or print out to turn in to your Supervisory Teacher.**



## Assignment 12: Tutorial: Excel 2003/2007/2010

- Go to [www.gcflearnfree.com](http://www.gcflearnfree.com) and sign into your account.
- Under the heading "Computer Training" select "Excel 2003, 2007, or 2010" from the pull-down menu.
- Complete all lessons.
- After you have read through all of the lessons, click on "Test Your Knowledge" and take the test on Excel.
- Once you have completed the Test, go over your incorrect answers and click on "Review This" to review the concept.

**Copy and paste your quiz results into a Word document and send as an email attachment or print out to turn in to your Supervisory Teacher.**

# Assignment 13: Making a Personal Budget/Reflection

**Complete:** Create a hypothetical budget and enter the information into an Excel spreadsheet.

- Click on the link below for guidelines on what your budget needs to include.  
<http://www.pacificview.org/Assignment13.rtf>
- After you have gathered all of the required information, create a spreadsheet showing your budget. Your spreadsheet should contain formulas so you can plug in different numbers each month and your spreadsheet will accurately calculate the current month's expenses. Make sure your budget is accurate and realistic.
- **Reflection/Write:** Write one paragraph on what you discovered through completing the budget. On a minimum wage budget, were you able to afford all that you wanted and needed per month? How were you able to make your budget work? What type of choices did you need to make?
- Click below for a sample monthly budget:  
<http://www.pacificview.org/documents/Sample-Monthly-Budget.pdf>
- Click on the link below for the Excel rubric.  
[http://www.pacificview.org/documents/Excel\\_Rubric.pdf](http://www.pacificview.org/documents/Excel_Rubric.pdf)
- Fill out the student portion of the rubric and be sure you have fulfilled all of the requirements of the assignment.

**Send the completed budget, reflection and rubric as an as an email attachment or print out to turn in to your Supervisory Teacher.**



## **Assignment 14: Watch the *Unitedstreaming* video: Internet Safety and take the quiz.**

- Go to the website: <http://assignments.discoveryeducation.com>
- Type in passcode: **T8AB5-4131** and your first and last name and then click *GO*.
- Click on the video: Internet Safety. Watch the entire video.
- Complete the quiz titled United Streaming: Internet Safety. This quiz is located at the link below. This is not the same as the quiz in United Streaming.  
[http://www.pacificview.org/United\\_Streaming\\_Quizv1.rtf](http://www.pacificview.org/United_Streaming_Quizv1.rtf)

**Send the completed quiz as an email attachment or print out to turn in to your Supervisory Teacher.**



## Assignment 15: Internet Search

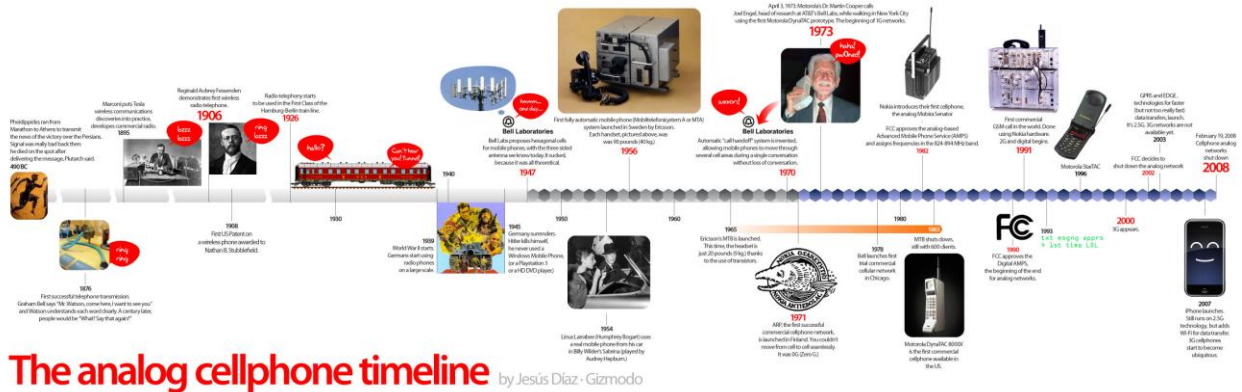
Most often, we search the Internet through *Google*, a comprehensive search engine that scans the entire World Wide Web, or Internet, to find websites that match the words and phrases that you have entered into the search field.

Using the Internet, find two community colleges in your city or county and write a one page report on the following information:

- Include each community college and its location.
- What are the requirements for admission?
- How much does it cost to take courses at the college?
- Which general courses need to be completed to transfer to a four year college or university?
- Within each college, use the Search function to find information on the TAG (Transfer Admission Guarantee) or IGETC (Intersegmental General Education Transfer Curriculum) program or any program within the college that assists students with transferring general coursework to a four year university. In a paragraph, describe the transfer program the college uses and how it can help students who are seeking admission to a four year university.
- Include at least one citation in your paper using a parenthetical citation. In most cases, a parenthetical citation includes the author's last name and the specific page number for the information cited in parentheses. Ex: The destruction of the Argentine is due to many socioeconomic factors (Taylor, 33).

**Send the completed Report as an email attachment or print out to turn in to your Supervisory Teacher.**

# Assignment 16: Timeline



Today's 21<sup>st</sup> Century Learners have seen technology change rapidly throughout recent years. Cell phones and computers have transformed in their appearance and capabilities. Considering the timeline of the analog cellphone, create your own timeline on a topic that interests you. Your topics can range from the automobile, to computers to a personal timeline of your own life.

- Click on the link below to access the timeline template.  
<http://www.pacificview.org/documents/Sample-Timeline.xls>
- Follow the directions for creating the timeline and enter 5 events on your timeline topic.
- Click on the link below for the Timeline rubric.  
[http://www.pacificview.org/documents/Timeline\\_Rubric.pdf](http://www.pacificview.org/documents/Timeline_Rubric.pdf)
- Fill out the student portion of the rubric and be sure you have fulfilled all of the requirements of the assignment.

**Send the completed timeline and rubric as an email attachment or print out to turn in to your Supervisory Teacher.**

# Assignment 17: WASC

Pacific View Charter School is accredited by WASC (Western Association of Schools and Colleges). The accreditation process is about fostering excellence in education. Through our WASC accreditation, Pacific View Charter School has developed goals that we expect all of our students to achieve.

## ***Expected Schoolwide Learning Results (ESLR's):***

### ***Self-motivated, Life-long Reflective Learners***

- Prioritize tasks
- Demonstrate efficient time management
- Develop leadership qualities
- Establish, pursue and achieve success in personal goals
- Develop and use a variety of strategies to help maximize learning

### ***Effective Global Communicators***

- Listen with understanding and interpret effectively
- Speak to convey information with knowledge and confidence
- Read with understanding, comprehension and fluency
- Write in a variety of formats required at each grade level

### ***Proficient in Academic Skills***

- Demonstrate academic growth in targeted language arts content standards
- Demonstrate academic growth in targeted mathematic content standards
- Exhibit basic knowledge of computer applications

### ***Productive Citizens***

- Demonstrate respect for self and others
- Accept personal responsibilities for all actions
- Work effectively as an individual and as part of a collaborative team
- Develop and maintain a healthy lifestyle
- Contribute to the betterment of the local and global communities
- Participate fully in the democratic process
- Acknowledge and seek to understand diversity

## **Quick Write:**

- Choose one assignment completed in this packet and select one ESLR from the list above that you used to complete the assignment. For example, you may have selected the first ESLR: *Self-motivated, Life-long Reflective Learners*, to complete Assignment 7: Time Management: Weekly Schedule by prioritizing tasks and demonstrating efficient time management.
- Write a paragraph about the ESLR you identified and the assignment to which it pertains. Be specific in your discussion.

**Send the completed paragraph as an email attachment or print out to turn in to your Supervisory Teacher.**



## Assignment 18: Tutorial: PowerPoint 2003/2007/2010

- Go to [www.gcflearnfree.com](http://www.gcflearnfree.com) and sign into your account.
- Under the heading "Computer Training" select "Power Point 2003, 2007, or 2010" from the pull-down menu.
- Complete all lessons.
- After you have read through all of the lessons, click on "Test Your Knowledge" and take the test on Power Point.
- Once you have completed the Test, go over your incorrect answers and click on "Review This" to review the concept.

**Copy and paste your quiz results into a Word document and send as an email attachment or print out to turn in to your Supervisory Teacher.**



## Assignment 19: PowerPoint Presentation- All About You

**Create:** Using your new knowledge of PowerPoint, make a PowerPoint presentation about you.

- You must have a minimum of 10 slides and include information about yourself that you would like to share. You may include slides about your family, friends, pets, hobbies, ambitions, goals, favorite music, favorite food, favorite places to go, or topics of your choice.
- Be sure to include the following technical tools from the tutorial in your presentation:
  - At least five Graphics
  - At least one chart, diagram or table
  - At least one hyperlink
  - Animation within all ten slides
  - Transitions between all slides
- Click on the link below for the PowerPoint rubric.  
[http://www.pacificview.org/documents/PowerPoint\\_Rubric.pdf](http://www.pacificview.org/documents/PowerPoint_Rubric.pdf)
- Fill out the student portion of the rubric and be sure you have fulfilled all of the requirements of the assignment.

**Send the completed Power Point and rubric as an email attachment or print out to turn in to your Supervisory Teacher.**



# Assignment 20: The Final Piece Essay

## Reflection Paper

This is the time for reflection. You and your parent/support person will need to make an honest assessment. Although things were not expected to be perfect during these past two weeks, your success in this program will rest on how well you and your parent worked together and if you were able to complete your work in a timely fashion.

### Write:

- Write a five-paragraph essay discussing your experience while completing this packet.
- Be sure to include which assignments you enjoyed most, which were the most challenging and how you scheduled your time and disciplined yourself.
- Please include your edited version along with your final copy.
- Please go to the following link for guidance on writing your essay.  
<http://lklivingston.tripod.com/essay/topic.html>
- Click on the link below for the Essay rubric.  
[http://www.pacificview.org/documents/Essay\\_Rubric.pdf](http://www.pacificview.org/documents/Essay_Rubric.pdf)
- Fill out the student portion of the rubric and be sure you have fulfilled all of the requirements of the assignment.

**Send the completed essay and rubric as an email attachment or print out to turn in to your Supervisory Teacher.**

# Assignment 20: Turn It In

- To plagiarize means to:
  - to steal and pass off (the ideas or words of another) as one's own
  - to use (another's production) without crediting the source
  - to commit literary theft
  - to present as new and original an idea or product derived from an existing source.
- Once you have completed the "Final Piece" reflection essay, follow the directions below to submit your paper to a program, Turn It In, that ensures your writing is original.
  - Go to the site [www.turnitin.com](http://www.turnitin.com)
  - Click on create an account
  - Scroll down to create an account and click student
  - Enter in the class ID information - **4127017**
  - Enter the class password - **27639299**
  - Complete all information
  - Choose your class - Intro Packet
  - Begin submitting your assignment
- Retrieve your Turn It In Report
  - Login to your Turn It In account
  - Go to the class
  - Open the report on the document you need
  - At the bottom left corner of the document reader you'll see a download button. It'll open your report in an Adobe document reader and should include the report along with your piece.
  - Go to file, click save as copy.

**Send your Turn It In report as an email attachment or print it out to turn in to your Supervisory Teacher.**

**Your Similarity Index percentage should be below 20%.**

Click on the tutorials below for additional assistance.

[Enrolling in a Class](#)

[Submitting a Paper](#)

[About OriginalityCheck](#)

[Viewing Originality Reports](#)