

How to Be an Online Learner Quiz Topics

Success Skills

- Be Present
- Be Punctual
- Be Prepared
- Be Productive
- Be Polite
- Be Positive

Touch Typing

1. Feet Flat
2. Back Straight
3. Elbows In
4. Flat, Non-resting Wrists
5. Slightly Curved Fingers
6. Anchor on Home-row
7. Eyes on Copy
8. Say It as You Strike It
9. Keep a Smooth and Steady Pace

File Management:

- Benefits of using folders and naming conventions
 - * saves time, keeps you organized, increases productivity
- Rules to follow when naming folders and files
 - * short, unique, descriptive, consistent format, use #s to help sorting

File Sharing:

- How to share with anyone who has the link instead of private
- What is a URL?
 - * Uniform Resource Locator, web address, link
- How to Copy and Paste
 - * Ctrl+C, Ctrl+V

E-Mail Guidelines

- appropriate address
 - * include last name if possible
- properly formatted subject line
 - * Short, Descriptive, Initial Caps
- properly formatted Salutation and Complimentary Closing
 - * Dear Mr. Simon:
 - * Sincerely,
- e-mail body that:
 - * is to the point
 - * uses proper "conventions"
 - > grammar, punctuation, spelling, capitalization, no "slang"

Web Site Evaluation

- Currency
 - * is info up to date / current
- Reliability
 - * is site accurate, are there links to source data
- Authority
 - * is author an expert in this area
- Point of View (Purpose)
 - * what is the purpose of site
 - > entertain, persuade, educate

The Research Process

- Identify and Develop Your Topic
- Find Background Information using Advance Google Search Techniques
- Find Resources using Online Databases like SIRS
- Evaluate What You Find using the CARP test
- Express Your Ideas using a Web 2.0 Tool like Weebly or Smore
- Cite Sources using EasyBib

MLA Academic Report Format

- 1 inch margins
- Double spaced
- 4-line heading
 - *student, teacher, class, date in military style (25 June 2015)
- Title centered in initial caps
- Paragraphs left-aligned with first-line indented ½ inch
- Header right-aligned with last name and page number
- Times New Roman 12 pt. font

Copyright Infringement

- Copyrights
 - *protect authors from other people using their property without permission
- Fair Use
 - * allows people to use a small part of a copyrighted work even without having to get permission
- Public Domain
 - * allows public access to entire works that are not protected by copyright laws
- Creative Commons
 - * not-for-profit organization that helps people avoid copyright infringement

Parts of a Computer

- CPU
 - * non-thinking brain
- RAM
 - * working memory, volatile memory
- Motherboard
 - * connects everything together
- Hard Drive
 - * long-term, semi-permanent storage for O/S, programs, and files
- USB
 - * universal mode of connecting many different types of peripherals