Reply to This Email (This is a required graded assignment.) To do this **graded** assignment, do these steps.

1. Click Reply.
2. Look for the yellow underlining like this: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.
3. Type the answer in the yellow underlining. (In some cases the answer is just an X.)
4. Make sure your answers are right. Proof your work--an essential Life/Work Habit.

**Emergency Contact Information – I do not require you to do this, but it is safer for you.**

I do not plan to bug any of you. Your emergency contact information is so I can reach you if it is in**your** interest that I contact you.

**Example:** I am required to **fail you**for the**course**if you do not take the Final Exam. If you had enough points for an A, but you did **not** do the Final, I would have to fail you for the **course—something I would not want to do**. In the past, I have tried to call students, but when I checked Banner for that phone number, the phone number was frequently out of date.

**Your last name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your first name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reliable phone number:  \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_**

**Alternative email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_**

**What Grade to You Plan to Earn? I do require you to answer this.**

The List of Due Dates shows you **what’**s due **when** and it shows **where** you can find the assignment. It also shows you:

* On the left, a gray checkbox (on the left) of every grade you need to earn in the course so you have a "reminder" of what you have to do.  **Tips:**  If you want an A or even a B, you want to do your best  on **every** assignment.   (Sometimes doing your best means asking your prof for help and I am fine with that.)
* On the right, the points for that graded assignment. **Tips: Make sure the total points  for what you will do adds up to the number of points you need.**Remember most of us are not perfect on every assignment.

Place an**X to the left of YOUR planned grade**in this 1000-point course. Notice the difference in an A for 89**5** points and 89**4** points. You **must** have a **5** (not a 4) in the last digit to get the higher grade.

\_ A (89**5**-1000 points)

\_ B (795-89**4** points)

\_ C (695-794 points)

\_ D (595-694 points)

\_ F (594 or less)

**Your Experience with Blackboard?**

Have you ever used Blackboard before for a class? Mark how much:

\_ Many times

\_ A little

\_ Seldom

\_ Never

If there is anything else you need for me to know, please write it here or come see me: