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past, I have tried to call students, but when I checked Banner for that phone number, the phone number was frequently out of date.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: