

WEEKLY EMAILS TO SUPERVISING TEACHER

Assigned on Monday - Due on Friday.

Read below to learn how to set up your email so that you get full credit and review a sample email.

1

Open the Gmail app on your iPad

2

Start a new email by tapping on the "+" sign in the bottom right-hand corner of the app

3

Send the email
TO: your supervising teacher

4

Use the circled arrow to CC: schmidta@cattysd.org
this is the only way you get can earn credit for this assignment

5

SUBJECT: TA Checkin # - {insert your last name}

6

Type your email asking how you can help. Make sure to have a greeting, content and a complimentary close followed by your name.

Due to the timely nature of these emails, previous email assignments cannot be sent for credit after the next weekly email is assigned.

Please contact Ms. Schmidt (schmidta@cattysd.org) if you have any questions about this assignment.

