Email/Attachment Assignment

Points Possible: 100

Due Date _____

There is no rubric for this assignment; it is both sent and received or it isn't.

Using your UCA cub account, email your instructor at blinn@uca.edu and attach a WORD document that contains the following information:

Full Name:

ID #:

Class Day/Time:

UCA Email Address:

Phone Number:

I have read and understand the course syllabus, goals, objectives, and attendance policy.

After your instructor has received your attachment, he/she will reply, sending <u>you</u> an attachment. (If you do not receive a return email and attachment, resend your attachment. I ALWAYS respond to my email and phone calls.) You must open, read, and print the instructor's attachment and place it in your portfolio (behind the Misc. Activities tab) for grading at a later date.

You cannot pass this course until you can successfully send and receive an attachment through your UCA cub account. If you need help with this assignment, contact your instructor, refer to the handout named *General Directions for Creating Attachments* (see the Handouts and Exhibits folder) or ask for help in the Technology Learning Center as soon as possible.

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