



Evaluation

The evaluation for **TeachNet** differs from the evaluation for all other modules.

When you have completed the all the Guided and Independent-Basic activities:

1. The calendar, address book, a personal mail list, and mailbox folders must be checked and initialed by Dr. Burson or the co-instructor. This can be done in class or during office hours.
2. Check your completed work against the **criteria sheet** to be sure that you have **satisfied** all the requirements for “**initial submission**.”
3. Submit your criteria sheet in the appropriate tray (**5th floor- Lab Office**) containing your unique number. If the criteria sheet is not submitted, it will be assumed that you haven't completed the module.
4. With the exception of the calendar, address book, a personal mail list, and mailbox folders, all the activities for this module will be accomplished by sending messages to “**Class**” or to specified conferences (folder). To be **accepted for credit**, your message **MUST**:
Be sent in the correct location (folder or mail address)
The course unique number (UN) as the **1st 5 characters** of the **SUBJECT** for each and every message you send plus the **name of the message** specified on the criteria sheet.
A signature file as created in the Guided portion of this module..
5. If any of these elements are missing the message will be **returned and no credit will be given..**

NOTE 1: All REDO messages must have an “-R plus a number” appended to the end of the UN -Name from the criteria sheet in the Subject of the message.

Example: If this is a 2nd redo, append an **Introduction-R2**.

NOTE 2: If any special situations occur, please write a note on the Criteria Sheet.