**North Paulding High School**

**Work Based Learning**

**Begin Here Checklist**

Welcome students to our Learning Modules page! There are several things you will need to do in order to be successful this year in Work Based Learning ***before*** you can begin working on Learning Modules. Please follow the Checklist below, and complete each step following all directions. Print this page, and once you have completed the checklist, sign and date at the bottom, scan to PDF utilizing your new scanning app, and submit to the Begin Here folder on the Google Drive. As always, please contact Mr. Davis or Mrs. Heflin with questions or concerns.

\_\_\_\_\_\_ 1. Familiarize yourself with the NPHS WBL website at <https://nphswbl.weebly.com>.

\_\_\_\_\_\_ 2. Create a new Gmail account which you will use for WBL this year. Your email address should be [lastnamefirstinitial.nphswbl1516@gmail.com](mailto:lastnamefirstinitial.nphswbl1516@gmail.com). Example: [heflinj.nphswbl1516@gmail.com](mailto:heflinj.nphswbl1516@gmail.com). **Use WBL and your student ID number as your password (Mandatory – No Exceptions). Example Password: WBL12345**

**\_\_\_\_\_\_** 3. Send an email from your new account with your name in the title to [nphswbl@gmail.com](mailto:nphswbl@gmail.com).

\_\_\_\_\_\_ 4. Find a ***free*** “Scan to PDF” app and download. Simply search “Scan to PDF” in your app store and choose a free one to download.

\_\_\_\_\_\_ 5. Print this checklist, complete the checklist, sign and date (at the bottom), scan to PDF utilizing your new app. Name the PDF file lastnamefirstinitial\_BeginHere. Example: heflinj\_BeginHere

\_\_\_\_\_\_ 6. Turn in your assignment to the Google Drive folder entitled Begin Here by clicking the “Turn In Assignment” button in the Begin Here Learning Module on the WBL website.

I have completed the Begin Here checklist and I am now ready to begin the WBL Learning Modules.

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Print Name Here Date

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Student Signature