

Introductory Freshmen Lesson



Please use Google Chrome for this lesson

Section I – Please log into StudentVue and check on your grades (directions below)

- From the student portal, click on StudentVue from the top menu
- Click on 'Click Here to Enter'
- Click on 'I am a student'
- Sign in using your student login ID
- You might see some messages from your teachers here. This is not your email. These are only messages from your teacher through the gradebook. Be sure to check these out.
- Click on 'Gradebook.' If you click on the name of the class, you will see all your assignment grades.

Section II – Get Involved! Check out our Centennial website to see how to get involved on our campus. Notice that many of the clubs and sports have Twitter pages with their information.

- From the student portal, click on PUSD Home on the left side menu
- Click on 'Our Schools' at the top
- Click on 'Centennial High School'
- At the top you will see 'Activities' and 'Athletics'. Click on one (or both) to see what clubs and sports we offer.

What is one club or sport you think you might want to join?

Section III – Please open your student email in a new tab (directions below)



- From the student portal, click on Microsoft Office 365
- Sign in using your school email address which is: your student login ID@student.pusd11.net and school password
- on the left side click on the Outlook icon to access your email.
- Check for an email from your counselor
- Reply to your counselor with the information requested on the email. Do not forget to always use professional email format and language (see below).

How to Write a Professional Email

1 SUBJECT LINE

2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body
of the email



3 BODY OF THE EMAIL

- I am writing because.....
- I need help help.....
- I am confused by.....

4 CLOSING

- Thank you
- Have a nice day!



5 SIGN YOUR NAME!

General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
 - Please spell out your words.

Good Email

Dear Mr. Hisle,
I was wondering if you were available to help me with section three of the math packet. I'm available on Friday after school if that works for you.
Thank you,
Emma Shaffer
Period 3

Bad Email



Hey,
Are u available after school on friday to help me out with some of the math homework. i need a lot of help. plz get back to me asap
Thx,
Emma