

BBT – week 9

Reformat a document.

The following text is from the school's website. It is the instructions to register for next year's courses. Your task is to reformat it to resemble what the school posted.

Use the font tools to font size and text bold, the paragraph tools for the text justification, and insert spaces and blank lines as required.

Use copy/paste to bring the text into a blank word document. Alternatively, you can use Word to open this PDF itself.

Sugarloaf Senior High School Course Selection for the 2020-2021 School Year will be done online, beginning on Monday, May 25th until May 29th. You have one week to do this. Students entering grade 11 or 12 in September 2020 must register for their courses. You can find instructions on how to register in the documents section of this webpage. You need your regular student login information to begin. Those students who do not know their log-in information should speak with the district tech support ASAP. There are 3 documents that will help you with this process:

1. How to Select Courses On-Line (Click Here) 2. SSSH Course Information Guide 2020 – 2021 (Click Here) 3. 2020-21 SSSH Current Course Groupings (Click Here)

These documents can be found under the documents tab of this website. It is important to choose your courses wisely based on what you plan on doing after high school. Mrs. Stacey Savoie, Mr. James Ryan and Mr. Michael O'Toole are available by email if you run into issues or if you are uncertain of what you should register for.

It is important for students to have access to their accounts if they will be doing on-line course selections through Power School.

SSHS and ASD-N has added the following support options to help you stay connected, and to help you maintain access to your school based digital resources.

Send a message using one of the methods below. Include your name, school name, grade number and the type of support you require. Ex: reset my password, I don't remember my account or what is my email address and an IT support person will respond with help.

- **Text:** Send a text message to 1-506-210-0127, IT staff will respond and help you get access to your account, password or electronic resources.
- **Email:** Use the District email address northstudents@nbed.nb.ca you can initiate a support call of your own.
- **Teacher:** If you already have a means of communicating with your classroom teacher, just ask, they can initiate support on your behalf.