Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internet Skills Checklist**

**Directions: Read each skill below. Write the correct sign in the space next to each number.**

+if you know how to do it without help and can explain it to someone else

✓if you can do it but can’t explain how to do it

− if you can’t do it without help and can’t explain how to do it

1.\_\_\_\_I can send an email to a teacher

2.\_\_\_\_ I can find a teacher’s email address on the UHS website

3.\_\_\_\_ I can CC an email to myself and explain why it’s important

4.\_\_\_\_ I can write a subject line related to the purpose of my email

5.\_\_\_\_ I can use the spell check button to check my spelling, grammar, and punctuation.

6.\_\_\_\_ I can write an email with a greeting (Dear \_\_\_\_) and a closing (Sincerely, \_\_\_\_)

7.\_\_\_\_ I can write an email using respectful language (ex: Mr./Mrs./Ms.)

8. \_\_\_\_ I can find and download a document from Mrs. H’s classroom website.

9.\_\_\_\_ I can rename a document using “Save as”

10.\_\_\_ I can send an email with an attachment  
Bonus: \_\_\_\_\_ I can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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