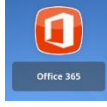


Computer Class

What YOU can do AT HOME! To do EVEN BETTER in this class:

Step 1: You will need Microsoft Office 2019/Office365 programs (Word, PowerPoint, Excel) at home.

You can download these programs for FREE on up to 5 devices!

1. Go to ClassLink
2. Click on the Office 365 App  
3. Type in your student email address (8digit#@yourcharlotteschools.net)
4. Type in your school password
5. Click on the **Install Office** drop down button, then click **Office 365 apps** (Top right corner of screen)
6. Follow the steps on the screen to complete the download!

Step 2: Download GMetrix at Home for FREE!

GMetrix is the practice test software we use that helps students prepare for the Microsoft Office 2019/Office 365 Certification Exams. You will need to have **Microsoft Office 2019/Office 365 installed** (Step 1 above) on your computer to run the GMetrix practice tests.

Follow these directions to complete the download:

1. Go to ClassLink
2. Click on GMetrix
3. Sign into GMetrix (Username: 8 digit # and Password: FirstnameYearofBirth – ex. Jennifer2007)
4. Resume a saved test or start a new one like you would in class
5. It will alert you to download GMetrix
6. Follow the steps on the screen to download the GMetrix program for free on your home computer.