|  |  |
| --- | --- |
| **Max Labs 3a – Screenshot 1** | **Yes/No** |
| \***Is the student’s email address/name in the “To:” field of the email?** If not, answer no for every question related to this screenshot. |  |
| 1. Title of email is “New distant Investment Lead!” |  |
| 1. Email begins with “Riley, this one is outside the Bay Area.” |  |
| **Max Labs 3a – Screenshot 2** |  |
| \***Is the student’s email address/name in the “To:” field of the email?** If not, answer no for every question related to this screenshot. |  |
| 1. Title of email is “New (minor) Investment Lead for YOU (me) -- Go!” |  |
| 1. Email body contains the sentence, “The name is Kyle Reese.” |  |
| **Max Labs 3a – Screenshot 3** |  |
| \***Is the student’s email address/name in the “To:” field of the email?** If not, answer no for every question related to this screenshot. |  |
| 1. Title of email is “New Bay Area Investment Lead!” |  |
| 1. Email body contains the sentence, “Investment level is $110,000”. |  |
| **Max Labs 3a – Screenshot 4** |  |
| \***Is the student’s email address/name in the “To:” field of the email?** If not, answer no for every question related to this screenshot. |  |
| 1. 2 items are shown in the ‘Past Activities’ section |  |
| 1. Under ‘Past Activities’, the 1st item says “Email” followed by “You had a task” |  |
| 1. Under ‘Past Activities’, the 2nd item says “In response to your inquiry about investing in Ebsta…” followed by “You sent an email to Kyle Reese” |  |
| **Max Labs 3b – Screenshot 1** |  |
| \***Is the student’s name visible?** If not, answer no for every question related to this screenshot. |  |
| 1. Poll shows 2 votes (100%) for “Nah, he’s creeping me out” |  |
| 1. “Riley Morgan” has commented |  |
| **Max Labs 3b – Screenshot 2** |  |
| **\*Is the student’s name visible?** If not, answer no for every question related to this screenshot. |  |
| 1. ‘Name” field shows one record with Name = (first 2 letters of student’s first name + last 3 letters of student’s last name) followed by “[Not provided]” or “[Not pr…”, etc as last name |  |
| **Max Labs 3b – Screenshot 3** |  |
| 1. ‘Name’ field contains “Miles Dyson” |  |
| 1. ‘Company’ field contains “Cyberdyne” |  |
| **Max Labs 3b – Screenshot 4** |  |
| **\*Is the student’s name visible?** If not, answer no for every question related to this screenshot. |  |
| 1. Under ‘Next Steps’, “email to…” with “You have an upcoming task” below |  |
| 1. Under ‘Past Activities, “Email: Thank you for …” with “You sent an email” below |  |

16 points

**Evaluation Guidelines**

Pass-High = 0 to 3 items missed

Pass = 4 to 8 items missed

Fail = 9 or more items missed

\*\*\* Note missing items on assignments using the Lab number&letter, part and item letter.

EX: 2a-1B, or 3b-3C