|  |  |
| --- | --- |
| **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** |   |
| \***The student’s name will not be visible on this screenshot.** This is the ONLY screenshot where that is acceptable. |   |
| 1. 2 rows are shown in the Activity History
 |   |
| 1. Under ‘Activity History’, Both rows’ ‘Subject’ starts with “Email”
 |   |
| 1. Under ‘Activity History’, One row’s ‘Subject’ is “Email: in response to your inquiry about investing in Ebsta…”
 |  |
| **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 contains “Miles Dyson”
 |  |
| 1. ‘Company’ field contains “Cyberdyne”
 |  |
| **Max Labs 3b – Screenshot 3** |  |
| **\*Is the student’s name visible?** If not, answer no for every question related to this screenshot. |  |
| 1. Under ‘Open Activities’, ‘Subject’ is “email to ask about calling”
 |  |
| 1. Under ‘Activity History’, ‘Subject’ is “Email: Thank you for your inquiry”
 |  |
| 15 points |  |
| **Evaluation Guidelines** |  |
| Pass-High – Missing 0 to 2 items |  |
| Pass - missing 3 to 7 items |  |
| Fail - <missing 8 or more items

|  |  |
| --- | --- |
| \*\*\* Note missing items on assignments using the Lab number&letter, part and item letter. EX: 2a-1B, or 3b-3C |  |

 |  |