



# Module 1: Task Sheet

## The Following Tasks Should Be Completed This Week:

- Determine whether you want to create a Facebook Page or Group for your school. I highly recommend you create a Page and NOT a Group.
- Set up Facebook profiles for every person at your school who will be administering your school's Facebook Pages and/or Groups. Go to [www.facebook.com](http://www.facebook.com) to create your individual Profiles.
- Customize the Profiles of every individual who will be administering your school's Facebook Pages and/or Groups. Be sure to add your picture, a description of who you are, your interests, and any other information you feel is important to share.
- Create A Facebook Page for your school and customize it with your school logo, website, contact information and mission statement. Create your Page here: [www.facebook.com/pages/create.php](http://www.facebook.com/pages/create.php)
- Post in the [Member's Forum](#). Try and help another member answer a question or solve a problem they are having. Afterwards, leave a comment for me and let me know what you would like to learn in the future as we move forward.