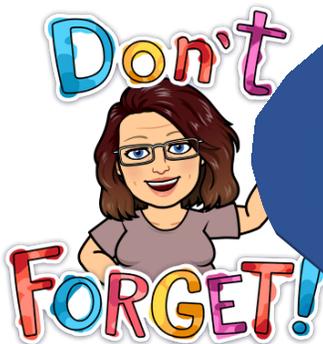


**DIGITAL LITERACY--AGENDA**  
**February 14, 2019—A1**

<p><b>DO NOW:</b></p>	<p>Log in to the computer. Go to: <a href="http://www.mrsoutland.weebly.com">www.mrsoutland.weebly.com</a></p> <ul style="list-style-type: none"> <li>• Read agenda at <a href="http://www.mrsoutland.weebly.com">www.mrsoutland.weebly.com</a></li> </ul> <p>Log-in to Google Classroom. Do the questions.          Log-in to your school email. Be in seat when the bell rings.  <b>PUT PHONES AWAY!</b></p>
<p><b>Class Norms</b></p>	<ol style="list-style-type: none"> <li>1. Be in class, seated and logged in when the bell rings.</li> <li>2. Put phones away and silenced before 10/10.</li> <li>3. Use calm indoor voice when working in groups.</li> <li>4. Create a positive culture; Be CREEK and be kind</li> <li>5. Pay attention to the speaker. Follow directions first time given.</li> <li>6. Respect your work area; clean up after yourself. Keep food away from computers.</li> <li>7. Use good work ethic when working in groups. Do your own work.</li> <li>8. E-mail Mrs. Outland with questions and to request a hall pass.</li> <li>9. Use all technology as a tool and not a toy.             <ol style="list-style-type: none"> <li>a. Red zone—No phone! Leave it Alone!</li> <li>b. Green zone--</li> </ol> </li> </ol>
<p><b>LEARNING GOALS</b></p>	<p align="center"><b>TODAY WE WILL:</b></p>
<p><b>USE E-MAIL TO:</b></p> <p>Send a message with the correct parts.</p> <p>Practice sending a message with correct grammar.</p>	<p><b><u>Log-in to your school e-mail. Go to: <a href="http://www.tchs.fcps.net">www.tchs.fcps.net</a></u></b></p> <ol style="list-style-type: none"> <li>1. Click on “student”, then “student resources”.</li> <li>2. Click e-mail, click “outlook”.</li> <li>3. Log-in using the same ID and Password to get on the Network.</li> <li>4. Send an email to Mrs. Outland at <a href="mailto:angela.outland@fayette.kyschools.us">angela.outland@fayette.kyschools.us</a></li> <li>5. Subject is: Questions</li> <li>6. Salutation: Hello Mrs. Outland</li> <li>7. Body: Write a few sentences with proper grammar, spelling, and punctuation telling Mrs. Outland if you are ready to participate in the school-wide recycling collection? Create a team for you to work with. Are you ready to go outside even when it is cold? Do you have coats and gloves to use? Will you be ready next week?</li> <li>8. Closing: Thanks! Type your name</li> </ol>
<p><b>NEW VIDEO TODAY!</b>          Choose one of the ideas:</p>	<p>Adobe Spark—Choose from one of the topics below.          E-mail Mrs. Outland with your choice.</p>

<ol style="list-style-type: none"> <li>1. Work with someone new.</li> <li>2. Choose a topic from the list.</li> <li>3. Email Mrs. Outland your choice.</li> <li>4. Due today.</li> </ol>	<p>Topics:</p> <ol style="list-style-type: none"> <li>1. How to recycle</li> <li>2. How to be responsible with computers in school</li> <li>3. Eating and drinking at computers (do's and don'ts)</li> <li>4. Manners: introductions, eating, saying excuse me.</li> <li>5. Be responsible in the lunch room; cutting line, leaving a mess.</li> <li>6. Dressing for success: dressing for school, an interview, dressing for the job.</li> <li>7. Manners in the hallway; bumping into people, saying excuse me, get out of the way, where to walk, and stopping to say hi.</li> <li>8. Respect with our mouth: Saying the N word, F word, speaking kindly.</li> <li>9. Respect during announcements and the Pledge. How to behave when someone is talking to you. Don't interrupt.</li> <li>10. Sharing our differences: Being respectful of each other's culture. Share your culture,</li> </ol>
<p>Learning goal: To create a</p> <p><b>NO FILMING OUTSIDE THE ROOM TODAY.</b></p>	<p>SPARK Video Formatting and Elements</p> <ol style="list-style-type: none"> <li>1. Length should be 3 to 5 minutes.</li> <li>2. At least Three video clips</li> <li>3. Text slides with voice.</li> <li>4. Two interviews</li> <li>5. Music</li> <li>6. Last slide is a credit slide listing the editors, creators, and people in the video.</li> </ol> <p>Adobe Spark Video #2 is due today!!</p>
<p><b>Learner outcomes:</b></p>	<p>Students will learn Microsoft Excel to be MOS Certified.</p>



*Be kind to earn Creek Cash in the month of February*

*1. Go above and beyond to be kind to others.*

*2. We all have our personal struggles. Be nice.*

