

**DIGITAL LITERACY--AGENDA**  
**February 22, 2019—B1**

<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: Check to see if you can log-in to ArtRage today. Send me a screen shot!!!</li> <li>8. Closing: Thanks! Type your name</li> </ol>
<p>Learning goal:          To create a VIDEO WITH a topic.</p> <p>Last day! Everyone send to me AGAIN for the last time.</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>