

**DIGITAL LITERACY--AGENDA**  
**February 25, 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>Go to <a href="http://www.tchs.fcps.net">www.tchs.fcps.net</a></p> <ul style="list-style-type: none"> <li>• Log into your school e-mail.</li> <li>• Log-in to Google Classroom. Do the questions.</li> </ul> <p>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! Red means Leave it Alone!</li> <li>b. Green zone—Yes phone! Green means check it to say YO!</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: Traditions</li> <li>6. Salutation: Hello Mrs. Outland</li> <li>7. Body: Write a few sentences with proper grammar, spelling, and punctuation discussing with Mrs. Outland one tradition you have in your family. What traditions in your culture will help you be a good employee?</li> <li>8. Closing: Thanks! Type your name</li> </ol>

<p><b>Google Classroom Assignment.</b>  <b>Learning goal: To define copyright.</b></p>	<p>Job Interview</p> <ol style="list-style-type: none"> <li>1. Answer the question.</li> <li>2. Give your honest opinion.</li> </ol>
<p>GOOGLE CLASSROOM ASSIGNMENT.</p> <p>Due today!</p>	<p>A Resume For Teens.</p> <ol style="list-style-type: none"> <li>1. Open your letterhead from a previous lesson.</li> <li>2. Open your resume from a previous lesson. <ol style="list-style-type: none"> <li>a. Save As lastname.firstname.Resume 2019</li> <li>b. Begin updating the resume.</li> </ol> </li> </ol>
<p>REQUESTING JOB REFERENCES.</p>	<p>Personal Job References</p> <ol style="list-style-type: none"> <li>1. Send three separate emails to three different teachers asking if he or she will be a job reference for you.</li> <li>2. References can't be family members or close personal friends.</li> <li>3. Cc Mrs. Outland in each email (three of them) for full credit.</li> </ol>
	<p>Gmetrix</p> <p>Continue to work on the lessons to be MOS certified.</p>
<p><b>Learner outcomes:</b></p>	<p>Students will learn how to apply for a job.</p>