

DIGITAL LITERACY--AGENDA
March 7, 2019—A1

<p>DO NOW:</p>	<p>Log in to the computer. Go to: www.mrsoutland.weebly.com</p> <ul style="list-style-type: none"> • Read agenda at www.mrsoutland.weebly.com <p>Go to www.tchs.fcps.net</p> <ul style="list-style-type: none"> • Log into your school e-mail. • Log-in to Google Classroom. Do the questions. <p>Log-in to your school email. Be in seat when the bell rings. PUT PHONES AWAY!</p>
<p>Class Norms</p>	<ol style="list-style-type: none"> 1. Be in class, seated and logged in when the bell rings. 2. Put phones away and silenced before 10/10. 3. Use calm indoor voice when working in groups. 4. Create a positive culture; Be CREEK and be kind 5. Pay attention to the speaker. Follow directions first time given. 6. Respect your work area; clean up after yourself. Keep food away from computers. 7. Use good work ethic when working in groups. Do your own work. 8. E-mail Mrs. Outland with questions and to request a hall pass. 9. Use all technology as a tool and not a toy. <ol style="list-style-type: none"> a. Red zone—No phone! Red means Leave it Alone! b. Green zone—Yes phone! Green means check it to say hello. No nasty texts or snaps
<p>LEARNING GOALS</p>	<p align="center">TODAY WE WILL:</p>
<p>USE E-MAIL TO:</p> <p>Send a message with the correct parts.</p> <p>Practice sending a message with correct grammar.</p>	<p><u>Log-in to your school e-mail. Go to: www.tchs.fcps.net</u></p> <ol style="list-style-type: none"> 1. Click on “student”, then “student resources”. 2. Click e-mail, click “outlook”. 3. Log-in using the same ID and Password to get on the Network. 4. Send an email to Mrs. Outland at angela.outland@fayette.kyschools.us 5. Subject is: March 12 6. Salutation: Hello Mrs. Outland 7. Body: Write a paragraph with proper grammar, spelling, and punctuation discussing with Mrs. Outland what test or event you will participate in on Tuesday, March 12? 8. Closing: Thanks! Type your name

<p>I am Learning to: <i>Use tables in Microsoft Word.</i></p> <p>So that I can: <i>Create a block letter.</i></p> <p>I know I have it when: <i>I can create block letter with no spelling or grammar errors.</i></p>	<p>Microsoft Word</p> <ol style="list-style-type: none"> 1. Open a Blank Document. 2. Save as the instructions instructs. 3. Use the Word Order handout. 4. Create the letter as listed. 5. Due today 6. Time limit: 20 minutes.
<p>I am Learning to: <i>Use Microsoft Word to create a document.</i></p> <p>So that I can: <i>Create a personal block letter for job hunting.</i></p> <p>I know I have it when: <i>I can create a one-page letter with no grammar errors or spelling errors.</i></p>	<p>Microsoft Word—A complaint Letter.</p> <ol style="list-style-type: none"> 1. Use the handout on Google Classroom. 2. Format as a Block Business letter. 3. Save as: Lastname.firstname.complaint 4. Print when Mrs. Outland tells you to print. 5. Upload to Google Classroom. 6. <p>Follow instructions the first time given. Time limit: 30 minutes.</p>
	<p>Open Gmetrix!</p> <ol style="list-style-type: none"> 1. Begin the training lessons. 2. E-mail Mrs. Outland with any issues. 3. Please, do not yell out Mrs. Outland's name.
<p>Learner outcomes:</p>	<p>Students will learn how to apply for a job.</p>

Game On!

CREEK CASH PARTY

March 27

2:15 pm

Popsicles & Board Games

10 CREEK CASH

Tickets on sale 3/25
in Media Center