

DIGITAL LITERACY--AGENDA

March 15, 2019—B1

DO NOW:	<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>
Class Norms	<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 kind5. 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
LEARNING GOALS	TODAY WE WILL:
Bellwork:	<p>Google Classroom</p> <ol style="list-style-type: none">1. What is comparison-shopping?
USE E-MAIL TO: Send a message with the correct parts. Practice sending a message with correct grammar.	<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.us5. Subject is: March 126. Salutation: Hello Mrs. Outland7. Body: Write a paragraph with proper grammar, spelling, and punctuation discussing with Mrs. Outland about the success of your testing or “Job Shadow” day.8. Closing: Thanks! Type your name

<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. Due today. <p>Follow instructions the first time given. Time limit: 30 minutes.</p>
<p>I am Learning to: <i>Create a budget in Microsoft Excel.</i></p> <p>So that I can: <i>Create a readable budget to spend \$100 for party supplies.</i></p> <p>I know I have it when: <i>I can create column and row headings. Enter numbers in a spreadsheet. Use the Autosum function to add totals.</i></p>	<p>Microsoft Excel:</p> <ol style="list-style-type: none"> 1. Open a blank worksheet. 2. Save as: Party Worksheet. 3. Create a Class Party Budget. <ol style="list-style-type: none"> a. Title is: My Class Party b. Sub title is: St. Patrick's Day! c. Column headings should be the name of three retail stores. You will comparison shop for the best deal on party foods. d. Row headings will be the names of five different food or drink items we will have for our party. e. Shop online for each store you chose. Find the best price for each food item and put the price in the appropriate cell. f. After comparison-shopping, total each column. g. Have a final total. h. Insert a pie chart of your comparison-shopping. i. Save early, save often.

