

## DIGITAL LITERACY--AGENDA

March 18, 2019—A1

<b>DO NOW:</b>	Log in to the computer. Go to: <a href="http://www.mrsoutland.weebly.com">www.mrsoutland.weebly.com</a> <ul style="list-style-type: none"><li>• Read agenda at <a href="http://www.mrsoutland.weebly.com">www.mrsoutland.weebly.com</a></li></ul> Go to <a href="http://www.tchs.fcps.net">www.tchs.fcps.net</a> <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> Log-in to your school email. Be in seat when the bell rings. <b>PUT PHONES AWAY!</b>
<b>Class Norms</b>	<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 hello. No nasty texts or snaps</li></ol></li></ol>
<b>LEARNING GOALS</b>	<b>TODAY WE WILL:</b>
<b>Bellwork:</b>	Google Classroom <ol style="list-style-type: none"><li>1. = in Excel.</li></ol>
<b>USE E-MAIL TO:</b>  Send a message with the correct parts.  Practice sending a message with correct grammar.	<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> <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: March 18</li><li>6. Salutation: Hello Mrs. Outland</li><li>7. Body: Write a paragraph with proper grammar, spelling, and punctuation discussing with Mrs. Outland your grades and how you will get caught up before Spring Break.</li><li>8. Closing: Thanks! Type your name</li></ol>

<p><b>I am Learning to:</b> <i>Use Microsoft Word to create a document.</i></p> <p><b>So that I can:</b> <i>Create a personal block letter for job hunting.</i></p> <p><b>I know I have it when:</b> <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"> <li>1. Open the file: Lastname.firstname.complaint</li> <li>2. Proof read the letter. Make sure all parts of the complaint letter are real.</li> <li>3. The letter should be block style letter.</li> <li>4. Make sure all paragraphs are present (just like the sample letter).</li> <li>5. Print the letter. Leave it at the printer. Don't go to the printer.</li> <li>6. Upload to Google Classroom.</li> <li>7. Due today.</li> </ol> <p>Follow instructions the first time given. Time limit: 30 minutes.</p>
	<p>Microsoft Excel:</p> <ol style="list-style-type: none"> <li>1. Open Party Worksheet.</li> <li>2. Create a Class Party Budget. <ol style="list-style-type: none"> <li>a. Title is: My Class Party</li> <li>b. Sub title is: St. Patrick's Day!</li> <li>c. Column headings should the name of three retail stores. You will comparison shop for the best deal on party foods.</li> <li>d. Row headings will be the names of five different food or drink items we will have for our party.</li> <li>e. Shop online for each store you chose. Find the best price for each food item, and put the price in the appropriate cell.</li> <li>f. Create a row with TOTAL as the title.</li> <li>g. Create a column for the TOTAL for each food item.</li> <li>h. After comparison-shopping, total each column.</li> <li>i. Have a final total.</li> <li>j. Insert a pie chart of your comparison-shopping.</li> <li>k. Save early, save often.</li> </ol> </li> </ol>
	<p>Open Gmetrix!</p> <ol style="list-style-type: none"> <li>1. Begin the training lessons.</li> <li>2. E-mail Mrs. Outland with any issues.</li> <li>3. Please, do not yell out Mrs. Outland's name.</li> </ol>
<p><b>Learner outcomes:</b></p>	<p>LAST DAY FOR LATE WORK IS MARCH 29, 2019</p>

**Game  
On!**



Tickets on sale 3/25  
in Media Center

# **CREEK CASH PARTY**

**March 27**

**2:15 pm**

**Popsicles &  
Board Games**

**10 CREEK CASH**