

## DIGITAL LITERACY--AGENDA

March 4, 2019—B1

<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 YO!</li></ol></li></ol>
<b>LEARNING GOALS</b>	<b>TODAY WE WILL:</b>
<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: 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 why you need to make up any work from January.</li><li>8. Closing: Thanks! Type your name</li><li>9.</li></ol>

<p><b>I am Learning to:</b> <i>Use email correctly and efficiently.</i></p> <p><b>So that I can:</b> <i>Send a message with an image.</i></p> <p><b>I know I have it when:</b> <i>I can do a screen shot of my screen and e-mail it to the teacher.</i></p>	<p>ARtRage</p> <ol style="list-style-type: none"> <li>1. Check to see if the icon is on your desktop.</li> <li>2. Open the program.</li> <li>3. Do you see a request for a license number?</li> <li>4. Email a screen shot of what is on your screen.</li> <li>5. Email to Mrs. Outland.</li> <li>6. Time limit: 10 minutes.</li> </ol>
<p><b>Google Classroom Assignment.</b></p> <p><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><b>I am Learning to:</b> <i>Use tables in Microsoft Word.</i></p> <p><b>So that I can:</b> <i>Create a personal letterhead</i></p> <p><b>I know I have it when:</b> <i>I can create a letterhead with no borders, no grammar errors or spelling errors.</i></p>	<p>Personal Letterhead</p> <ol style="list-style-type: none"> <li>1. Open Microsoft Word.</li> <li>2. Save as: lastname.firstname.letterhead</li> <li>3. Follow the directions on Google Classroom to create your personal letterhead.</li> <li>4. Upload to Google Classroom.</li> <li>5. Due today.</li> <li>6. Time Limit: 30 minutes.</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 resume for job hunting.</i></p> <p><b>I know I have it when:</b> <i>I can create a one-page resume with no borders, no grammar errors or spelling errors.</i></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> <li>c. Use Susie S Student as a guide.</li> <li>d. Due today. Upload to Google Classroom.</li> <li>e. Time limit: 30 minutes.</li> </ol> </li> </ol>
<p><b>I am Learning to:</b> <i>Use Microsoft Outlook</i></p> <p><b>So that I can:</b> <i>Send professional email</i></p> <p><b>I know I have it when:</b> <i>Send an email with no spelling errors, no capitalization errors, and no punctuation errors.</i></p>	<p>REQUESTING JOB REFERENCES 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>MAKEUP DAY!</p> <ol style="list-style-type: none"> <li>1. Submit all Google Classroom questions from February.</li> <li>2. Submit Spark Videos</li> <li>3. Do Resume, Letterhead, etc.</li> </ol>
<p><b>Learner outcomes:</b></p>	<p>Students will learn how to apply for a job.</p>