

DIGITAL LITERACY--AGENDA

March 6, 2019—B1

DO NOW:	Log in to the computer. Go to: www.mrsoutland.weebly.com <ul style="list-style-type: none">• Read agenda at www.mrsoutland.weebly.com Go to www.tchs.fcps.net <ul style="list-style-type: none">• Log into your school e-mail.• Log-in to Google Classroom. Do the questions. Log-in to your school email. Be in seat when the bell rings. PUT PHONES AWAY!
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 Yes Phone. No nasty texts, Instas or snaps.
LEARNING GOALS	TODAY WE WILL:
USE E-MAIL TO: Send a message with the correct parts. Practice sending a message with correct grammar.	<u>Log-in to your school e-mail. Go to: www.tchs.fcps.net</u> <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: My year6. Salutation: Hello Mrs. Outland7. Body: Write a paragraph with proper grammar, spelling, and punctuation discussing with Mrs. Outland some of your experiences this school year with college visits. What college did you visit? Did you the college feel like a right fit for you?8. Closing: Thanks! Type your name

<p>Bellwork:</p>	<p>Google Classroom:</p> <ol style="list-style-type: none"> 1. Computer hardware and software. 2. Answer the question using your own words. 3. Due today. 4. Time limit: 10 minutes. 5. Point value: 25 (no points lost for an incorrect answer. No credit giving for copy and paste)
	<p>JOB APPLICATION</p> <ol style="list-style-type: none"> 1. Write neatly with blue or black ink. 2. Sign the bottom of the job application 3. List the three teachers you e-mailed as your references. 4. Due today. Place in the class return work tray. 5. Time limit: 20 minutes.
<p>I am Learning to: <i>Use tables in Microsoft Word.</i></p> <p>So that I can: <i>Create a personal letterhead</i></p> <p>I know I have it when: <i>I can create a letterhead with no borders, no grammar errors or spelling errors.</i></p>	<p>Open the file lastname.firstname.letterhead</p> <ol style="list-style-type: none"> 1. Make any corrections according to the directions on Google Classroom. 2. Print. Leave at the printer 3. Due today. 4. Time Limit: 30 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 resume for job hunting.</i></p> <p>I know I have it when: <i>I can create a one-page resume with no borders, no grammar errors or spelling errors.</i></p>	<p>Open the file: lastname.firstname.Resume 2019</p> <ol style="list-style-type: none"> a. This resume was created using Susie S Student as a guide. b. Print. Leave it at the printer. c. Time limit: 30 minutes. <p>**Note. The Letterhead and Resume were completed in previous lessons.</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>