

DIGITAL LITERACY--AGENDA

March 7, 2019—A1

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:
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: My year6. Salutation: Hello Mrs. Outland7. Body: Write a paragraph with proper grammar, spelling, and punctuation discussing with Mrs. Outland five of your technical skills that will make you a good employee in a retail store. Be specific.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 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>Personal Letterhead</p> <ol style="list-style-type: none"> 1. Open Microsoft Word. 2. Save as: lastname.firstname.letterhead 3. Follow the directions on Google Classroom to create your personal letterhead. 4. Print. Leave at the printer 5. Due today. 6. 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>A Resume For Teens.</p> <ol style="list-style-type: none"> 1. Open your letterhead from a previous lesson. 2. Open your resume from a previous lesson. <ol style="list-style-type: none"> a. Save As lastname.firstname.Resume 2019 b. Begin updating the resume. c. Use Susie S Student as a guide. d. Print. Leave it at the printer. e. Time limit: 30 minutes.
	<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.
Learner outcomes:	Students will learn how to apply for a job.

