

CAREER & TECHNICAL EDUCATION

MS. NELSON

7th Grade ----- Introduction to Office Productivity

Week 1: August 24th - August 28th, 2020

MONDAY

1. **Opening** (36.24 min)

Pay Attention to the Videos and Take Notes for the Quiz.....

- Zoom Etiquette
 - <https://www.youtube.com/watch?v=Mcr-tQRblWk> (2.37)
 - <https://www.youtube.com/watch?v=b91oApqI784> (1.26)
 - <https://www.youtube.com/watch?v=urRBuzH-bRc> (3.31)
- Classroom Online Etiquette
 - <https://www.youtube.com/watch?v=8yhOxIWCsr0> (6.38)
- Online Etiquette
 - <https://www.youtube.com/watch?v=1qJ05sViDjA> (1.26)
- Rules of the Digital Classroom
 - https://www.youtube.com/watch?v=M6B4_oUeZhw (1.29)
- Virtual Classroom Rules
 - <https://www.youtube.com/watch?v=Fiybfktp1s8> (1.30)
 - <https://www.youtube.com/watch?v=z7ymrgPVYwQ> (1.46)
- Virtual Learning Video Etiquette
 - <https://www.youtube.com/watch?v=EgMwRU04aX4> (6.31)
- Online Class Rules
 - <https://www.youtube.com/watch?v=zJzS3lnClw4> (2.20)
- Your Online World
 - <https://www.youtube.com/watch?v=cwHmnaHEkYc> (2.14)
- Students on Zoom!
 - <https://www.youtube.com/watch?v=RPtAt1ZUXw8> (3.36)
 - <https://www.youtube.com/watch?v=BO9d11R0nLM> (3.20)
- **Take QUIZ on Videos**
- Attendance Taken During Opening Video
 - Make sure when you are let in to Zoom, you sign in to Chat as documentation of your attendance
 - You are NOT to use CHAT unless you are asking me a question, or unless I have told you to type something in
 - Make sure you turn your video on (Participation)
 - Reminders

2. **Discussion on "All About Me" Project** (15 min)

- Expectations
- Questions/Answers
- How to use Google Slides
 - <https://www.youtube.com/watch?v=lfpnelqnXTE> (7.08)
 - How to Submit Google Slides in Canvas
 - <https://www.youtube.com/watch?v=kvMKnhLxtfU> (5.41)
 - <https://www.youtube.com/watch?v=300TjIqlagc> (1.26)

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TUESDAY

- 1. Today is SUNGLASSES DAY!! Wear your sunglasses to only this Zoom class. You will have the opportunity to share with everyone. You do not have to but you can.**
- 2. Opening** (min)
 - How to use Google Slides
 - <https://www.youtube.com/watch?v=CAk93Jsc2pM> (14.38)
 - <https://www.youtube.com/watch?v=loog1lyDuRE> (4.25)
 - Example of All About Me Slide Show
 - https://www.youtube.com/watch?v=RU_qSkXo3hQ (3.06)
 - https://www.youtube.com/watch?v=r0q_U7FT_TO (7.02)
 - Adding Images in Google Slides
 - <https://www.youtube.com/watch?v=0e97Vd4CyyE> (6.00)
 - <https://www.youtube.com/watch?v=C5Y20yyIB7A> (3.59)
 - <https://www.youtube.com/watch?v=o5FwG2tLPIk> (1.45)
 - How to Submit Google Slides in Canvas
 - https://www.youtube.com/watch?v=kvMKnhL_xtfU (5.41)
 - <https://www.youtube.com/watch?v=300TjIqlagc> (1.26)
- 3. After Zoom Class Meeting work on All About Me Activity**
 - DUE: Friday, August 21, 2020 by 11:59pm
 - Watch as a class on Monday, August 24, 2020
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WEDNESDAY

- 1. Work on "All About Me" Project**
 - Due Friday, August 21, 2020 by 11:59pm** (This is a MAJOR GRADE in PowerSchool.)
- 2. NO ZOOM ON WEDNESDAY'S** - This is your work day. Use this day to complete your work or catch up on your work or work ahead if you are allowed.

THURSDAY

- 1. Today is WILD HAIR DAY (on this Zoom class only)!! You can make your hair as wild as you want today on this Zoom.. You will have the opportunity to share with everyone and talk about how you created it. You do not have to but you can.**
- 2. Opening** (12 min)
- 3. Discuss Progress on "All About Me" Project** (2 min)
 - 1. Course Outline Review** (8 min)
Blueprint Review: 1.00
 - Understand interests, attitudes, values, personality, learning styles, & skills
 - Microburst
- 3. iPad Tips & Tricks Videos - Take Notes for Quiz**
 - Introduction to the Keyboard (3.24 min)
<https://www.youtube.com/watch?v=nlNn2Uw3FAg>
 - 10 Easy Shortcuts Everyone Needs to Know (10 min)
<https://www.youtube.com/watch?v=HG5aNPH0eKs>
 - iPad Tips & Tricks (4.24 min)
<https://www.youtube.com/watch?v=sPDL DG-UD5c&pbjreload=101>
- 4. Take Quiz using link on Canvas** (You may use your notes)(15 min)
- 5. Turn in All About Me Projects** - by 11:59 pm Friday, August 21, 2020
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FRIDAY

- 1. Today is CRAZY HAT DAY!! Wear a hat or a crazy hat to only this class. You will have the opportunity to share with everyone. You do not have to but you can. (This is not HOODIE DAY.... that is a DIFFERENT day!!)**
- 2. Opening** (34 min)
 - Microburst Video
 - Google Docs Videos
- 3. Project Reminder** ("All About You" Projects due by 11:59pm tonight, Friday, August 21, 2020.) (2 min)
Have a great weekend!