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| **Teacher Name** | **Williams, Anthony** | **Unit Name** | **Week 1** |
| **Course** | **Business Info. Mgmt.** | **Dates** | **8/22 – 8/26** |

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| **Monday** | **Daily Objective:** This week we will focus on getting acquainted with the Teacher; peers; Teacher Expectations; Student Expectations, Course Expectations, Canvas Navigation, and Technology Basics.    **Agenda with Approximate Time Limits:**     1. Do Now: Review class schedule (5 minutes) 2. Direct Instruction: Greetings; Discussing Teacher Expectations; Discussing Student Expectations, Class room Rules (20 minutes) 3. Guided Practice: Ice Breaker (20 minutes) 4. Exit Ticket: Q&A (5 minutes)   **Formative Assessment:** Smart Board, Keyboarding Account, MOS Websites, Quizizz, Typing Tests, Projects, Quizzes, Unit Tests, Digital Notebooks, G-Metrix  **Modifications:** Word Wall, Lecture Notes, Simulations, Videos  **Intervention:** Students will be provided Teacher email & Tutorial Hours  **Extension:** Peer Assistance, Lunch Tutorials, Student Conferences  **Follow-Up/Homework:** Students should review the posted course syllabus on Canvas to become more familiar with expectations, weekly assignments, and resources. |
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| **Tuesday** | **Daily Objective:** This week we will focus on getting acquainted with the Teacher; peers; Teacher Expectations; Student Expectations, Course Expectations, Canvas Navigation, and Technology Basics.    **Agenda with Approximate Time Limits:**     1. Do Now: Review class schedule & Classroom Rules (5 minutes) 2. Direct Instruction: Discussing a re-cap of Expectations & Classroom Rules; Rest Room Passes; Professionalism in the Classroom; Discussing the Syllabus; How to Navigate Course with Canvas (20 minutes) 3. Guided Practice: Ice Breaker (20 minutes) 4. Exit Ticket: Q&A (5 minutes)   **Formative Assessment:** Smart Board, Keyboarding Account, MOS Websites, Quizizz, Typing Tests, Projects, Quiz4, Unit Tests, Digital Notebooks, G-Metrix  **Modifications:** Word Wall, Lecture Notes, Simulations, Videos  **Intervention:** Students will be provided Teacher email & Tutorial Hours  **Extension:** Peer Assistance, Lunch Tutorials, Student Conferences  **Follow-Up/Homework:** Students should review the posted course syllabus on Canvas to become more familiar with expectations, weekly assignments, and resources. |
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| **Wednesday/Thursday** | **Daily Objective:** This week we will focus on getting acquainted with the Teacher; peers; Teacher Expectations; Student Expectations, Course Expectations, Canvas Navigation, and Technology Basics.    **Agenda with Approximate Time Limits:**     1. Do Now: Log in to Canvas to review this week’s agenda (5 minutes) 2. Direct Instruction: Discussing how to post & reply to a discussion post on Canvas (25 minutes) 3. Guided Practice: Complete Discussion Post & respond to 2 peers’ postings on Canvas (40 minutes) 4. Exit Ticket: Q&A; Ice Breaker (20 minutes)   **Formative Assessment:** Smart Board, Keyboarding Account, MOS Websites, Quizizz, Typing Tests, Projects, Quizizz, Unit Tests, Digital Notebooks, G-Metrix; Discussion Posts  **Modifications:** Word Wall, Lecture Notes, Simulations, Videos  **Intervention:** Students will be provided Teacher email & Tutorial Hours  **Extension:** Peer Assistance, Lunch Tutorials, Student Conferences  **Follow-Up/Homework:** Students should review the posted course syllabus on Canvas to become more familiar with expectations, weekly assignments, and resources. |
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| **Friday** | **Daily Objective:** This week we will focus on getting acquainted with the Teacher; peers; Teacher Expectations; Student Expectations, Course Expectations, Canvas Navigation, and Technology Basics.    **Agenda with Approximate Time Limits:**     1. Do Now: Log in to Canvas to review this week’s agenda; Log in Quizizz with code, then wait. (5 minutes) 2. Direct Instruction: Completing Quizizz Activity (20 minutes) 3. Guided Practice: Reviewing Results from Quizizz (20 minutes) 4. Exit Ticket: Q&A (5 minutes)   **Formative Assessment:** Smart Board, Keyboarding Account, MOS Websites, Quizizz, Typing Tests, Projects, Quizizz, Unit Tests, Digital Notebooks, G-Metrix; Discussion Posts  **Modifications:** Word Wall, Lecture Notes, Simulations, Videos  **Intervention:** Students will be provided Teacher email & Tutorial Hours  **Extension:** Peer Assistance, Lunch Tutorials, Student Conferences  **Follow-Up/Homework:** Students should review the posted course syllabus on Canvas to become more familiar with expectations, weekly assignments, and resources. |