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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.  |