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| **Teacher Name** | **Williams, Anthony** | **Unit Name** | **Week 2** |
| **Course** | **Business Info. Mgmt.** | **Dates** | **8/29 – 9/2** |

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| **Monday** | **Daily Objective:** This week we will focus on learning the foundation of Word Processing that includes the Ribbon & Window Layout.    **Agenda with Approximate Time Limits:**     1. Do Now: Launch Canvas to review this week’s agenda; and launch Microsoft Word application. Then wait. (5 minutes) 2. Direct Instruction: Discussing how to take notes in the course; How to save a File; and Introduction to Microsoft Word Window Layout (20 minutes) 3. Guided Practice: Review notes and save file to your usb flash drive (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  **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 learning the foundation of Word Processing that includes the Ribbon & Window Layout.    **Agenda with Approximate Time Limits:**     1. Do Now: Launch Canvas to review this week’s agenda; and launch Microsoft Word application. Then wait. (5 minutes) 2. Direct Instruction: Discussing difference between File Save As vs. Save; Split Screen, and other useful tips for the course (20 minutes) 3. Guided Practice: Review notes and utilize the steps to save file to your usb flash drive (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  **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 learning the foundation of Word Processing that includes the Ribbon & Window Layout.    **Agenda with Approximate Time Limits:**     1. Do Now: Log in to Canvas to review this week’s agenda. The open a new window tab, then wait. (5 minutes) 2. Direct Instruction: Discussing how to navigate with 2 Course Resources (25 minutes) 3. Guided Practice: Registering with 2 web resources; then completing 2 class assignments (40 minutes) 4. Exit Ticket: TBA (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 learning the foundation of Word Processing that includes the Ribbon & Window Layout.    **Agenda with Approximate Time Limits:**     1. Do Now: Log in to Canvas to review this week’s agenda; Open a new Web Tab, then wait. (5 minutes) 2. Direct Instruction: Discussing/Modeling how to navigate with Online Keyboarding Account (20 minutes) 3. Guided Practice: Create Keyboarding Account & record your email & password (20 minutes) 4. Exit Ticket: TBA (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. |