

**Digital Literacy—A2 & A3**  
**April 27, 2020—NTI A Day #8**

<p align="center"><i>Remember</i></p>	<p align="center"><a href="http://www.mrsoutlandteachingit.weebly.com">www.mrsoutlandteachingit.weebly.com</a></p> <p align="center">**email Mrs. Outland if this site is blocked for you**</p>
<p align="center"><b>Class Connection</b></p>	<p align="center"><b>Please connect with our Class</b></p> <p>Class website: <a href="http://www.mrsoutlandteachingit.weebly.com">www.mrsoutlandteachingit.weebly.com</a></p> <p>Twitter: @MzOutland</p> <p>Instagram: mzoutland</p> <p>Facebook: Mz_Outland Class Creations</p> <p>Remind: Send a text to: 81010 @ 99889a9 for Digital Literacy.</p> <p>Google Classroom Code for A2: lx4vyc3</p> <p>Google Classroom Code for A3: naop5wu</p> <p>You Tube Channel:</p>
	<ol style="list-style-type: none"> <li>1. School is in session. Complete online assignments as best you can.</li> <li>2. Read agenda for assignments.</li> <li>3. Check in with Mrs. Outland by sending an email.</li> <li>4. Email Mrs. Outland with any questions or concerns.</li> <li>5. Attend Zoom Conference when scheduled</li> <li>6. Follow/join class social media for class connection</li> <li>7. Check school email daily</li> <li>8. Do the best you can; we are all in this together! #TogetherKy</li> <li>9. Pay attention to due dates.</li> </ol>
<p align="center"><b>HEADS UP!</b></p>	<p><b>Google Classroom Assignment</b></p> <ol style="list-style-type: none"> <li>1. We're Hiring! Name three places in Lexington that are hiring.</li> <li>2. Due today.</li> </ol>
 <p align="center"><b>Email</b></p>	<p>Email Mrs. Outland at <a href="mailto:angela.outland@fayette.kyschools.us">angela.outland@fayette.kyschools.us</a></p> <ol style="list-style-type: none"> <li>1. Subject: Job applications</li> <li>2. Use a salutation: Hello Ms. Outland</li> <li>3. In the body: In a few sentences, tell Mrs. Outland names of restaurants or stores you want to get a job.</li> <li>4. Closing: Kind Regards,</li> <li>5. Use your signature block.</li> </ol>
<p>Due date: Monday, April 27.</p>	<p>Go to <a href="http://www.testout.com">www.testout.com</a></p> <ol style="list-style-type: none"> <li>1. Your ID is your school email.</li> <li>2. Password is: TestOut2020#</li> <li>3. You will be instructed to change the generic password to something only you know.</li> <li>4. Email Mrs. Outland with problems. Send a screen shot.</li> </ol>
	<p><b>Personal Letter Head</b></p> <ol style="list-style-type: none"> <li>1. Upload a copy of your personal letterhead we created last semester.</li> <li>2. If you don't have a copy, tell Mrs. Outland in a comment in Google Classroom.</li> <li>3. Due Monday, April 27, 2020</li> </ol>

I will be able to: Create a Resume  
 So I can: Develop a document for work.  
 I know I have it when: I have formatted a readable Resume.

Create a Resume, Draft 1  
 \*\*This lesson is for the students who don't have a copy of their Resume, or didn't get started.

1. Use the Susie S Student handout on Google Classroom.
2. Use Microsoft Word if you can. Microsoft Office is a free download.
3. Open Microsoft Word. Choose "No Spacing" on the Ribbon at the top of the screen.
4. Set the font to "Times New Roman" Size 12.
5. Save as: lastname.firstname.Resume2020

Upload to Google Classroom.

Resume Draft 2  
 \*\*This assignment is for students who have already typed a Resume.

1. Open the Resume file
2. Proofread for errors.
3. Upload to Google classroom.

Due date: April 27 by Midnight.  
 Note: Please don't stress about the resume. Upload what you have, so I can take a look.  
 \*\*We are all in this together! You got this!\*\*\*

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# Announcements



How do I change my password for my school email?

- Technology Help Desk for Students: 859-381-4410
  - Help desk hours: 8:00 a.m. –5:00 p.m.



UPDATED BLOCK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
APRIL 20	APRIL 21	APRIL 22	APRIL 23	APRIL 24
A	B	A	B	C-CONNECT
APRIL 27	APRIL 28	APRIL 29	APRIL 30	MAY 1
A	B	A	B	C-CONNECT

ROTATION SCHEDULE



Starting Monday, April 20, 2020:

- Every Monday and Wednesday will be an A-day
- Tuesday and Thursday will be a B-day. This is to provide consistency for students.
- Every Friday will be a C-Day for students/teachers/families to Connect
- Teachers may have assignments due on a Friday.
- Fridays, The Connect Day will be used for :
  - remediation,
  - extra help,
  - catching up,
  - student/teacher conferences, or
  - teacher/family conferences, etc.



**You are loved and missed!!**  
**We can do this together!**  
**Mrs. Outland is only a message away if you need ANYTHING!**



How do I change my password for my school email?

- Technology Help Desk for Students: 859-381-4410
  - Help desk hours: 8:00 a.m. –5:00 p.m.

What if I have a problem getting a computer or the Internet?

- Email Mrs. Outland.

How do my parents get information about my school's NTI?

- Go to this web page: <https://www.fcps.net/domain/10750>