**Vision** - St. Louis Public Schools is the district of choice for families in the St. Louis region that provides a world-class education and is nationally recognized as a leader in student achievement and teacher quality.

**Mission** - We will provide a quality education for all students and enable them to realize their full intellectual potential.

**Insert School Name – Weekly Virtual Learning Planner**

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| --- | --- | --- | --- | --- | --- |
| **Teacher**  | Holland | **Grade** | 10th, 11th, and 12th | **Subject** | Desktop Publishing |
| **Week of** | 8-31-20209-4-2020 | **Topic/Title** | Introduction and Class Etiquette and Microsoft Word Review and Navigation |

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| --- | --- | --- | --- | --- | --- |
| **Lesson/Topic** | **Lesson Target/Objective**  | **Synchronous/Live Instruction**  | **Asynchronous Playlist**  | **Assessment/Performance Task**  | **Due Date** |
| **Lesson 1 8/31/2020** | Introduction to Virtual Learning via Teams and Mindtap | PowerPoint introducing myself and students will introduce themselves on what they did over the summer and what they are looking forward to do.MS Teams Etiquette and how to navigate using MS Teams Assignments, Class Notebook, Wiki, and Mindtap | Use a web browser and access and read the following article articles below then answer the 7 discussion questions:Upload Word document to MS Teams | Students will participate in an interactive application and answer questions regarding content via [www.menti.com](http://www.menti.com) | 8/31/2020 end of class day. |
| **Lesson 2 9/2/2020** | Download and upload to MS Teams and refresher on Microsoft Word | PowerPoint instructions on how to access Cornell notes and how to upload the documents into MS TeamsAccess Word directly from TeamsAccess Mindtap directly from TeamsMicrosoft Word Activities on saving and sharing Text Basics | Students will practice downloading and uploading the Cornell notes document onto MS Teams by summarizing what they learned from the PowerPoint on how to download and upload.Complete Word activity on Saving and Sharing DocumentsText Basics Practice Document Activity and upload the finished document in MS Teams under assignments. | Exit Ticket and uploaded document | 9/2/2020 end of class day |
| **Lesson 3 9/4/2020** | Review the syllabus and Introduction to young entrepreneurs and African American Entrepreneurs.  | Review the Syllabus Complete Microsoft Word Activity on Formatting | Complete the Word ActivityFormatting and upload the finished document in MS Teams in the assignment area. | Exit Ticket and uploaded document | 9/4/2020 |