



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.

McKinley High School – Weekly Virtual Learning Planner

Teacher	Ms. Romie Harris	Grade	11 th & 12 th	Subject	Microsoft Prep
Week of	08/31/20 – 09/11/20	Topic/Title	Technology Training & Module 1: Creating, Formatting, and Editing a Word Document with a Picture		

Lesson/Topic	Lesson Target/Objective	Synchronous/Live Instruction	Asynchronous Playlist	Assessment/Performance Task	Due Date
Lesson 1 (Date) 08/31 & 09/01	In this Class: I can determine how to use Microsoft Teams and all the virtual platforms that will be used I can identify the Learning & Virtual Expectations in in the classroom	Give students tutorial on using Teams, Cengage, Flipgrid, Nearpod and other technology tools. Lesson on virtual learning knowledge & Creating a Virtual Space Students will engage in Community Building Activities Lesson on promoting student & teacher relationships in the virtual learning experience. (students will complete a getting to know you activity Review Class Syllabus	Students will create their own virtual classrooms.	• Exit Slip : Technology Training	09/02
Lesson 2 (Date) 09/02 & 09/03 & 09/04	I can continue to learn about using technology platforms I can identify ways to develop relationships with students in my virtual classroom I can identify the Virtual learning expectations	Live Lesson on Community Building & Virtual Learning Lessons on how to use the various technology platforms Breakout Rooms for various community-building activities.	Students will create an All about me on Flip grid Students will complete various technology activities in TEAMS, Flipgrid, & Nearpod	Exit Slip : Microsoft Expectations	09/04
Lesson 3 (Date) 09/07 & 09/08	I can Enter text in a Word document Check spelling as you type Format paragraphs	Microsoft Basics (Microsoft Tutorial) Discussion on Various Ways to use Microsoft Word (how to manipulate keys & functions)	Cengage Activities: nglysync.cengage.com Module 1: Online Training	Exit Slip : Identify ways to use Microsoft Word	09/08
Lesson 4 (Date) 09/09 & 09/10	I can Undo and redo commands or actions Change theme colors	Shortcut Keys Lesson PowerPoint Presentation on Module 1:	PROJECTS : Students will complete the following:	Exit Slip: Identify (3) careers that will allow you to utilize your Microsoft Skills	09/10

	Insert digital pictures in a Word document	Creating, Formatting, and Editing a Word Document with a Picture	<ul style="list-style-type: none"> • Project 1: Hawthorne Community Theatre Flyer • Project 2: Harper's Ferry Classic Car Show Flyer 		
Lesson 5 (Date)	<p>In this Class: I can determine how to use Microsoft Teams and all the virtual platforms that will be used</p> <p>I can identify the Learning & Virtual Expectations in in the classroom</p>	<p>Give students tutorial on using Teams, Cengage, Flipgrid, Nearpods and other technology tools. Lesson on virtual learning knowledge & Creating a Virtual Space</p> <p>Students will engage in Community Building Activities</p> <p>Lesson on promoting student & teacher relationships in the virtual learning experience. (students will complete a getting to know you activity</p> <p>Review Class Syllabus</p>	Students will create their own virtual classrooms.	• Exit Slip : Technology Training	09/02