

Digital Literacy Study Guide

Cycle III "Power "

Feb 3 & 5

Overview:

Guiding question

Checklist:

Tuesday

___ finish your timeline and share it with Ms. Emily

___ Turn in your yellow time line study guide

___ Press your gear button and select calendar

Add the following items to 'my calendar' (be prepared to share some of the features you discover)

___ Press the 'create' button to create an event. Add your birthday (make sure you choose 'all day' rather than a specific time)

___ Look at Friday, February 6th. What is the event at 4 pm? _____

___ Click once on the February 6th event. If you are going copy the event to your calendar.

___ Look to the left window listing the calendar and find the MMAjr calendar, tap on the red box next to MMAjr and the archery event disappears. Now turn the calendar back on. MMAjr is like a layer laid atop your calendar. You can add as many calendars as you wish.

___ If you are a checklist person you can tap the box labeled tasks. This opens up a pane on the right hand side of your screen.

___ On the top of your calendar you have the option to view by day, week, 4 day, month or agenda. List the one you prefer _____

___ Invite someone you know to our Gala on March 21 at 5 pm. Make sure you enter the location as Hub801 3525 Riverdale Road, Riverdale 84404. To the right you will see where you can enter guests. Just enter their email address. Invite as many as you want. They should RSVP.

___ Go to Ms. Emily's blog (blogs.mariamontessoriacademy.org/msemily). On the left side of the page there is a Google Calendar button. Click on it and the MMAjr calendar should open up. If there is an event that you want to put into your calendar you can select to 'copy to my calendar'.

___ Be prepared to share something useful you discovered about Google Calendars with the class on Thursday.

Thursday

Today is a flex day. You can get help with anything we have covered so far:

____ Show Ms. Emily your Kahoot if it has 5 questions (extra credit)

____ Email attachments

____ Shared Google Doc or Spreadsheet

____ Timeline

____ Calendar

If you have the work above listed you are welcome to play with the settings on your Google Account.

Add a fun background picture, add some contacts, you can even look through the gear box and send me an email about what other tools you want to cover in this class.

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