

WEEK OF: SEPTEMBER 14, 2020

CLASS: IT 202

TEACHER: Juli Troxel

CONTACT INFO: juli.troxel@thedeltahighschool.com, or contact me via Remind

OBJECTIVES:

Decide if you want to take this course for college credit.

Find Certiport username and password. Look for Outlook Channel in Team.

Complete Outlook Assignments on Time

ZOOM LINKS: Use your Outlook Calendar for Link

YOUR ASYNCHRONOUS RESPONSIBILITIES BEFORE ZOOM LESSON #1:

Complete Signature Assignment

YOUR RESPONSIBILITIES AFTER ZOOM #1:

Find Certiport username and password used 9th grade year. Reset password if necessary.

Contact me for username information by the end of office hours Tuesday.

YOUR ASYNCHRONOUS RESPONSIBILITIES AFTER ZOOM #1:

Check Team IT-202 Daily

Check School Email Daily

YOUR ASYNCHRONOUS RESPONSIBILITIES BEFORE ZOOM LESSON #2:

Complete Contact Group for the Class

Send Polling Email

YOUR RESPONSIBILITIES AFTER ZOOM #2:

Complete Polling responses

YOUR ASYNCHRONOUS RESPONSIBILITIES AFTER ZOOM #2:

Send Polling Tracking Responses to Ms. Troxel

IDEAS FOR USING YUR ASYNCHRONOUS TIME:

Review CWU Syllabus

Complete Outlook Assignments

DUE DATES:

Monday, September 14, 2020 – Signature Assignment

Wednesday, September 16, 2020 – Completed Outlook Group and Sent Polling Email

Friday, September 18, 2020 – Completed all Polls and emailed Ms. Troxel results.

TEST DATES:

Certiport Proctored Exams will be scheduled during Asynchronous Times. More information to follow.

OFFICE HOURS:

T-F 11:45am – 12:45pm; E-mail or Message me for questions. I will setup an online meeting if necessary.