

Remote Learning Plan: Microsoft Office Applications

Kelly Gaudette

Google Classroom Codes:

2nd Period: wmdvj3k

4th Period: e4sc6xt

Online textbook log-in link for all classes:

<https://nglsync.cengage.com/portal/Account/LogOn?ReturnUrl=%2fportal>

Note: Accounts were created at the start of the semester/year. Email me (kgaudette@fairborn.k12.oh.us) if you cannot access your account. Username and password should be the same as your school network log/in. For example: 20kgaudette (username) fcs#### (password)

Assignment Posting:

Weeks of 3/16/20 - 4/9/20

As explained in classes on Monday, 3/16/20:

- Students will not be assigned work as all students need access to Microsoft Office 2016 software in order to complete the curriculum as written
- If remote learning continues past this point, the skills taught in this course will be covered utilizing Google Apps (Docs, Sheets, Slides).
- Students should check Google Classroom and their school email regularly for updates

SPRING BREAK 4/10/20 - 4/17/20

Week of 4/20/20 - 4/24/20

- Spreadsheet Assignment 1

Week of 4/27/20 - 5/1/20

- Spreadsheet Assignment 2

Week of 5/4/20 - 5/8/20

- Spreadsheet Assignment 3

Week of 5/11/20 - 5/15/20

- Spreadsheet Assignment 4

Week of 5/18/20 - 5/22/20

- Spreadsheet Summative Project