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| Teacher: Harned | Unit: Excel | Week 1 | Microsoft Office | | |
| Daily Agenda | Monday | Tuesday | Wednesday | Thursday | Friday |
| Daily Learning Target | I can complete the Digital Driver's License modules. | I can create a GMetrix account. | I can create a Certiport account and register for the Microsoft Office tests. | I can download Console 8 and install all required updates. | I can complete the GMetrix User Tutorial. |
| CC# & DOK Level | N/A | N/A | N/A | N/A | N/A |
| Unit Vocabulary | Digital Driver's License, GMetrix, Certiport, Quick Access Toolbar, ribbon tabs, ribbon, title bar, help button, close button, mouse pointer, screen tip, status bar, document area, vertical scroll bar, horizontal scroll bar, zoom slider, view buttons | | | | |
| Rigor | Knowledge, Comprehension, Application | Knowledge, Comprehension, Application | Knowledge, Comprehension, Application | Knowledge, Comprehension, Application | Knowledge, Comprehension, Application |
| Accomodations | Extended time, one-on-one instruction, modeling, direct instruction | | | | |
| Instructional Strategy | Independent Practice | Independent Practice | Independent Practice | Independent Practice | Independent Practice |
| Instructional Strategy | Using embedded technology | Using embedded technology | Using embedded technology | Using embedded technology | Using embedded technology |
| Formative Assessment | Product | Product | Product | Product | Product |
| Student Assignment | Digital Driver's License | GMetrix Account | Certiport Account | Console 8 Install | GMetrix User Tutorial |