

**WEEK OF:** SEPTEMBER 7, 2020

**CLASS:** IT 202

**TEACHER:** Juli Troxel

**CONTACT INFO:** [juli.troxel@thedeltahighschool.com](mailto: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.

Begin Outlook work.

**ZOOM LINKS:** Zoom is currently broken for me. Using Team Meeting inside your blocks, Team. Check the Team posts for updates.

**YOUR ASYNCHRONOUS RESPONSIBILITIES BEFORE ZOOM LESSON #1:**

None, no school Monday

**YOUR RESPONSIBILITIES AFTER ZOOM #1:**

Find Certiport username and password used 9<sup>th</sup> grade year. Reset password if necessary.

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

**YOUR ASYNCHRONOUS RESPONSIBILITIES AFTER ZOOM #1:**

Review IT 202 CWU course syllabus. Our work load will look a bit different. I want you to see what is expected in the course at CWU. Be prepared for questions on Thursday.

**YOUR ASYNCHRONOUS RESPONSIBILITIES BEFORE ZOOM LESSON #2:**

Outlook Assignments posted in Teams.

**YOUR RESPONSIBILITIES AFTER ZOOM #2:**

Decide what software you want to start with after Outlook.

**YOUR ASYNCHRONOUS RESPONSIBILITIES AFTER ZOOM #2:**

Outlook Assignments in Teams.

**IDEAS FOR USING YOUR ASYNCHRONOUS TIME:**

Review CWU Syllabus

Complete Outlook Assignments

**DUE DATES:**

Friday, September 11, 2020

**TEST DATES:**

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

**OFFICE HOURS:**

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