

WEEK OF: SEPTEMBER 21, 2020

CLASS: IT 202

TEACHER: Juli Troxel

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

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

ZOOM LINKS: Use your Outlook Calendar for Link

DUE DATES:

Thursday 24, 2020 – Calendar Assignment

IT 202 CiHS Registration Due

IT 202					
	Monday	Tuesday	Wednesday	Thursday	Friday
Asynchronous Time Always Check Email and Teams Daily	Check Email and Teams Daily	Review Outlook PPT 4 – Using the Calendar		Review Outlook PPT 5 – Notes & Tasks	Check Email and Teams Daily CiHS Registration
Items to Prepare for Synchronous Time	Tracking Report for Polling Email		Calendar Assignment		Notes & Tasks
Synchronous Time Be on Time	2:50-3:00 Folders Conversations Junk Mail			2:50-3:00 Notes & Task	

TEST DATES:

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