**Vision** - St. Louis Public Schools is the district of choice for families in the St. Louis region that provides a world-class education and is nationally recognized as a leader in student achievement and teacher quality.

**Mission** - We will provide a quality education for all students and enable them to realize their full intellectual potential.

**Insert School Name – Weekly Virtual Learning Planner**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher**  | Holland | **Grade** | 10th, 11th, and 12th | **Subject** | Desktop Publishing |
| **Week of** | 9-9-2020 thru 9-11-2020 | **Topic/Title** | Introduction and Class Etiquette and Microsoft Word Review and Navigation |

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| --- | --- | --- | --- | --- | --- |
| **Lesson/Topic** | **Lesson Target/Objective**  | **Synchronous/Live Instruction**  | **Asynchronous Playlist**  | **Assessment/Performance Task**  | **Due Date** |
| **Lesson 4****9/9/2020** | Access MS Teams download documentsCreate the flyer by formatting using the Font Group on the Word RibbonCreate a Flyer using the formatting techniques | Do Now:Review Classroom Virtual RulesAccess Mindtap tab on MS TeamsNavigation of the Font Group on the Word RibbonFormat text and Learn the Font GroupReview the formatting videoDownload the Instruction and Practice Documents in TeamsExit Slip | Complete and format the practice document by downloading the instructions and practice document to recreate the flyer | Students will participate in an interactive application and answer questions regarding content via [www.menti.com](http://www.menti.com) | 9/9/20 end of class day. |
| **Lesson 5 9/11/2020** | Access the Mindtap tab in MS TeamsLog into Mindtap and navigate using the app dockReade section 1-1 on graphic design Create a PowerPoint on the major graphic design disciplines | Do Now:Review Classroom Virtual RulesAccess Mindtap tab on MS TeamsLog into Mindtap (NGLSYNC.cengage.com)Navigate on the app dockUtilize Read SpeakerGetting Started Video in MindtapGraphic Design definitionBecome familiar with major graphic design disciplinesExit Slip | Create PowerPoint on the major graphic design disciplines see instructions in the Assignment tab on MS Teams | Exit Ticket and uploaded document | 9/11/2020 end of class day |