**Lesson 21 Planner: Digital Footprints and Employability**

**Objective: I can work with a partner to discuss ways a digital footprint could be used to help or hinder a person’s reputation.**

**Standards:**

**5.B.8.1 Explain the value of existing and emerging technologies on individuals, society, and the global community.**

**5.C.8.1 Assess the potential of current and emerging technologies to address personal, social, lifelong learning, and career needs.**

**Essential questions: Can what I do today have an impact on my future?**

**Do employers use digital information to choose employees?**

**WARM UP:**

**CONTINUE WITH TYPING WEB: 10 MINUTES**

**Activity 1: 15 minutes**

****

**Complete all Entries in *Journal B***

**Entries 7-12 (value: 50 pts)**

**Upload *Journal B***

**To the**

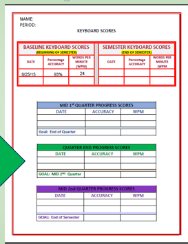
**EDMODO ASSIGNMENT**

**Activity 2**

**Clean up Files/ Folders**

1. ** *OneDrive:***
2. **Check that you have all folders**
3. **Check that Files are in the correct folders**

**2.Open the following files in One Drive**

** Check for completion:**

** Keyboard Scores Journal A**

** Keyboard Proof Journal B**

**Images**

****

1. **Go to the “C” Drive on your computer:** 
   1. **Check that you have uploaded any files you want to keep to your *OneDrive*…Then**
2. **Delete your documents from the “C” Drive**
   1. [](https://www.bing.com/images/search?q=images+for+delete&view=detailv2&&id=9C80B641DF1D77C3A524FD64924F8F4BE4D031BE&selectedIndex=0&ccid=g8beJe2R&simid=608042377873788182&thid=OIP.M83c6de25ed91d13a4f09fb5f11ca8853H0)**Check Documents: Delete**
   2. **Check Downloads: Delete**

**Activity 3**

**Create a new Journal:**



**Journal C**

**Audience: Future Employer**

**Save as: Cl (2).(name).Journal C**

**Activity 2: Journal C**

**Entry #13**

**Employability**

**Date**

**Create the following table:**

|  |  |  |
| --- | --- | --- |
| **FEEDBACK FORM** | | |
|  | Linda Berlinner | Jason Kramer |
| **Works Well**  **With others** |  |  |
| **Does not work**  **Well with others** |  |  |
| **Is honest** |  |  |
| **Is dishonest.** |  |  |

**Final Choice:**

Reasons for Choice:

1.

2.

**Lesson 22**

**Planner:** **Digital Footprints and Employment**

**Objective: I can work with a partner to discuss ways a digital footprint could be used to help or hinder a person’s reputation.**

**Standards:**

**5.B.8.1 Explain the value of existing and emerging technologies on individuals, society, and the global community.**

**5.C.8.1 Assess the potential of current and emerging technologies to address personal, social, lifelong learning, and career needs.**

**Essential questions: Can what I do today have an impact on my future?**

**Could/do employers use digital information to choose employees?**

**WARM UP:**

**TYPING WEB: 10 MINUTES**

**Upload Journal B to Edmodo Complete Journal C Entry 13**

**ACTIVITY 1**

**1. Edmodo**

**Download the following files and Save them in your *OneDrive:***

**a. Download (click small box under document)**

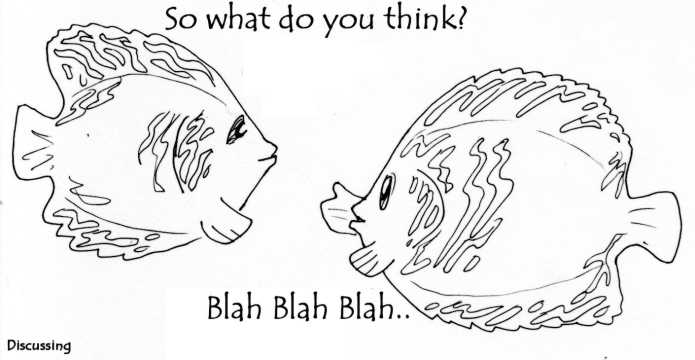
**b. Save to the Documents on your C Drive --computer (on a PDF, this is in the bar at the bottom)**

**c. Upload to ONE DRIVE/ Computers/ Misc. folder**

1. **Trillion Dollar footprint Instructions**
2. **Digital footprint LindaB**
3. **Digital Footprint JasonK**

**Activity 2**

1. **Open the Trillion Dollar Footprint Instructions**
2. **Let’s Read the instructions together.**
3. **Discuss the Assignment**

**ACTIVITY 3**

**Each partner chooses a candidate**

**Complete the Table for your candidate**

**Switch Candidates**

**DISCUSS AND SHARE WITH YOUR SEAT PARTNER**

**Complete the table you made: (Journal Entry 13)**

**Make your choice for the best candidate and give your reasons.**

**Lesson 23-24 **

Planner: Digital Footprints and Employment

Objective: **I can work with a partner to discuss ways a digital footprint could be used to help or hinder a person’s reputation.**

**Standards:**

**5.B.8.1 Explain the value of existing and emerging technologies on individuals, society, and the global community.**

**5.C.8.1 Assess the potential of current and emerging technologies to address personal, social, lifelong learning, and career needs.**

**Essential questions: Can what I do today have an impact on my future?**

**Could/do employers use digital information to choose employees?**

**JOURNALB**

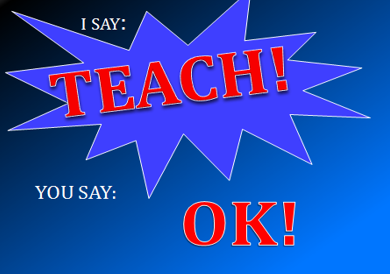
**WARM UP:**

**TYPING WEB: 10 MINUTES**

**Activity 1**

**Power Point Basics**

**A little about Power Point…**

** What do you already know?**

**Share with your Table Partner**

**Be prepared to share with the class.**

**Activity 2**

**Videos**

[**http://www.gcflearnfree.org/office2013/powerpoint2013**](http://www.gcflearnfree.org/office2013/powerpoint2013)

**How do I…**

* + - 1. **Add Slides**
      2. **Choose a Theme**
      3. **Use Text boxes**
      4. **Add Images**
      5. **Start a Slide Show**
      6. **Use Transitions and Animations**

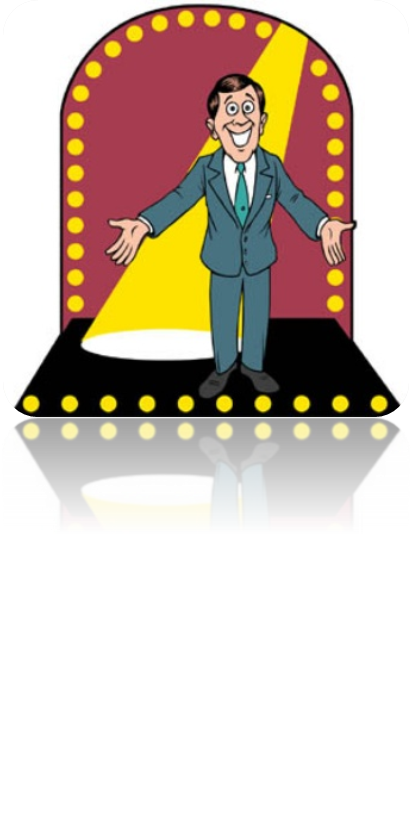
**(What are Transitions and Animations?)**

* + - 1. **“Loop” a presentation (Presenting your Slide Show)**

**10 minutes: Explore Power Point with your Partner**

**ACTIVITY 3**

**MINI PRESENTATION INSTRUCTIONS**

* **Partners will create a brief persuasive (4-5 slides) presentation (stand-alone presentation)**
* **Share the presentation with your partners and the teacher using *OneDrive*** 
  + - ***(uncheck email notification)***
* **Follow the Instructions and use the Rubric to guide you.**
* **You will have 2 class periods to prepare your Presentation**
* **Content of your Power Point:**

1. **Slides: use Only 3-5**
2. **Title Slide**
3. **2-3 Persuasive Slides:**

**Why should your candidate be chosen?**

1. **Conclusion slide: Who do you support and why?**
2. **Themes: your choosing**
3. **Remember your audience:**

**The executive producer of a teen talent show**

1. **Be prepared to answer questions about the presentation**
2. **Rubric:** [**pinemscomputers.weebly.com**](http://www.pinemscomputers.weebly.com) **Lessons 21-25**
3. **Save as: Cl(2).(names-all students).JLpwrpt.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employability Power Point Rubric: Jason or Linda?** | | | | |
|  | **15** | **12** | **9** | **6** |
| **Slides** | **3 - 5 slides: Title, Persuasive, & Conclusion are included.**  **Color theme is appropriate for the business**  **If present, transitions and animations match the theme.** | **All slides are complete. The theme chosen is adequate.**  **Transitions and animations lack some coordination with the theme.** | **Missing one slide**  **Theme is lacking and not appropriate for the audience.**  **Transitions/**  **Animations do not work with the theme.** | **Missing 2 or more slides.**  **Theme is not appropriate for the audience.**  **Lack of effort is evident.** |
| **Information** | **All information is from the source documents. Opinions are clearly explained. Information shows thoughtful reasoning** | **The information is missing some evidence from the source document. Opinions are adequate but lack thought.** | **The information lacks evidences from the source. Opinions are presented seemingly without thought.** | **Most information does not come from the source. Opinions are lacking.** |
| **Conclusions** | **Conclusions are supported by evidence and are memorable.** | **Conclusions are supported. Some speculations may be evident.** | **Conclusions seem speculative with only some evidence as support.** | **Conclusions lack supportive evidence.** |

**** Lesson 25

**Planner:** Evaluation of Power Points

**Objective:** **I can use a Rubric to evaluate a presentation**

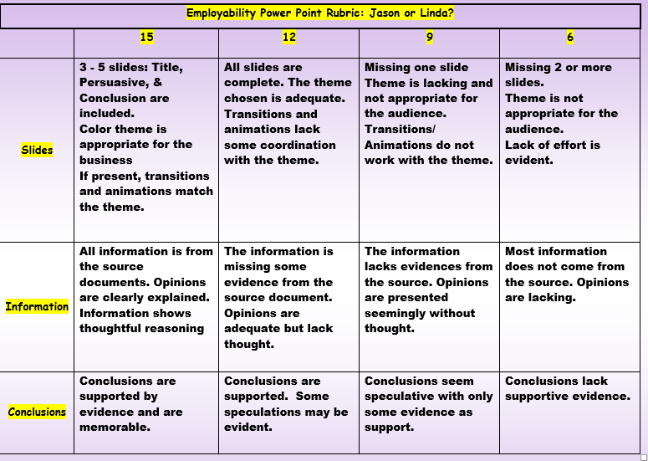
** Essential questions: Can what I do today have an impact on my future?**

**Could/do employers use digital information to choose employees?**

**WARM UP: 10 Minutes**

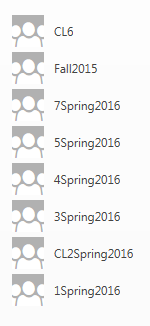
**WORK WITH PARTNER:**

**Complete/Refine your Power Point**



**Activity 1**

**Review Rubric and Grading Criteria**

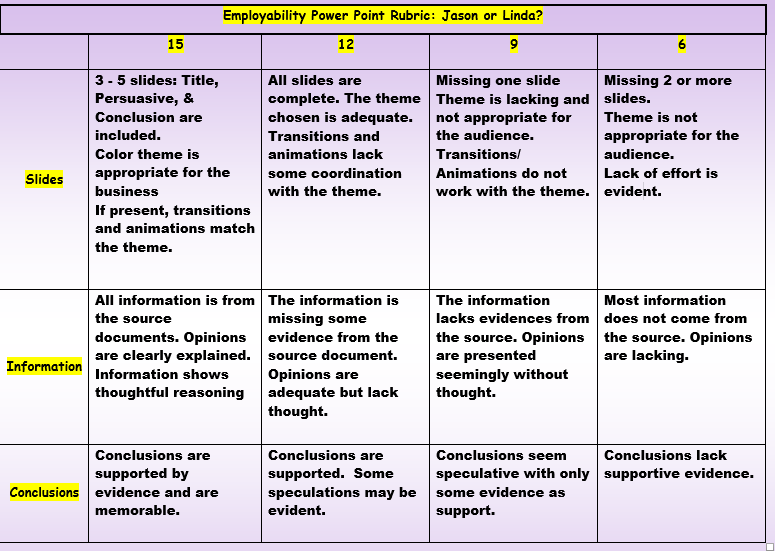


**Share your Presentation to the OneDrive group folder for your class**

**Activity 3**

**Open your presentation for Review**

**Activity 4**

* **Review the Rubric**
* **Discuss Score Sheets/Project Scoring**
* **1 score sheets per group.**
* **Leave at tables**
* **Viewing projects:**
* **Move to the right: Skip 2 tables**
* **Review/Discuss/Score**
* **When time is up:**

**Move, again skipping 2 tables**

**Walk, Talk, Score, and Comment**

**JOURNAL C:**

**ENTRY 14**

**WORKING TOGETHER**

**DATE**

**In a paragraph of a minimum of 5 sentences, explain the benefits of working together to complete a project.**