

Subject Area: Digital Literacy
Unit Title: Using Online Scheduling Tools
Grade Level: 20-year-old students
Lesson Number: 1 of 1

Duration: 60 minutes
Date: Current Date
Teacher: [Teacher's Name]
Room: [Room Number]

Curriculum Standards Alignment

Content Standards:

- Analyze the benefits and limitations of using online scheduling tools
- Evaluate the effectiveness of different online scheduling tools
- Create and manage online schedules using Google Calendar and Trello

Skills Standards:

- Time management
- Organization
- Collaboration

Cross-Curricular Links:

- Digital literacy
- Productivity
- Communication

Essential Questions & Big Ideas

Essential Questions:

- What are the benefits and limitations of using online scheduling tools?
- How can online scheduling tools be used to improve time management and productivity?

Enduring Understandings:

- Online scheduling tools can be used to improve time management and productivity
- Effective use of online scheduling tools requires consideration of benefits and limitations

Student Context Analysis

Class Profile:

- Total Students: 20
- ELL Students: 2
- IEP/504 Plans: 1
- Gifted: 3

Learning Styles Distribution:

- Visual: 40%
- Auditory: 30%
- Kinesthetic: 30%

Introduction to Online Scheduling Tools

In today's fast-paced, technology-driven world, effective time management is crucial for achieving success in academic, personal, and professional pursuits. One essential skill for 20-year-old students to master is the use of online scheduling tools to organize weekly tasks and appointments.

Benefits and Limitations of Online Scheduling Tools

Benefits:

- Increased productivity
- Improved time management
- Enhanced collaboration

Limitations:

- Dependence on technology
- Security concerns
- Information overload

Features and Functions of Google Calendar

Google Calendar is a popular online scheduling tool that allows users to create and manage events, set reminders, and share calendars with others.

Key Features:

- Event creation and management
- Reminder settings
- Calendar sharing

Hands-on Practice with Google Calendar

Students will create and manage their own Google Calendar accounts, including setting reminders and sharing calendars with others.

Using Trello for Task Management

Trello is a project management tool that can be used for task management, allowing users to create boards, lists, and cards, and assign due dates and priorities to tasks.

Key Features:

- Board creation and management
- List creation and management
- Card creation and management

Hands-on Practice with Trello

Students will create and manage their own Trello boards, including creating lists and cards, and assigning due dates and priorities to tasks.

Integrating Online Scheduling Tools with Other Digital Tools

Online scheduling tools can be integrated with other digital tools, such as email and messaging apps, to enhance productivity and collaboration.

Key Integrations:

- Google Calendar with Gmail and Google Drive
- Trello with Slack and Google Drive

Hands-on Practice with Integrations

Students will integrate their Google Calendar and Trello accounts with other digital tools, such as Gmail and Slack.

Best Practices for Using Online Scheduling Tools

Effective use of online scheduling tools requires consideration of best practices, such as setting clear and concise event descriptions, setting reminders and notifications, and sharing calendars with others.

Key Best Practices:

- Set clear and concise event descriptions
- Set reminders and notifications
- Share calendars with others

Troubleshooting Common Issues

Common issues may arise when using online scheduling tools, such as conflicting events, incorrect time zones, and invitation errors.

Key Troubleshooting Tips:

- Check for conflicting events
- Verify time zones
- Check invitation settings

Conclusion and Reflection

In conclusion, using online scheduling tools is an essential skill for 20-year-old students to master in today's fast-paced, technology-driven world.

Assessment and Evaluation

Students will be assessed on their ability to create and manage online schedules using Google Calendar and Trello, as well as their understanding of best practices for using online scheduling tools.