



Task Title: Recording College Deadlines in Digital Calendar

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will enter assignment and test dates into a digital calendar.

Main Competency/Task Group/Level Indicator:

- Use Digital Technology/D.2

Materials Required:

- Computer, cell phone, or other digital device with access to calendar function

Learner Information

College students need to keep track of deadlines for different classes. Many students use a digital calendar on their phone or computer to help keep track of important dates throughout the semester.

Open a digital calendar (e.g. Google Calendar or iCal) on your phone or computer. If you do not have a digital calendar, follow the steps to create Google Calendar:

<https://support.google.com/calendar/answer/37095?hl=en>

Read “Fall Semester Assignments and Tests”.

Fall Semester Assignments and Tests

Human Biology 101:

- September 19: Assignment #1 due
- October 3: Assignment #2 due
- November 7: Midterm
- November 21: Lab report due

Chemistry 102:

- September 16: Lab report #1 due
- October 7: Lab report #2 due
- October 22: Midterm

Math 111:

- September 30: Unit Test #1
- October 21: Unit Test #2
- November 25: Unit Test #3

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Work Sheet

Task 1: In your online calendar, enter the assignment and test dates for the Fall Semester. For each entry, include the course name and name of assignment/test. Show your completed calendar to your instructor.

Answer: No written response required here.

Task completed: Yes: ☐