

Task Title: Recording College Deadlines in Digital Calendar

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Goal Path:** | Employment | Apprenticeship |
| --- | --- | --- |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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

# 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:

# Answers

Confirm that each assignment and test is properly recorded in the learner’s digital calendar.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| D.2 | selects and follows appropriate steps to complete tasks |  |  |  |
|  | locates and recognizes functions and commands |  |  |  |
|  | makes low-level inferences to interpret icons and text |  |  |  |



This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**