Task Title: Recording College Deadlines in Digital Calendar

OALCF Cover Sheet – Practitioner 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

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): _____