

***“Time” for Apps***

***by***

***Betsy Waskey***

***William Byrd High School  
Vinton, Virginia  
Roanoke County Public Schools***

***Contact Information:***

***2902 Washington Ave.  
Vinton, VA 24179  
540-890-3090 (School)  
bwaskey@rcs.k12.va.us***

# Great Ideas Lesson Planner

**Lesson Title:** "Time" for Apps

**Subject:** Digital Input Technologies

**Time Duration:** 45 minutes

**Teacher:** Betsy Waskey **School:** William Byrd High School

**Content Standards/Competencies:**  
 6161.15 Demonstrate time-, task-, and resource-management skills.  
 6161.19 Demonstrate information technology skills.  
 6161.136 Create a task in the task list.  
 6161.137 Edit a task item.  
 6161.138 Prioritize a task item.  
 6161.139 Mark and delete a task item.

**Related SOL Objectives:**  
 (include all applicable, example English 10.7)  
  
 History and Social Science CE.4, CE.11, CE.14, GOVT.17, VUS.15

## 1. DESIRED RESULTS

<i>Essential Questions</i>	<i>Knowledge and Skills</i>
----------------------------	-----------------------------

How can people manage their time efficiently?  
 How can technology assist people in organization and time management?  
 What apps can be used for time and task management?

Students will know:

- How to create a task
- Edit a task
- Prioritize a task
- Mark and delete a task
- Set reminders for tasks

Students will do the following:

- Create multiple task
- Edit tasks
- Prioritize tasks
- Mark tasks as completed
- Delete tasks (if necessary)
- Set reminder for tasks
- Take a screen shot

**(Subject) Vocabulary**

iPad  
 iPod  
 application  
 stylus  
 screen  
 keyboard

## 2. STUDENT ASSESSMENT

**Prior knowledge**  
 Students will know the basics on how to use an iPad, iPod, or iPhone.

**Ongoing throughout lesson**  
 It is critical to walk around the classroom and monitor students using the equipment and Reminders app.

**By the end of the lesson**  
 Students will submit a screen shot of their assignment. The screen shot will let you see the details to the reminders to evaluate whether the reminders were set according to instructions.

### 3. LEARNING ACTIVITIES/INSTRUCTION

Introduction (hook)	What students are doing	Conclusion
<p>Discussion questions with class: How do you keep organized? How do you remember things like doctor appointments and sporting events? Have you ever forgotten something important?</p>	<p>Demonstrate to students how to use the Reminders app. Enter a task, set the priority level, and set a reminder. If you are unable to demonstrate, pass out an instruction sheet on how to use the Reminders app.</p> <p>Show students how to take a screen shot. You can use a screen shot for students to document completion of the assignment.</p>	<p>Review with students Pros/Cons of the Reminders application. Ask them what other apps they might recommend for time and task management.</p>

**Sample Assignment for Students:**

**Directions:** Create the following tasks using the Reminders app. When finished, take a screen shot of all tasks and submit it.

1. Task: English MLA Report  
 Due Date: Tomorrow 10 a.m.  
 Reminder: 1 hour before due  
 Priority: High
  
2. Task: Basketball Practice  
 Due Date: This Saturday 10 a.m.  
 Reminder: 1 day before  
 Priority: None
  
3. Task: Send birthday card to Grandma  
 Due Date: This Friday at 4 p.m.  
 Reminder: None  
 Priority: Low

<b>Accommodations</b>	<b>Required or Supplemental Materials and Resources</b>
<p>Extra support: Students could assist each other in creating tasks or you could have students partner up for this activity.</p> <p>Enrichment or early finishers: Research additional apps online for use in time and task management.</p> <p>Various learning styles:</p> <p>Limited English proficiency: Use handout of printed directions with diagrams.</p>	<p>iPad, iPod, or iPhone</p> <p>Download Reminders app if not already installed</p> <p>Handout with task entries (Create several tasks for students to add as tasks)</p>
<b>Related Technology</b>	<b>Research/Best Practices/Strategy</b>
	<p>Think/Pair/Share: You can use this strategy with the class discussion questions.</p>

**4. WRAP-UP (5-10 min)**

<b>Evidence of student learning/understanding</b>	<b>Homework</b>
Screen shot of assignment and observation of task entry. Have students submit it electronically or print it out.	Optional: Have students ask parents/family/friends what app they would recommend using for time and task management.

**5. OTHER RESOURCES NEEDED/COMMENTS (optional)**

There are many apps out there for time and task management. Typically, new Mac computers and iPads come with an application already installed for a calendar and/or reminders.

**PERMISSION TO PUBLISH ON WEBSITE**

The winning lesson plans will be made available for sharing on the VBEA's website. Please read and sign the permission form below.

I understand that if my lesson plan is chosen as a winner of the VBEA Great Ideas Lesson Plans project, the lesson plan and all related materials will be made available for downloading on the VBEA's website. I grant permission for my lesson plan and related materials submitted to the Great Ideas Lesson Plan project to be available for download and use by visitors to the VBEA website.

On file with Great Ideas Chairperson

Signature

8-1-2013

Date