

## *Tabs on Time*

### Exploring Web 2.0 Applications

#### ***Description:***

Students will be using online calendaring tools to create a class schedule and personal calendar that they can share with others. They will also learn how to incorporate friend's calendars, public calendars, and how to set up event notifications to help manage time commitments.

#### ***Goals:***

To provide students with the opportunity to use online tools for lifestyle and work management tasks.

#### ***Objectives:***

The student will be able to:

- Create a new online calendar.
- Add & edit calendar events.
- Set event notifications.
- Change calendar views.
- Add public calendar events, such as holidays.
- Add additional personal calendars.
- Change privacy settings.
- Move events between calendars.
- Share their calendar with others.
- Add a friend's calendar to their own.
- Print their calendar.

#### ***Preparation and Skill Mastery:***

Students should have mastered basic computer skills, such as the use of input devices (mouse, keyboard, etc.), opening and closing applications, and saving documents to a personal folder or directory.

#### ***Materials:***

- Students will need access to the online calendaring tool, and be able to create and edit their own account
- A printer (optional)

## ***Task List:***

The tasks to be completed for this project include:

- Signing up for an online calendaring account
- Creating a new calendar
- Adding & editing events
- Setting event notifications
- Changing the calendar view
- Adding public calendar events
- Adding new calendars for a specific purpose
- Moving events between calendars
- Changing privacy settings
- Sharing calendars
- Adding a friend's calendar
- Printing the calendar

## ***Assessment:***

Assessment might be based on the following:

- A rubric for assessing mastery of the project skills is included in the downloadable resource packet. This may be used by the teacher for assessing student mastery, or as a self-assessment tool by the student.

## ***Extending and Adapting:***

Here are some possible ways that this project might be extended or adapted for different curriculum areas, grade levels, and skill/ability levels:

- This project can be easily adapted for any subject or skill level by asking students to keep track of different types and amounts of information. Students might use the online calendar for tracking a specific class schedule & assignments, or multiple classes. Personal schedule needs can be considered.
- Online calendars can be used for projects where students are collaborating in small groups, either within the same classroom, or even around the world. The calendars can be used to track when specific groups are responsible for completing and/or submitting their part of a project or activity.
- The daily calendar view might be used for monitoring and collecting data, such as what & when a student eats for a unit on health and nutrition. Students who are tracking seasonal changes for an environmental science class might note on the monthly calendar when certain events occur, such as the first snowfall of the year, or when trees bud in the spring.

## *Notes to the Instructor:*

Online calendaring tools can be used for many different types of projects, across all different subjects and grade levels. The example demonstrated in the tutorial movies is just one way that a student might make use of such a tool.

Have students follow along with the tutorial movies to create the example calendar and learn how to use the different parts of the application. They can then demonstrate their mastery of the application tools, by creating other calendars more closely related to the subject matter being taught in your class. The section in this document on “Extending and Adapting” suggests just a few of the many different ways an online calendar might be used for personal or collaborative work.

In order to successfully complete the project described in this Lesson Accelerator, students will need access to create an account on the calendar website and use the application online. If your school or district has blocked student access to these types of sites, you will need to work with your technical staff to avoid having the calendar site blocked by the Internet filter that is in place at your location.

Included in the downloadable resource packet:

- A copy of this document in MS Word format
- A copy of this document in PDF format

The following page contains an assessment rubric that could be used by the instructor to assess student work, or by the students for self-assessment of their final project.

## *Assessment Rubric for “Tabs on Time”*

<b>Rating:</b>	<b>Poor</b> Is unable to complete this task without guidance	<b>Fair</b> Is able to complete this task with some guidance	<b>Good</b> Is able to complete this task without any guidance	<b>Excellent</b> Is able to complete this task without any guidance and can apply the same process to other projects without help	
<b>Objective or Task:</b>					<b>Row Score:</b>
Create a new calendar	1	2	3	4	
Add & edit events	1	2	3	4	
Set event notifications	1	2	3	4	
Change calendar views	1	2	3	4	
Add public calendars	1	2	3	4	
Add more personal calendars	1	2	3	4	
Change privacy settings	1	2	3	4	
Move events	1	2	3	4	
Share a calendar	1	2	3	4	
Add a friend’s calendar	1	2	3	4	
Print a calendar	1	2	3	4	
				<b>Total Score:</b>	