

Name: _____ Period: _____

UPLOAD DRAFT TO YOUR TIME MANAGEMENT PAGE

___ Complete paper draft & reflection. Make sure no real name (your own or anyone else's is in either document OR file name).

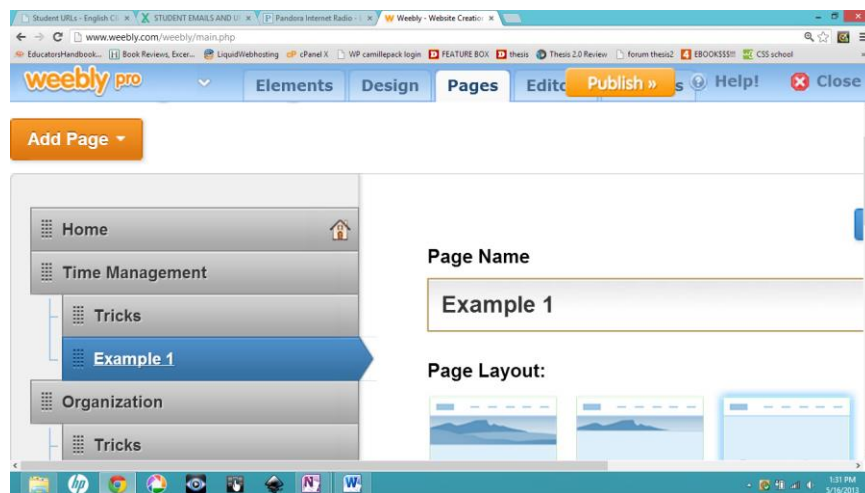
___ Login to your webpage

___ Choose the blue edit button

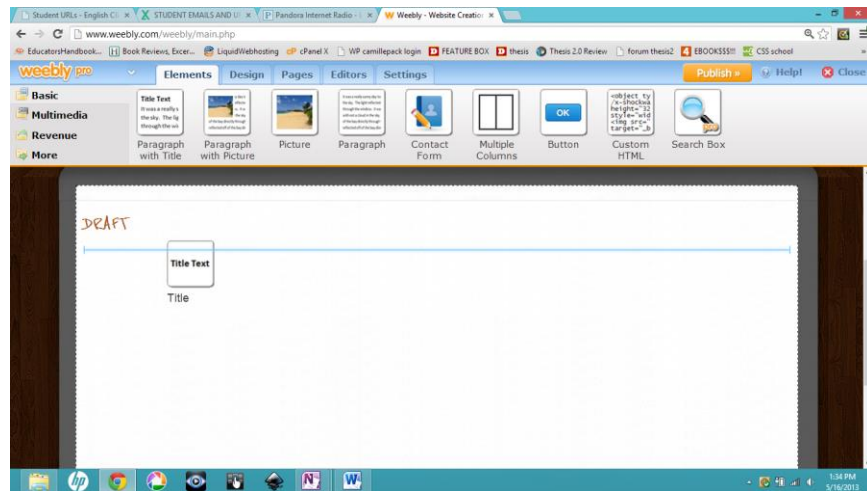
___ Go to "Pages"

___ Select "Add Page" (standard with no heading). Name page

Example 1, situate it underneath Time Management, and click "Edit Page."



___ Drag the “Title Text” box down twice. Name the first one “Draft” and the second one “Reflection.” If you make a movie of your story, it will go beneath the draft with the title “Digital Story.”



(Note: to make the movie later, you'll go to englishclique.weebly.com/schedule-q41.html

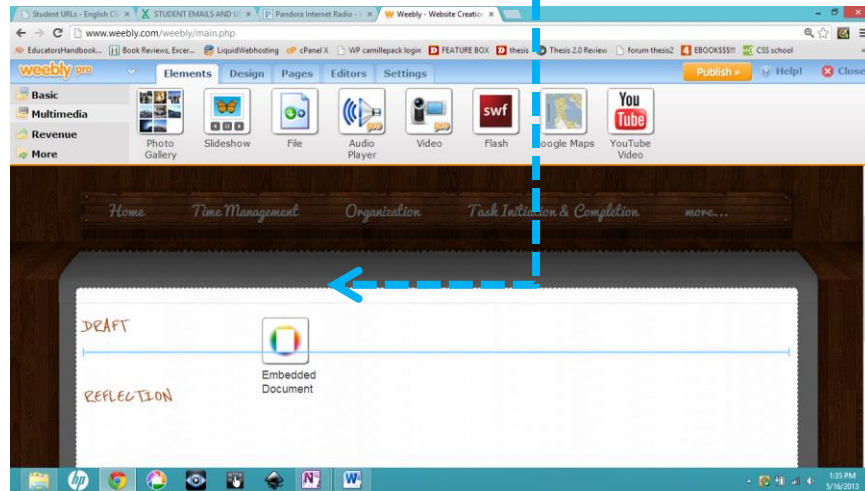
and download “Digital Story Part 1 & 2”

at the bottom of the page for step-by-step

instructions. Totally fun.)

___ Select “Multimedia” and drag down two “Embed Documents.”

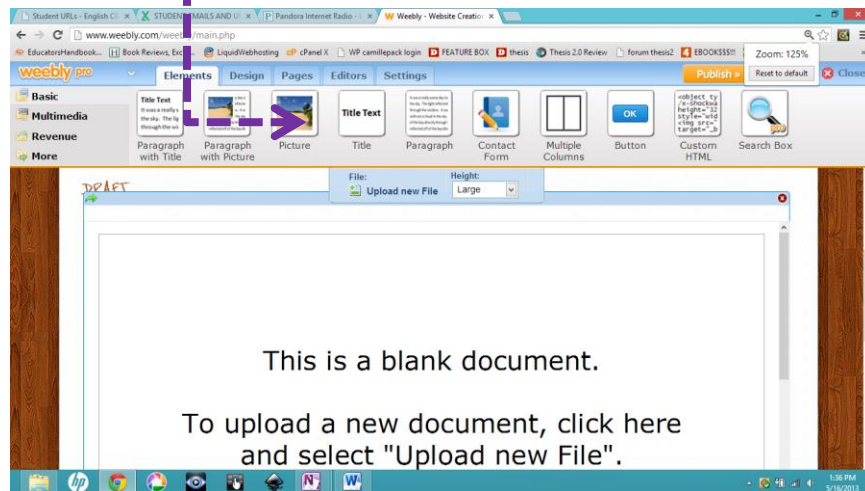
Put one under each title.



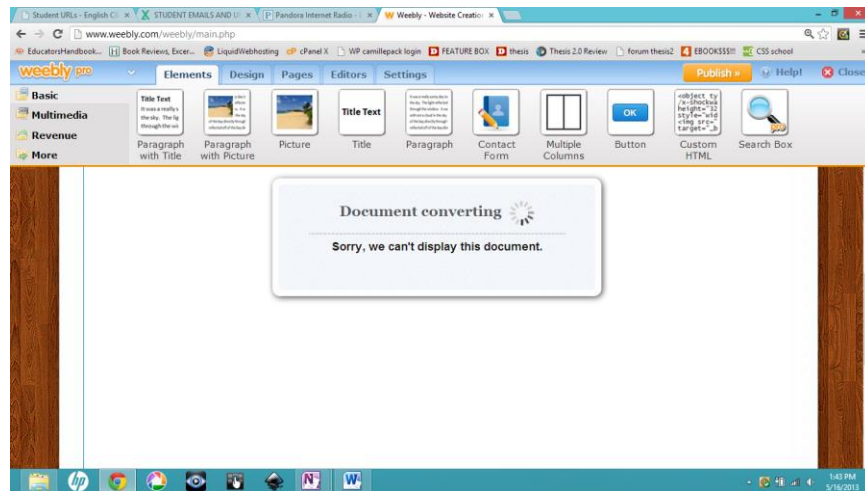
___ Left click once within the blank embedded document. This will

bring up a tiny blue box near the top of the embed field.

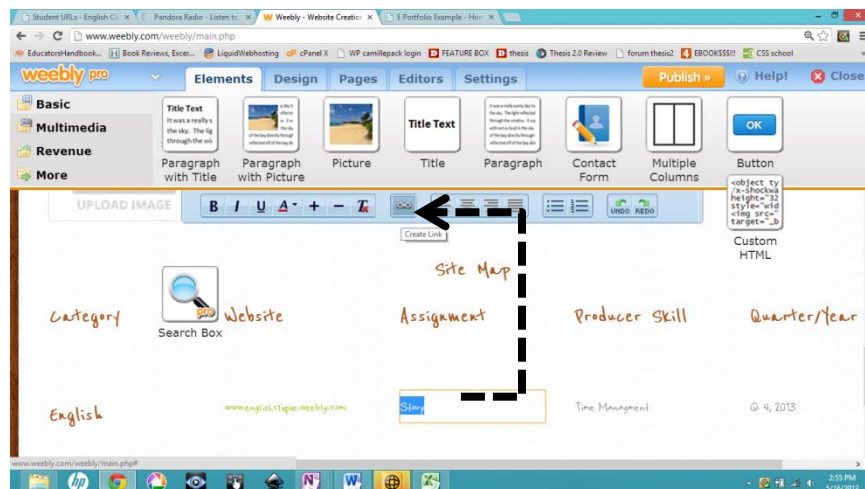
Select “Upload document.”



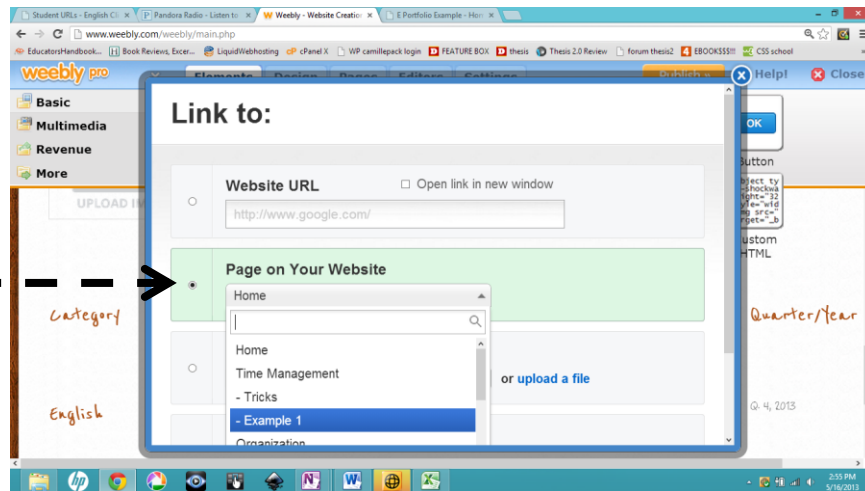
___ Allow the document to convert without opening new windows. so the internet connection isn't overwhelmed. It may take several minutes to convert.



___ Once you've completed the upload, go to your home page and modify your "Site Map" to reflect your new assignment entry. By entering paragraphs into each cell. In the English row under "Assignment" write "Story." Link the "Story" text to the actual story by highlighting the "Story," and choosing the infinity or sideways 8 to "Create Link."



Select “Page on Your Website” and click “Example 1” under Time Management. After you hit save, this will create a hyperlink, so all uploaded assignments can be found easily from your home page.



Way to go!

*The only thing left . . . checking the old stuff,
making your digital movie for extra credit,
and even some poetry extra credit.*

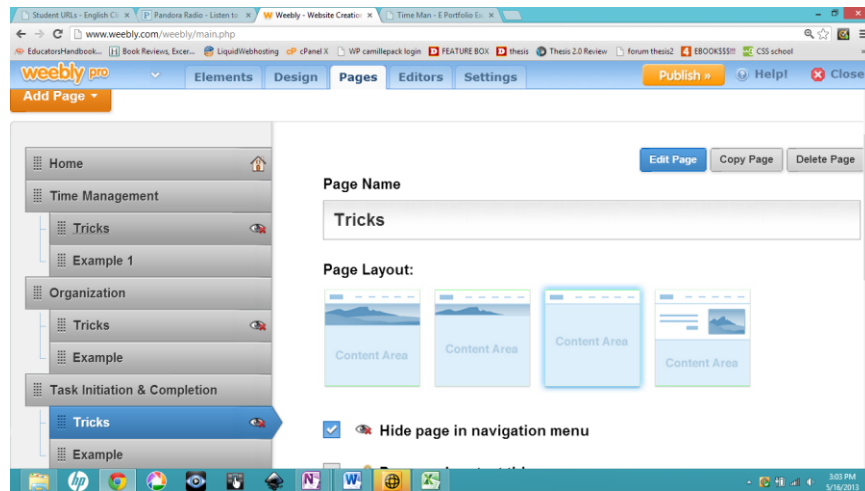
How do I check old stuff?

Turn the page.

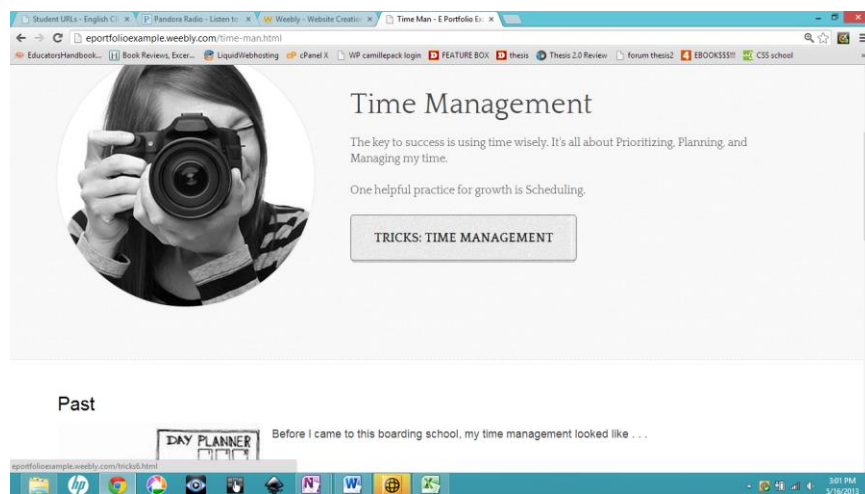
FINAL CHECK (OLD STUFF)

___ Make sure each Producer Skill has a hidden “Tricks” page.

“hide” the page, go to “Pages,” select the page, and click “Hide Page in Navigation Menu.” The little eyeball with the x means it’s hidden.



___ Check to see that each Producer Skill Page is defined in a short sentence all your own and has a button called “Tricks” that links to your “Tricks” page.



___ On each Producer Skill Page, underneath the heading and button, make sure you've added the Past/Present/Future with corresponding APPROVED images.

Past

Before I came to this boarding school, my time management looked like ...

- never using a planner
- sometimes writing assignments on my hand
- almost always being late to my first period class and the class after lunch
- never wearing a watch
- setting my alarm clock, but not getting up when it rang

Present

My time management right now looks like ...

- using my planner when my teacher tells me to
- using flex hour for extra study time when I'm behind
- sometimes being late to my first period class and the class after lunch
- never wearing a watch
- setting my alarm clock, but usually waiting to get up until my staff says it's my last warning

Future

In the future, I want my time management to look like ...

- golden rays of sunshine. like always using my planner
- using my study time even if I'm not behind, so I can get ahead
- rarely being late to my classes
- still not wearing a watch, but I'll keep my time close by on my iphone
- getting up when my alarm clock goes off unless it's the weekend

___ Make sure each of the “Tricks” pages contains the information we talked about in class summarized in your own words. Include *approved* pictures, *approved* videos, and even other tricks you like for practicing the Producer Skill. Use eportfolioexample.weebly.com to gather your content and see samples of stuff you can write.

**TIME MANAGEMENT TRICKS:
Planners, Perspectives, & Scheduling**

PLANNERS

"The assignment is due when? Now?!"

- Name my planner.** Yes, give it a name. Why? I'm less likely to neglect something with a name and a strong identity. When I name an object I give it more of a presence in my life. Call it something goofy or something sentimental—it doesn't matter.
- Make the planner a part of my daily routine.** Carry it with me at all times and remember to check it every morning and every night.
- Fill in my assignment due dates as soon as I learn them.** Get in the habit of writing in my planner while I'm still in the classroom. Don't put it off!
- Learn to use backward planning.** When I write a due date in my planner, go back a day or a week and give myself a reminder that the due date is approaching.
- Use a color-coding system.** Keep some colored stickers on hand and use those for reminders that a due date or other important event is approaching. For instance, I can use a yellow caution sticker to serve as a warning two days before my research paper is due.
- Put everything in my planner.** I must remember that anything that takes up time, like a ball game, will keep me from working on an assignment. If I don't put these things in my

CLASS	MONDAY 10/1	TUESDAY 10/2	WEDNESDAY 10/3
ENGLISH	Must see 10/1/13 Final 10/1/13	Prepare to see 10/2/13 10/2/13	Study 10/3/13 10/3/13
MATH	10/1/13	10/2/13	10/3/13
BIOLOGY		10/3/13	10/3/13