DIGITAL PUBLISHING TOOLS
Syllabus

Discovery Middle School
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Course Description:	Students will learn the fundamental concepts of word processing, spreadsheets and presentation software through a variety of software applications. The students will explore basic design concepts that will be utilized when creating a personalized digital portfolio that showcases their academic work. Students will increase their computer competency and keyboarding skills for composing and creatively expressing ideas digitally. Digital citizenship concepts and skills will be taught throughout the class.
Course Objectives:	At the conclusion of this class, students will be able to... use educational technology responsibly. We will cover typing, word processing, spreadsheets, and presentation software. Students will also learn how to create a website in the form of a portfolio that can be shared with parents and teachers.
Classroom Expectations:	Classroom Rules and Procedures: 1. Have a positive attitude. 2. Be responsible. 3. Be respectful to others and their opinions. 4. Set high expectations for yourself. 5. Follow all school rules. Possible Consequences: 1. Conference with student 2. Parent Contact – by phone or email 3. Detention (tardies only) 4. Parent Conference 5. Administrative Referral
Textbook:	No textbook
Grading:	Test grades will account for 60% of the 9-weeks grade, with the remaining 40% being determined by quiz/daily grades. The grading

	scale is as follows: A (90-100), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Make sure all absences are excused as work can be made up and graded for excused absences only.
Make-up Work:	Under normal circumstances, it is expected that students will submit previously assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absences must be made up within a timeframe determined by the teacher. **It is the responsibility of the student to ensure he or she makes up work following excused absences. Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.** (DMS 2021-2022 Student Handbook)

Late Work:	For work turned in late, the following policy will apply:
	    • The assignment will drop one LETTER grade for each school day that passes. For example, if an assignment is turned in one school day late, the highest a student can receive is 89%; two days late, 79%, etc.
	1 day late = maximum credit 89%
	2 days late = maximum credit 79%
	3 days late = maximum credit 69%
	4 days late = maximum credit 59%
	5-10 days late = maximum credit 50%
	    • Half credit is always better than no credit! Until work has been made up, "Missing" (which counts as a zero) will be put in the grade book. This will be updated once work is completed and turned in.

Accommodations:	Requests for accommodations for this course or any school event are welcomed from students and parents.
Turnitin Notice:	The majority of writing assignments in this course will be submitted to Turnitin via the Schoology learning platform. The primary focus of this software is to help students become better writers and scholars. Turnitin generates a report on the originality of student writing by comparing it with a database of periodicals, books, online content, student papers, and other published work. This program will help students discern when they are using sources fairly, citing properly, and paraphrasing effectively - skills essential to all academic work.

	Students will have the opportunity to review their Turnitin originality report and will have the opportunity to make revisions before submitting their work for grading. Once their work is submitted, teachers have the opportunity to view the student's originality report and grade accordingly.
Technology	Concerning laptop utilization: 1. Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher.
Materials and Supplies:	Pen/Pencil **Wishlist: Tissues, Germ-X, paper towels**

9 Week Plan *Subject to Change*	
Week	**Unit**
1	ISTE Standards
2	Design Principles
3	Portfolios - Part 1 & logos
4	Google Suite
5	Google Suite
6	Microsoft Word & PPT
7	Microsoft Word & PPT (TSA project)
8	Microsoft Excel
9	Portfolios - Part 2