

# How to Complete a Weekly Calendar

1. Pick your format
  - a. You can choose one from here:
    - i. <http://bakersmathmania.weebly.com/welcome-to-math-lab.html>
    - ii. <http://kozliksmathcorner.weebly.com>
  - b. You can fill it out on paper or in an actual calendar and send me a picture.
  - c. You can write in on a white board and send a picture.
  - d. You can make a list in Microsoft word.
2. Find all your course announcements for each course you are in.
  - a. Check your kmail. Most teachers send them out on Friday afternoons.
  - b. If you cannot find it in your kmail follow these steps to get to your course homepages. \*This does not work for Math and English Lab\*
    - i. Login to the students OLS (homepage)
    - ii. Click “Courses” at the top
    - iii. Roll over the name of one of the courses.
    - iv. Click “Go to Course”
    - v. In the new window click on the name of the course.
    - vi. Then click “Access Course”
    - vii. The course announcements are in the center of the page. The lessons and quizzes are on the left side.
    - viii. Repeat this for each of your classes.
3. Fill out your calendar using the information from each of your course announcements. You are taking the 5-6 separate calendars and making them into one.
4. Send it to your teacher in a kmail by the Monday night following the week. So 1/7-1/11 calendar is due 1/14 by midnight.