

2



3

- *At the start of every term:* Make sure you have the Assessment Calendar.
- Available online KIRRI

4

Homework in Outlook?

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5

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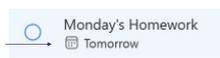
Do you also you create a task *Add a task* for that piece of homework?

If not, what is your approach?

7

Here is a simple approach:

Each day create a single task with due date tomorrow where you keep adding homework as you get it to the notes.



Science - read paragraph
 Maths - do exercise 6.3
 French - learn colours vocab
 History - watch video

You can then write DONE next to each piece in the NOTES then mark it as Completed . If not completed, it will show up as not completed along with the new day's homework, so when you do it the next day then you mark it complete.

8

Assignment and Test Planning in Outlook

What do you do or will you do in outlook when you are given a test or assignment?

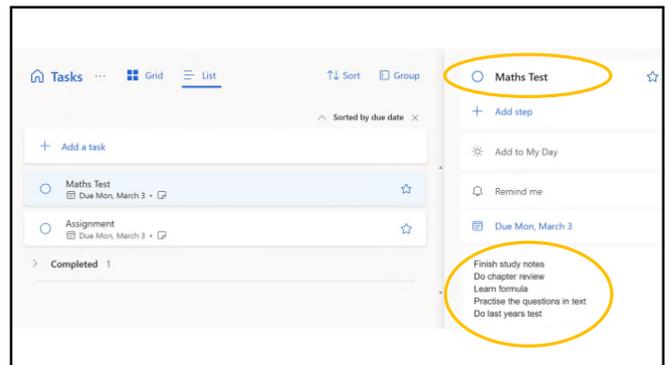
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Assignment and Test Planning in Outlook

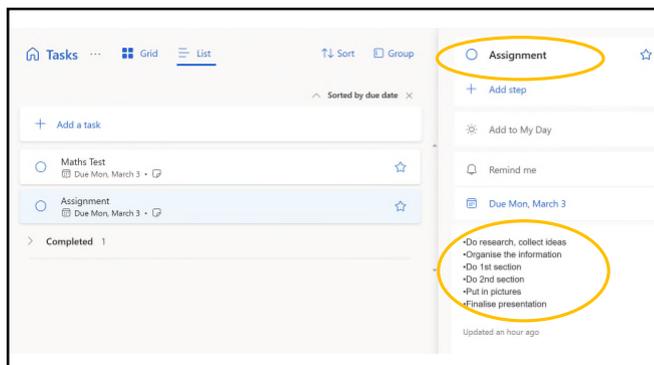
Suggested approach: use BOTH calendar and tasks.

1. Add the due date of the test or assignment into the Outlook CALENDAR.
2. Create a new Outlook TASK for that test or assignment and in the NOTES of the task brainstorm the steps to complete that task.
3. Work through your TASK LIST daily which will include homework, as well as upcoming tests and assignments.

10



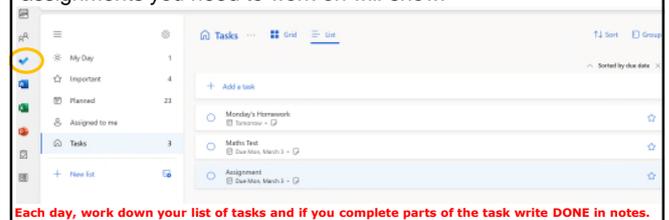
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12

Assignment and Test Planning in Outlook

Each afternoon, check your tasks and use LIST view sorted by DUE DATE. That way both homework and all other tests and assignments you need to work on will show.



Each day, work down your list of tasks and if you complete parts of the task write DONE in notes.

13

Some students, while getting comfortable with Outlook, may also like to use a whiteboard

Biology	3/5	Finish notes, do end chp test	MON
Maths Assign	7/5	Make flashcards for formulas	TUES
History Project	11/5	Do at least an hr of research	WED
English Report	16/5	Brainstorm ideas for 1 st draft	THURS
French Test	18/5	Practice speaking skills	FRI
Geog Assess	22/5	Do section 1	TUES

Plan the week, then the weekend, based on what is most important and urgent.

14

THIS WEEK:

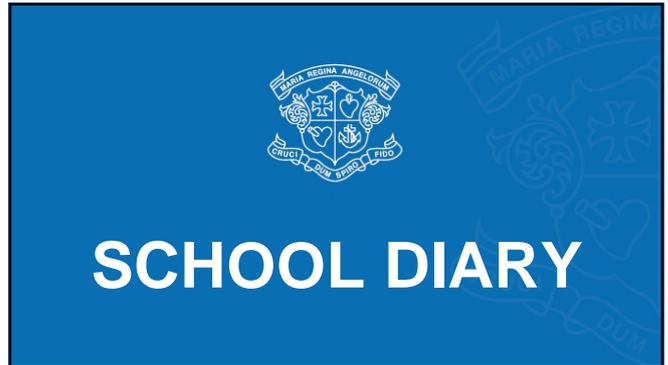
Science Test	3/5	Finish notes, do end chp test	MON
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English Report	16/5	Brainstorm ideas for 1 st draft	THURS
French Test	18/5	Practice speaking skills	FRI
Geog Assess	22/5	Do section 1	TUES

At the end of the week, reassess make a new plan for the weekend. Then plan the next week. Then the next weekend....

15

The following slides were shown to the girls by the school earlier in the year.

16



17

We are moving to an online Diary
These tiles hold information that was in the Diary

Policies and Procedures for Students

- Induction
- Charism
- Education
- History
- ICT Policy for Students
- Student School Rules & Procedures
- Safety
- Student Wellbeing

Students Handbooks

The Student Handbook has all information needed for students - open and have a look through today

18

Use Outlook as your eDiary

Stay organised with your Calendar and To Do list!

19

Use the left pane of the **Outlook window** to navigate between functions (emails, calendar, contacts, favourites and to do list)

Note: The processes differ whether you are working on a PC or on a Mac

20

For Mac Users

Using Calendar

21

You can use both the **Calendar** and the **To Do list** to log your homework, assignments, meetings, tasks etc.

Note: the tasks entered in the To do list do not show in your Calendar

22

- You can work in your **Calendar** and enter all your events, meetings assessments and homework
- OR you can also use **To do lists**- the tick symbol

You can choose to use either or both

23

In the **Calendar** view, double click on the **due day** and **time** of the event / task, and fill in the details.

24

You can **add notes, links, pictures or files** to the event/task

Science Assignment
 Tuesday 14 January 2025

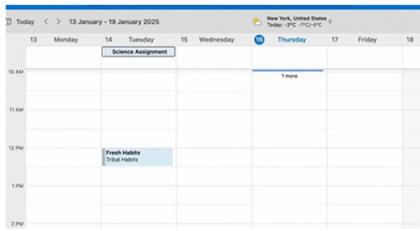
Meeting Details

- Final draft must be submitted online
- Link to submit work

25

You can also make it an "all-day" event, to pin it at the top of the page.

Remember to check Kirri for assessment details



26

For Mac Users

Using To Dos

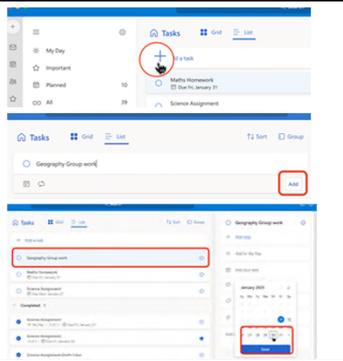
27

In the To Do list view, To get to this view Click on the tick on the left hand tools when you open outlook

Click on **Add a task**

Give it a name and click on **Add**

Select it in the tasks and **choose a due date, attach a file, add notes etc.**



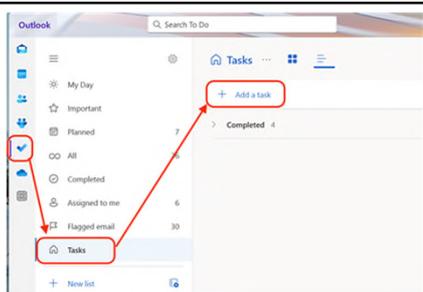
28

For Windows Users

29

The calendar doesn't display the tasks, but you can drag them onto your calendar.

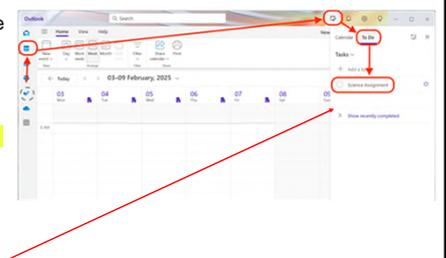
Go to the To Do list, select Tasks, and add a task (same process a seen for Mac).



30

Then, switch to **Calendar View**, on the top menu, select **My Day**, and click on **To Do**.

Your tasks will appear in the right pane.



31

All you have to do is **drag your task** to the due date on your calendar.

