

Canvas Class- Save An Assignment

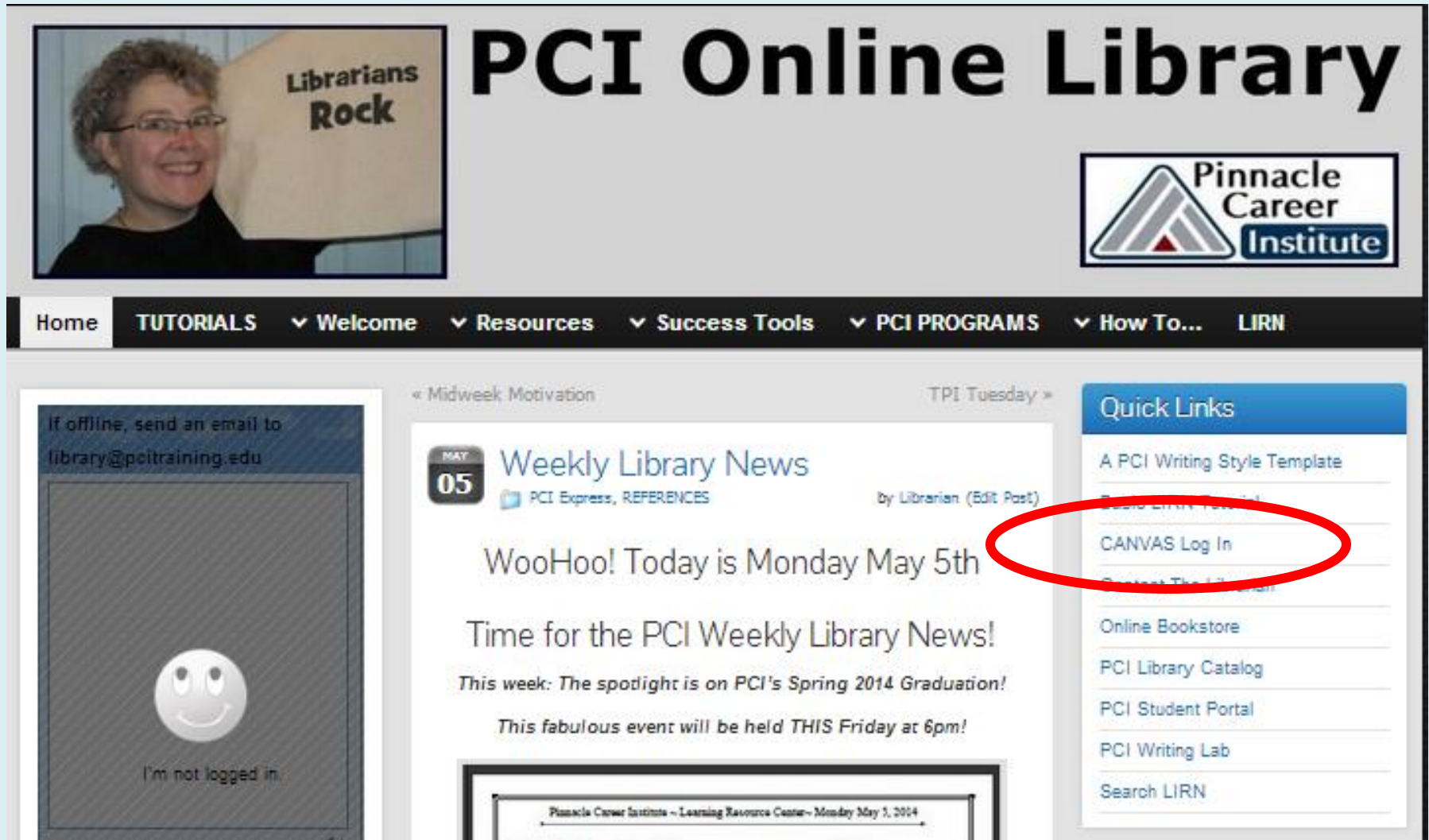
Spring 2014

By- PCI Librarian



Log in to Canvas from Library website:

www.pinnacleapps.com/library



The screenshot shows the PCI Online Library website. At the top left is a photo of a woman with glasses and a sign that says "Librarians Rock". To the right is the "PCI Online Library" title and the "Pinnacle Career Institute" logo. Below this is a navigation bar with links: Home, TUTORIALS, Welcome, Resources, Success Tools, PCI PROGRAMS, How To..., and LIRN. The main content area features a "Weekly Library News" post dated May 5th, with the text "WooHoo! Today is Monday May 5th" and "Time for the PCI Weekly Library News!". A red circle highlights the "CANVAS Log In" link in the "Quick Links" sidebar on the right. On the far left, there is a login status box that says "I'm not logged in" with a smiley face icon.

Librarians Rock

PCI Online Library

Pinnacle Career Institute

Home TUTORIALS Welcome Resources Success Tools PCI PROGRAMS How To... LIRN

« Midweek Motivation TPI Tuesday »

if offline, send an email to library@pcitraining.edu

I'm not logged in.

MAY 05 Weekly Library News
by Librarian (Edit Post)

WooHoo! Today is Monday May 5th

Time for the PCI Weekly Library News!

This week: The spotlight is on PCI's Spring 2014 Graduation!

This fabulous event will be held THIS Friday at 6pm!

Quick Links

- A PCI Writing Style Template
- CANVAS Log In**
- Online Bookstore
- PCI Library Catalog
- PCI Student Portal
- PCI Writing Lab
- Search LIRN

Pinnacle Career Institute - Learning Resource Center - Monday May 5, 2014

Use your email & password



Pinnacle Career **Institute**™



name@emailhere

Stay signed in

[Don't know your password?](#)

Log In

Open up your assignment

GS100 (4.7.14) > Assignments > Assignment 1.3 - Time Management (Online)

Assignment 1.3 - Time Management (Online)

Due Apr 13 by 11:55pm **Points** 100

Submitting a text entry box, a website url, a media recording, or a file upload

[+ Submit Assignment](#)

Time Management

Please answer the following questions. Your response should reflect the [PCI ASSIGNMENT SUBMISSION](#) guidelines and must be submitted as a Word document.

Description: In this activity, you will track the amount of time you spend weekly on various activities, and then evaluate your use of time by completing the Assignment 1.3 Activity.

Points Possible: 100

Required Materials or Reading:

Internet Sites: Time Management

- [Why Is Time Management Important?](#)
- [Overview of Time Management Systems](#)
- ["Zen to Done"](#)
- [Time Management Tune Up](#)

Student Instructions:

1. Read the assigned internet articles.
2. Open and complete the following template according to its directions.
 - a. [Time Management Activity](#)
3. Once you have completed your Assignment 1.3 activity, upload your answers to the online classroom for your instructor to review. Remember to use a standard file name - Example: jbrown_GS100_W1A3.docx



Click on the link to start



A download box pops up

Pinnacle Career Institute

Courses ▾ Assignments ▾ Grades ▾

GS100 (4.7.14)
C 07 APR 2014 MOD

Home
Announcements
Modules
Syllabus
Grades
People

Assignment 1.3 - Time Management

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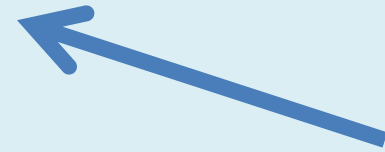
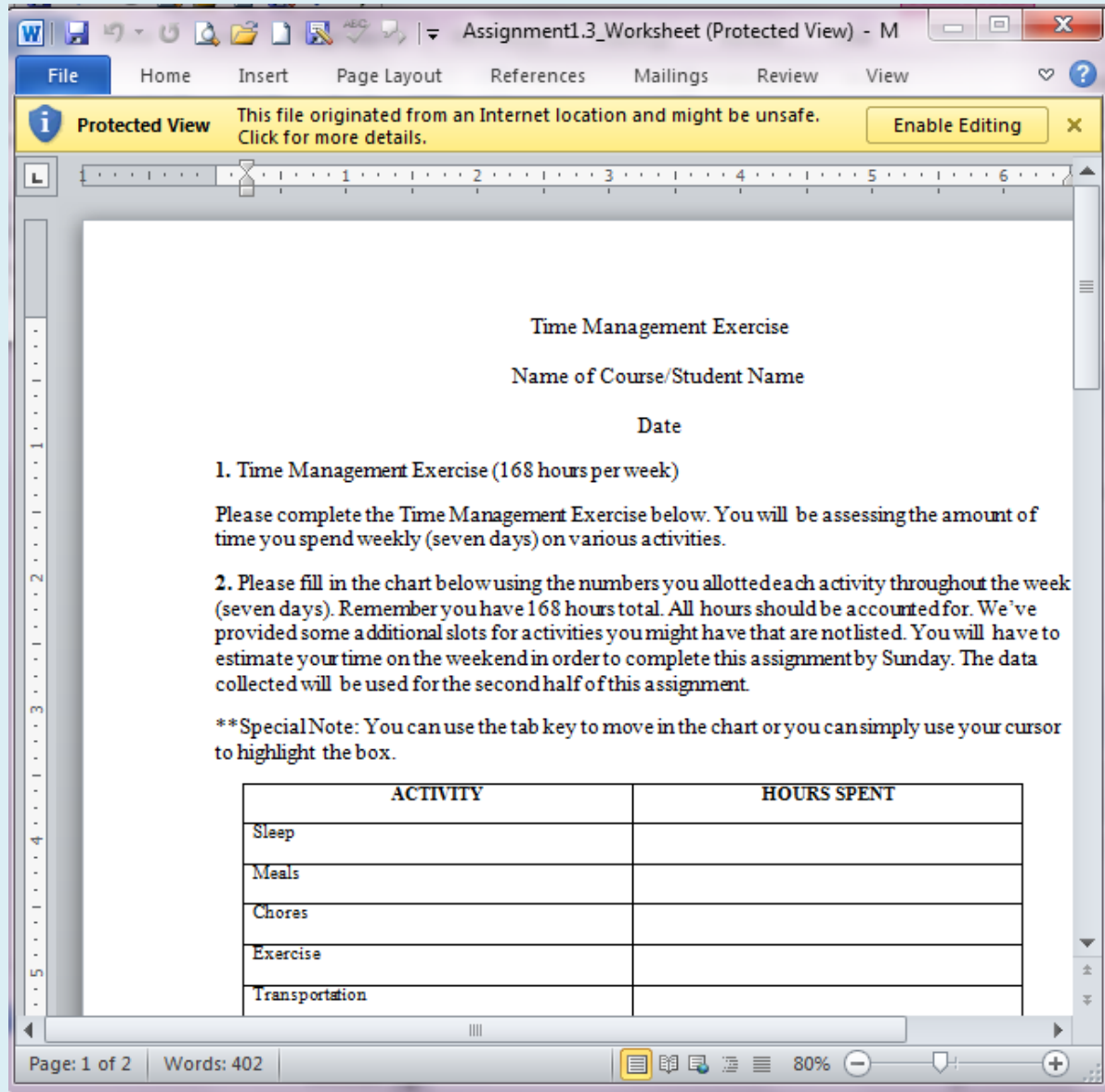
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 - a. [Time Management Activity](#)

Assignment1.3_Wor....doc

- Check the lower left corner of your browser for the word doc.
- Click the box and the document should open up in Microsoft word.

The word doc opens in protected view



- Click the **Enable Editing** box so that you can save or print the document.

Now we can save this document

The screenshot shows a Microsoft Word window with the title bar 'Assignment1.3_Worksheet [Compatibili...'. The ribbon is set to 'Home' with the 'Font' group selected. The document content is as follows:

Time Management Exercise

Name of Course/Student Name

Date

1. Time Management Exercise (168 hours per week)

Please complete the Time Management Exercise below. You will be assessing the amount of time you spend weekly (seven days) on various activities.

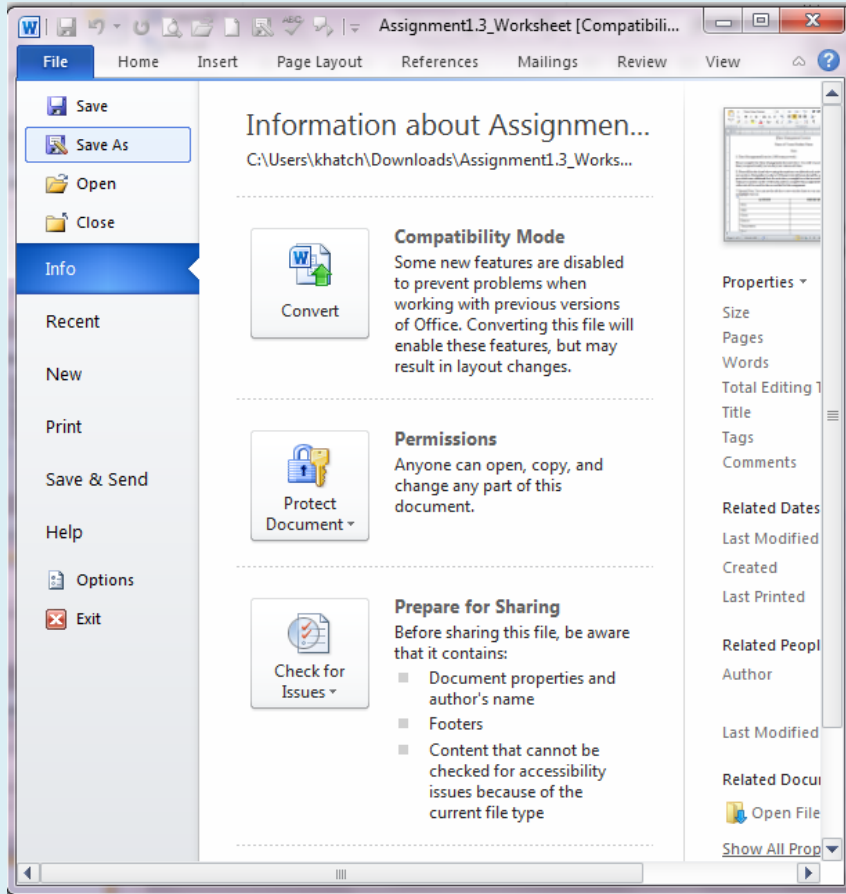
2. Please fill in the chart below using the numbers you allotted each a ctivity throughout the week (seven days). Remember you have 168 hours total. All hours should be accounted for. We've provided some additional slots for activities you might have that are notlisted. You will have to estimate your time on the weekend in order to complete this assignment by Sunday. The data collected will be used for the second half of this assignment.

****SpecialNote: You can use the tab key to move in the chart or you can simply use your cursor to highlight the box.**

ACTIVITY	HOURS SPENT
Sleep	
Meals	
Chores	
Exercise	
Transportation	
Work	

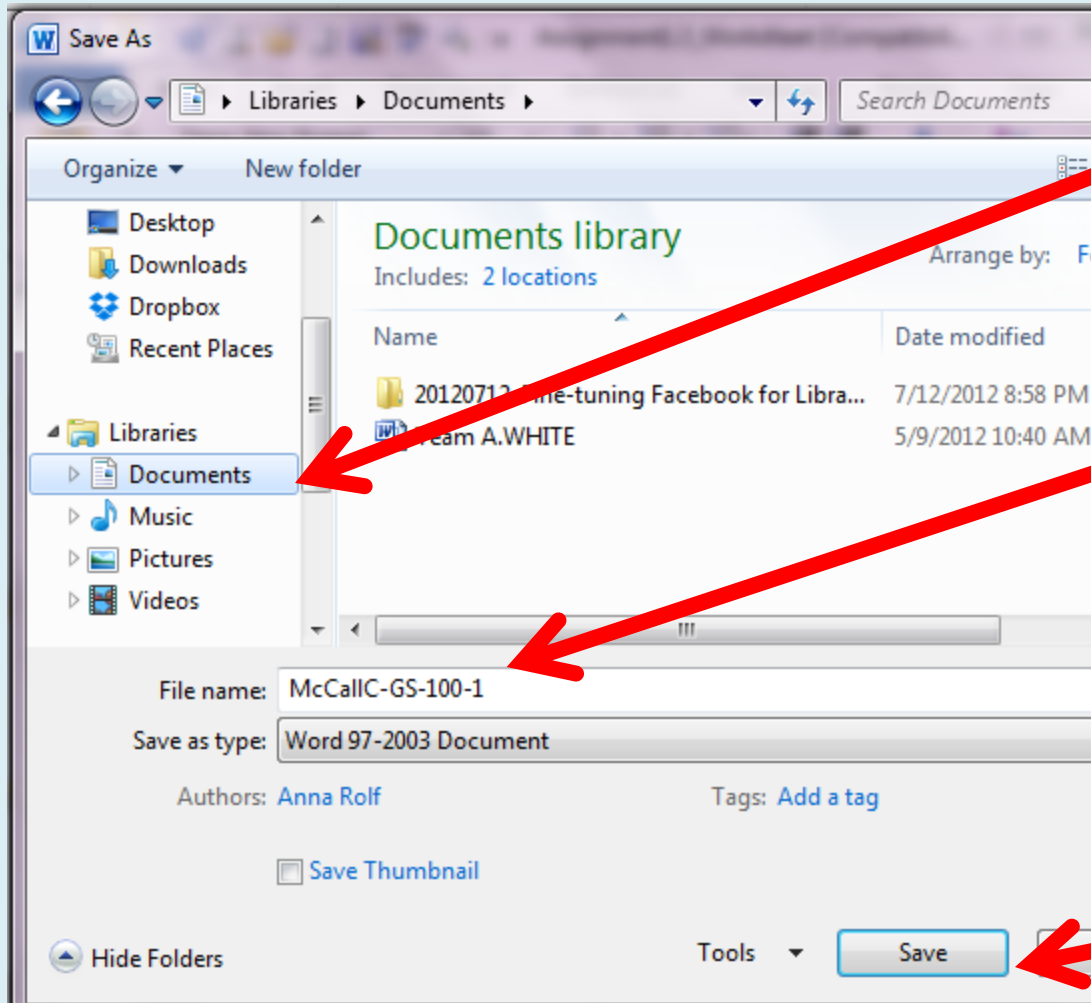
Page: 1 of 2 Words: 402 80%

Save in your Documents



- Go to
- FILE
- SAVE AS

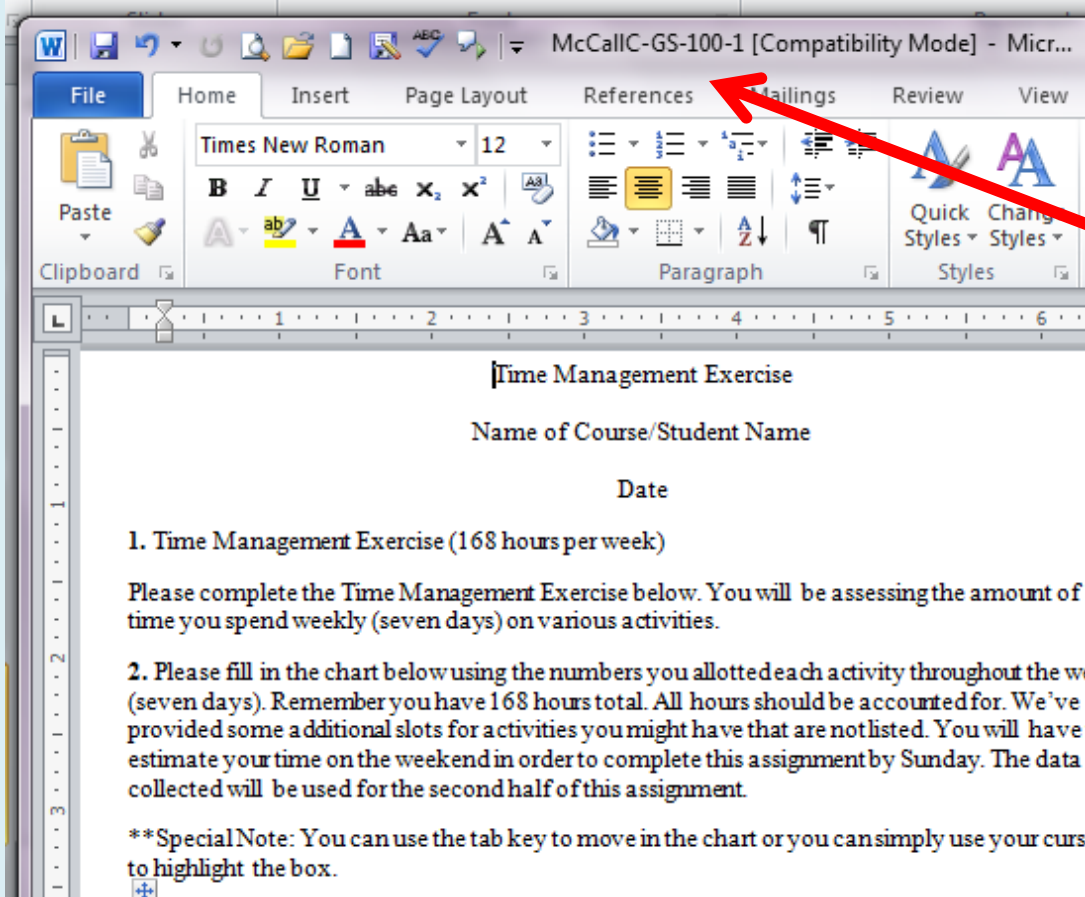
The **SAVE AS** box opens up



- Now use the bar to select **Documents**
- Next- **Name your document** –last name, first initial, class and assignment number
- Now click **SAVE**

Check it out

- Check the top of the document and you should see the change.
- Make sure to **SAVE** your work every 10 minutes or so (Ctrl + S).



Thanks!



- Questions? You can get help from:
- A classmate in the Student Lounge
- Your Instructor
- Your Student Success Coordinator
- The Librarian