

**BEST SELLER**

# **TIME CAPSULE**

for  
**Computer Applications Class**

**Students are prompted  
to create a  
TIME CAPSULE**

**Complete in Google or  
Microsoft –  
The File is Editable**

**Makes a Great  
Final Project!**

**Easy to use!**



**FUN! NO PREP!**

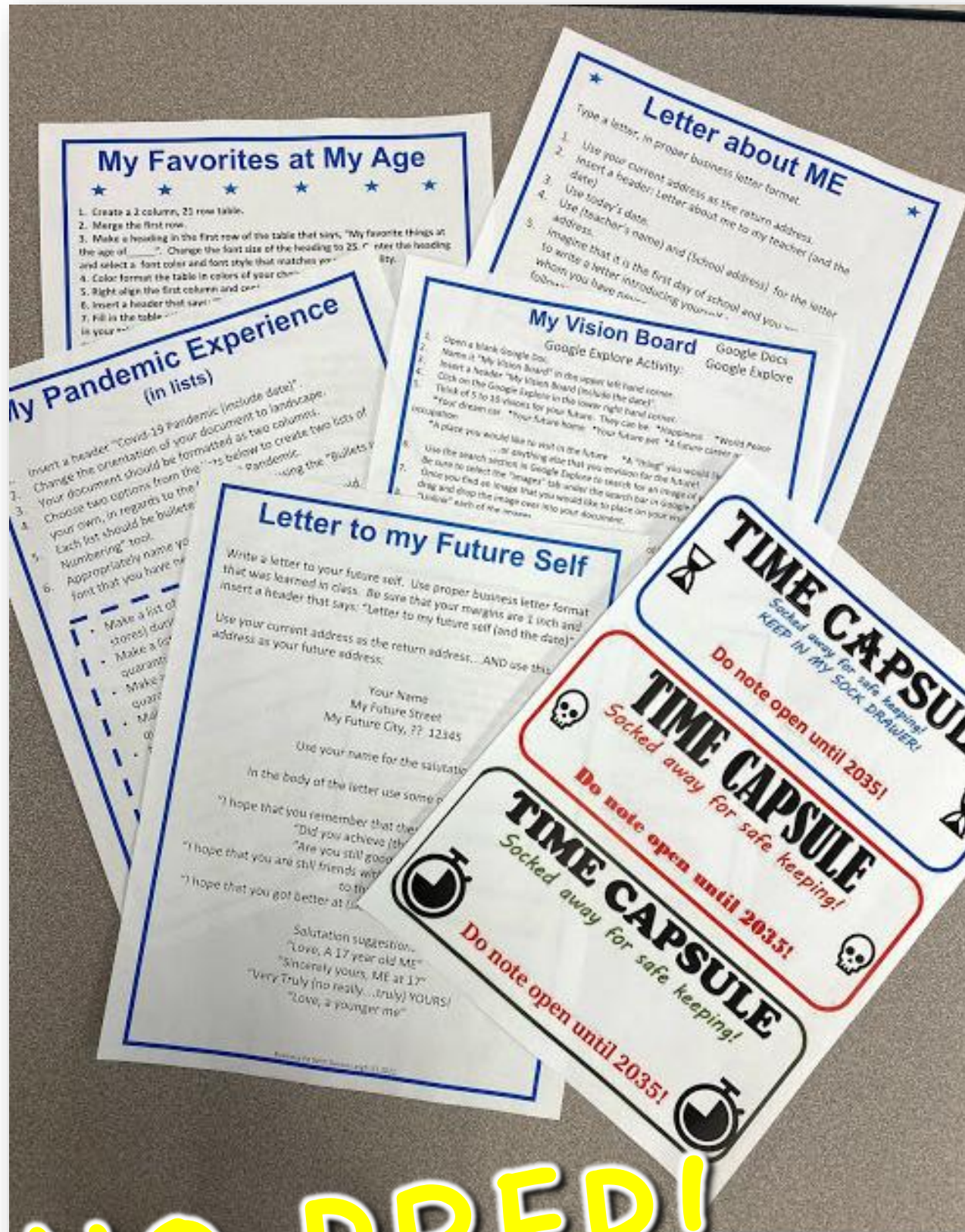
BUSINESS EDUCATION WITH *Denise Leigh*

Students create a **TIME CAPSULE**  
in Google Apps Suite or  
Microsoft Office Applications!!!

Teachers can edit the templates  
to add what concepts or tools  
they want to incorporate.



**NO PREP!**



## **FIVE (5) Assignments included:**

- ★ **‘My Favorites at My Age’** - students are prompted to create and format a table, insert a header, merge cells, change fonts and more.
- ★ **‘My Pandemic Experience in LISTS’** - students are prompted to create lists using bullets or numbers.
- ★ **‘Letter about ME’ & ‘Letter to my Future Self’** - students write a letter using proper business letter format GREAT real-world practice.
- ★ **‘My Vision Board’** - Students create a vision board for the future!

 **ALL DIRECTIONS  
FOR STUDENTS ARE INCLUDED!**

 **Teacher Tips are also included!**

# BUSINESS EDUCATION WITH *Denise Leigh*

## Teacher suggestions and tips in teaching...

This time capsule can be done in Google Applications or Microsoft Applications. I had my students create a digital folder called "Time Capsule" and save all time capsule submissions in that digital folder. That way, they also have a digital time capsule when done. I have them share that digital time capsule folder with their personal account of theirs as their school account will not be active after they graduate. This also made it easy to print when it was time to do so.

I highly suggest that you read all of the directions before sending to your students to ensure that your students know how to do each of the formatting requirements called for in each assignment. THIS IS AN EDITABLE FILE. If you want to add or delete...do as you wish.

It took my students about one 42-minute class period to do each of the assignments.

I did not include rubrics for each as I think that grading would be best decided by each teacher.

I included labels for students to use. I print them out and laminate them to protect for longevity. You may choose to have your students create their own labels in Canva or another application to add more creativity.

My students rolled-up all of their time capsule submissions in a tube shape and placed them in a sock. During the Covid-19 Pandemic, they also included a mask that was signed (with a pen or marker) by their best friends, family, and favorite teachers.

You may elect to have students place their time capsule submission in an envelope or fold them and place a ribbon around them. The ways of encapsulating these are endless!

**DO NOT KEEP YOUR STUDENTS TIME CAPSULES. THEY SHOULD TAKE THEM HOME AND 'SOCK' THEM AWAY IN THEIR SOCK DRAWER.**

# TEACHER TIPS INCLUDED!

- ✓ A great FINAL PROJECT for Computer Applications students to show off their skills!
- ✓ Include 5 assignments that cover many formatting skills and software tools.
- ✓ Can be Printed or saved in a Digital File



Students brought in a long tube sock (I purchased some inexpensive socks for those who forgot).

We rolled up their **TIME CAPSULE** submissions and put them in a sock, added the label (included in this resource), tied a knot, and added a couple of rubber bands to seal!

**DONE!**

Many students said that they were putting them in their sock drawer for safe keeping!

**MAKES A GREAT FINAL PROJECT**

My students  this project!



FUN!

# Teacher Testimonials



**Exactly what I needed** for my students. Students were **engaged** and it added to our overall lesson for the day. Thank you.



used this with my computer applications class as a semester review. **Very fun** and a chance to use creative flow in class. **Her resources never disappoint!**



My students **enjoyed** the Time Capsule activity. **No prep - it's a win-win.** There were **only positive feedback** from all my students.



My students **loved** this activity (sic) and the many others I have used.



This was a **fun activity to break up the monotony** of our online textbook curriculum. Can't wait to **use it again** this year.

**Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!**

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

