

**Welcome to the Email unit of the Computers and Literacy Class**

**What to know about the class:**

* Each lesson plan is built to fit a **2 hour time slot**
* There are 12 lesson plans
* Each unit includes a TABE testing day (Day 10) and a North Star Digital Literacy Pre-Assessment (Day 2) and Post-Assessment (Day 11)
* This curriculum was written for students with a **TABE score of 400 or higher**

**What you need for the class:**

* A computer for each student
* Projector
* A USB drive for each student
* Headphones for each student
* The ability to print from the computer

**Preparations for class:**

* + Make sure you have a teacher email account.
    - For Open Door LC’s
      * Username: comp.lit.opendoor@gmail.com
      * Password: Volunteer12
  + Be sure teachers have access to following PowerPoints
    - Day 1 Introduction to the Computer
    - Day 5 Forwarding Etiquette
    - Day 7 Email Safety

**How to become a North Star Digital Literacy Assessment proctor:**

* You will need your learning centers username and password
* Go to digitalliteracyassessment.org/admin
* Type in username and password
* Look for “Don’t see your name on the list” and click on proctor training

**Email: Day 1**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *cover the basics of the computer, its hardware and its software*  ***Computer skill:*** *learners will set up an email address* | **Make Student Copies**   * **Email Syllabus (Tab 1)** * **Username and Password Rules (Tab 2)** * **Email Setup (Tab 3)**   **Teacher Copy**   * **Day 1 Intro PPT Notes Form (Tab 4)** * **Computer Sign-up Sheet (Tab 26)** * **Username and Password Spreadsheet (Tab 27)**   **Props, Technology or Other Resources**   * Projector * Computer for every student * **Day 1 Introduction PPT** |
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| **Lesson Plan** | Vocabulary |
| **Activity 1: Introduction to the Computer and Email**  Description: students and teachers will introduce themselves and then go over the expectations for the class  Materials/Prep: Load **Day 1 Introduction PPT**, copies of **Username and Password Rules**  **Activity 2: Introduction to the Computer and Email**  Description: students will gain a basic understanding of computer hardware, software and Email  Materials/Prep: Load **Day 1 Introduction PPT**, copies of **Username and Password Rules**  **Activity 3: Create Email Accounts**  Description: using the rules we went over in the PPT, users should create email accounts in Gmail  Materials/Prep: copies of **Email Setup** | * Email * Web address/URL * Username * Password |

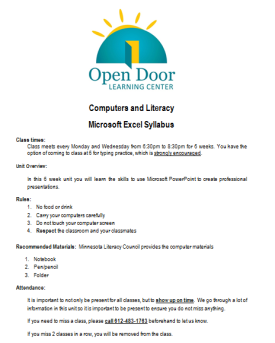
**Teacher Directions: Activity 1: Introductions and Expectations**

**–Email Syllabus**

Step 1: Teacher and student introductions

Go around the room and have students and teachers introduce themselves by answering pre-determined questions

Example questions; choose 3-4:

* What is your name?
* Why did you decide to take this class?
* What are your goals?
* What would you do if you won $10,000?
* What do you like to do in your free time?
* What is your favorite dessert?
* Choose your own

Step 2: Syllabus

Hand out **Class Syllabus** and go over with students

Fill in the blanks with your own learning center information

Ask coordinator for the learning center phone number

Be sure to **highlight respect aspect**- students are varying levels, from varying backgrounds, but this is a space where we respect each other and focus on learning computer skills

Step 3: Get computers

If not done already, take this time to have students obtain a computer from the COW (computer on wheels)

Make a copy of **Computer Sign-up sheet** and fill in students names next to their assigned computers, fill in class times/days and tape it to the COW (this is to prevent other teachers from taking students’ computers)

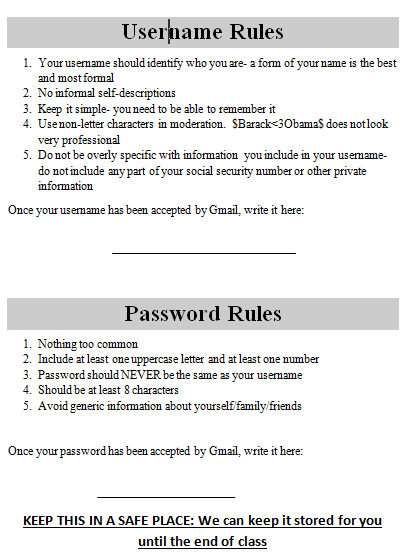
**Teacher Directions: Activity 2: Introduction to Computer and Email**

**-Day 1 Introduction PPT**

Step 1: Introduce PowerPoint

**Explain** that this PPT has been created to inform learners about what they need to know in terms of Email

We will not discuss every piece of computer equipment or every program on the computer, only the ones you need to be successful with Email

Step 2: Go through PPT

Be sure you printed out the PPT in notes form, if not done already

Use the notes to expand on information in the slides which demand it

Do not spend TOO MUCH time on the Hardware and Software sections, because the username and password discussions take quite a bit of time and learners will need at least 30 minutes to sign up for email addresses

Step 4: After PPT

After you go through the PPT, hand out **Username and Password Rules** hand out

Instruct learners who do not have a Gmail account to think about potential usernames and a solid password

**Teacher Directions: Activity 3: Create Email Accounts –Microsoft Word Email Setup**

**-Username and Password Spreadsheet**

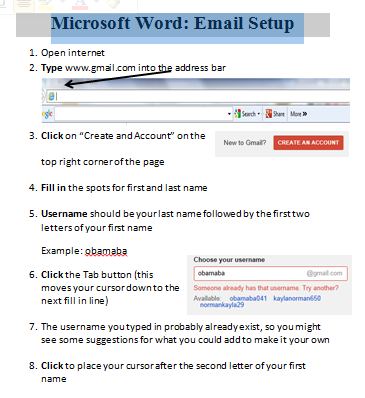
Step 1: Setting up a new email

**Explain** that even if learners already have an email, we will use this one for classroom purposes

If they really protest to creating another email (for example if they have already created a new one in another class) have them assist other learners or sign in to Mavis Beacon and practice typing

Step 2: Demonstrate Setting Up

**Instruct** learners to focus on the what you are doing, they should not be following along on their computer at this point

Go through the steps of creating a new email, point out that Gmail will let you know when your username already exists and will offer suggestions for a new one

Teacher: Do not submit your email in this explanation, but do explain that the learners should

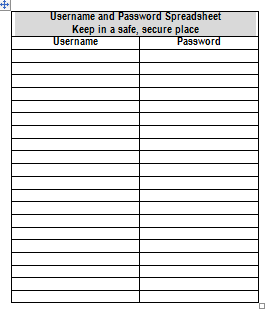
**Repeat** the steps again if you find it is necessary

Step 3: Controlled Set-up

**Hand out Microsoft Word: Email Setup**

Go through the steps with the learners following along

**Remind** learners that once they have registered, should wait for further instructions

****Go around the classroom and collect everyone’s username and password on the **Spreadsheet-** this is an attempt to avoid issues with students forgetting their information at a later date

Store this sheet in a secure location (option: somewhere in the COW)

**If there is time:** Step 4: Email vocabulary

Go through important vocabulary on main email page- inbox, email, unread, subject, from, compose. This will be gone over more in depth on Day 2

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**Computers and Literacy**

**Email Syllabus**

**Class times:**

Class meets every and from to for 6 weeks.

You are encouraged to come 30 minutes early to practice typing. This class does a LOT of typing, so the more aware of key placement you are, the more successful you will be.

**Unit Overview:**

In this 6 week unit you will learn the skills to use email in a professional setting.

**Rules:**

1. No food or drink
2. Carry your computers carefully
3. Do not touch your computer screen
4. Respect the classroom and your classmates

**Recommended Materials:** Minnesota Literacy Council provides the computer materials

1. Notebook
2. Pen/pencil
3. Folder

**Attendance:**

It is important to not only be present for all classes, but to **show up on time**. We go through a lot of information in this unit so it is important to be present to ensure you do not miss anything.

If you need to miss a class, please **call**  beforehand to let us know.

If you miss 2 classes in a row, you will be removed from the class.

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| Computer Sign-up Sheet  These computers are in use and from \_\_\_\_\_\_to\_\_\_\_\_\_ | |
| 1 |  |
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| 19 |  |
| 20 |  |
| 21 | Teacher Computer |

**Username Rules**

1. Your username should identify who you are- a form of your name is the best and most formal
2. No informal self-descriptions
3. Keep it simple- you need to be able to remember it
4. Use non-letter characters in moderation. $Barack<3Obama$ does not look very professional
5. Do not be overly specific with information you include in your username- do not include any part of your social security number or other private information

Once your username has been accepted by Gmail, write it here:

**Password Rules**

1. Nothing too common
2. Include at least one uppercase letter and at least one number
3. Password should NEVER be the same as your username
4. Should be at least 8 characters
5. Avoid generic information about yourself/family/friends

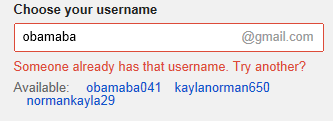
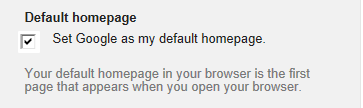
Once your password has been accepted by Gmail, write it here:

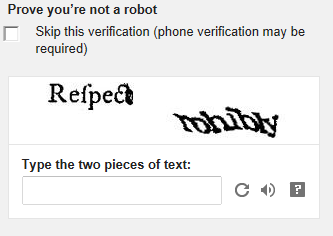
**KEEP THIS IN A SAFE PLACE: We can keep it stored for you until the end of class**

**Email Setup**

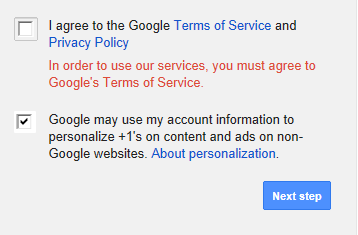
1. **Click** on “Create and Account” on the top right corner of the page
2. **Fill in** the spots for first and last name
3. **Username** should be your last name followed by the first two letters of your first name

Example: obamaba

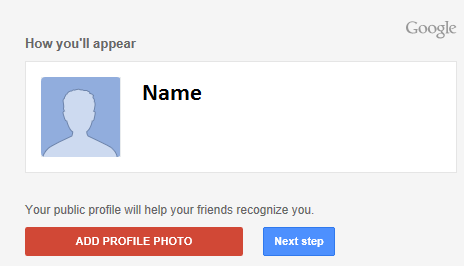
1. **Click** the Tab button (this moves your cursor down to the next fill in line)
2. The username you typed in probably already exist, so you might see some suggestions for what you could add to make it your own
3. **Click** to place your cursor after the second letter of your first name
4. **Type**
5. **Fill out** the rest of the form
6. **Under** the heading “Default Homepage” click on the checkmark. This will uncheck the box.

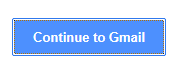


1. **Type** in the verification to “prove you are not a robot”, it might be difficult, but take your time

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1. **Click** on the box next to “I agree…”, a check mark should show up
2. **Click** on the box next to “Google may…”, this should uncheck the box
3. **Click** next step



1. The next window with have some information, **click** on the blue box that says “Next step
2. On the next window, **click** continue to Gmail
3. You should now be in your email account.
4. **Wait** for teacher for next steps

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| **Username and Password Spreadsheet**  **Keep in a safe, secure place** | |
| **Username** | **Password** |
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