Lesson Plan

Date	
Period	
Class	Year 7
Lesson	Lesson 1.

Context of the lesson Where this fits into the "Big Picture"	Students are new to the school. They need to be introduced to the network and to understand how to log on and access their personal areas. They need to understand how to create an effective folder structure in order to save their work sensibly. They also need to understand how to use the email system.
MLO for this lesson. What will pupils know/understand by the end of the lesson	*Know:* How to log onto the system *Understand:*. Why there are certain rules to follow in the computer room *Be able to:* Create folders and send e-mails with attachments.

Teacher input/Activities. What the pupils should undertake with approximate timings.	Greet and settle students. No starter activity this lesson. Take register	5 mins
	Expectations in computer rooms: Ask students what behaviour they think is expected of them whilst they are using computer rooms. Possible suggestions: • No eating/drinking • No running about • Bags under desks • Do not give out password/log on details • Care with floppy disks/USB sticks Create a spider diagram on the board. Discuss why these rules are in place.	5 mins
	Expectations in lessons Ask students what behaviour they think is expected of them during ICT lessons. Possible suggestions: • Come in quietly • Listen when spoken to • No Games or E-mail during lesson • All homework in on time, no excuses • Make back up copies of work at home • All work has a footer with name and class Create a spider diagram on the board. Discuss why these rules are in place.	5 mins
	Introduction to the system How to log on – give out log on details. Get students to log on. Changing password – discuss why passwords should be changed. Discuss what makes a good password. Remind students again about not giving out password details. Students should change their passwords. How to find applications – show students where they can find commonly used applications and give them a chance to practice on their own	10 mins
	Creating folders – discussion. Show students the pdf 'messy_tidy_folders'. Discuss why it is not a good idea to have an untidy personal area. Discuss the difference a properly organised folder structure will make.	5 mins
		10

	Creating folders – demonstration and activity. Show students how to create a folder and how to rename it as 'Year 7' Show them how to create a subfolder for 'ICT'. Ask them to create a folder for each of their subjects inside their Year 7 folder. Depending on time, you can get students to repeat this task for Year 8, 9 etc.	mins
	Using e-mail Show students how to access the e-mail system Show them how to create a new message. Ask them to send a message to their neighbour. Ask them to reply to the message.	10 mins
Review/Summary At least 5 minutes before end.	• Ask students to tell you the rules for the computer room and expectations for lessons. • Ask students to find some common programs e.g. Excel, Powerpoint etc.	5 mins
Extension work	**Sending attachments** Remind students how to access Word. Ask them to write a couple of sentences about their time at their new school. Get them to save this document to their ICT folder. Show students how to send an attachment as part of an email. Get them to send their document to their neighbour. Ask their neighbour to open the attachment.	
Homework	Students should familiarise themselves with the school network and complete setting up their folders as shown during the lesson	
Materials required	List of student log-ons List of student email addresses Messy_tidy_folders.pdf	

You may:
- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:
- Save this resource to a school network or VLE
- Adapt or build on this work

A subscription will enable you to access an editable version and save it on your protected network or VLE