Gmail Draft Folder

UNIT 10: USING GMAIL
LESSON 5: GMAIL DRAFT FOLDER

LESSON OVERVIEW

You may start to write an email, but not have time to finish it. You can save this email and finish it later. Your draft folder is where unfinished emails can be saved. You can return to your draft folder and complete the email when you are ready.

Time: ~30 minutes

OBJECTIVE

Student is able to navigate the gmail interface.

PRINT PREPARATION

1. Print this lesson's Dollar Tracker

2. Review sequence of activities in lesson.

3. Learn which supplements you will use.

4. Print/Copy/Laminate materials that fit your student's needs.

5. Refer to your Level 2 Guide to read about effective practices

ONLINE REVIEW

1. Sign into Digitability

2. Click **LESSONS** tab

3. Select **Level 2 - Digital Citizen**

4. Select **Unit 10**

5. Select **Lesson 5 - Gmail Draft Folder**

WORKPLACE BEHAVIOR FOCUS FOR THIS UNIT

Using the Dollar Tracker, select two additional behaviors that you will target throughout the course of this unit. Always include participation/contribution in addition to the two new behaviors.

Gmail Draft Folder

Gmail Inbox
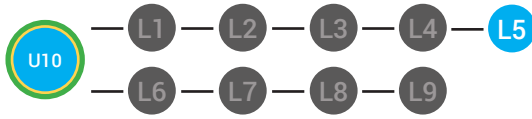
LESSON PLAN

WARM UP

⟳ ACCESSING PRIOR KNOWLEDGE

+$ 1. Write on the board *"To read the emails that you sent to other people, what folder in the Gmail menu would you look?"*

Answer: Sent Mail

2. Ask *"For a participation dollar, who can come up to the board to write the answers?"*

3. Distribute **10.5.IMAGE** Image Exchange Cards to students. See 🟦 DIFFERENTIATION for this activity to identify supplements needed for your students.
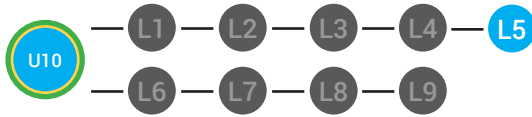
🟦 DIFFERENTIATION

T1 Writes response on board

T2 Writes response on board with assistance from a **Tier 1 partner**

T3 Uses **Image Exchange cards** [10.5.IMAGE] to point to potential vocabulary word or icon representing "sent mail"

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [10.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ PARTICIPATION	**-$ INTERRUPTIONS**
"Marcus + you answered correctly! You earned a dollar! Nice job!"	*Marcus + you interrupted. Interruptions cost $1. Next time, raise your hand and wait to be called on to earn a $1.*

GUIDED WATCHING

Call out earnings to the class, *"[Student] has earned x dollars... for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."*

1. Ask, *"For a participation dollar, who can tell me the name of our next badge?"*

Answer: Gmail Draft Folder

2. Distribute **10.BADGE** to students. See 👥 DIFFERENTIATION for this activity to identify supplements needed for your students.

## 👥 DIFFERENTIATION

T1 Correct Verbal Response.

T2 Writes down badge name or walks up to point to badge.

T3 Uses **Badge Board** [10.BADGE] for this Unit.

Pro tip Build confidence in your students: Identify students who have not earned money and focus on engaging them. Use differentiation tools if reluctant to participate. Ie. Have them point or write down their answers. EVERY student should be earning money.
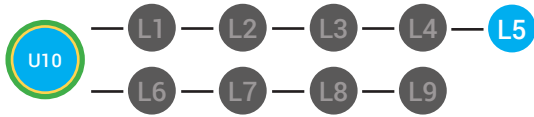
3. Bring attention to screen, *"Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen and he is actively listening by giving a thumbs up when he hears the words gmail draft folder"*

4. Ask students to give a thumbs up every time they hear and/or see the words Gmail Draft Folder in the video

5. Play video.

6. Distribute **10.IEC.THUMB** to students. See 👥 DIFFERENTIATION for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1   Puts thumbs up

T2   Puts thumbs up or holds up **Thumbs Image Exchange Card** [10.IEC.THUMB]

T3   Holds up or points **Thumbs Image Exchange Card** [10.IEC.THUMB]

7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [10.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

| +$ PARTICIPATION	-$ INTERRUPTION
"Marcus + you answered correctly! You earned a dollar! Nice job!"	*"Marcus + you interrupted. Interruptions cost $1. Next time, raise your hand and wait to be called on to earn a $1. Marcus, you're off-task. For every minute that you are not participating, it will cost a $1. Look at the screen and listen carefully to earn dollars for following direction/participating."*

Pro tip Rule #3: Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore it is important to give students time to opt, or identify their replacement behavior. If a student is not following directions, you have give them one minute (60 seconds) before taking additional dollars.
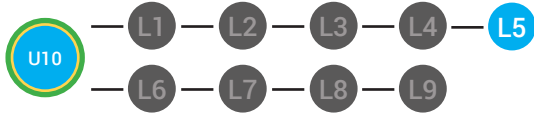
INFORMAL ASSESSMENT

1. Ask, *"For a participation dollar, who can tell me what happens when you send an email to someone else's email address?"*

Structure prompting to get students to come up with a definition using language from the video.

Answer: It goes to their personal account and their inbox folder.

'Yes, Nice job participating, [student]! You earned a participation dollar.'"

2. Ask, *"For a participation dollar, who can tell me what are some of your email folders"*

Structure prompting to get students to come up with a definition using language from the video.

Possible Answers: Inbox, sent mail, draft

"Yes, Nice job participating, [student]! You earned a participation dollar."

3. Ask, *"For a participation dollar, who can tell me when you send an email what folder does that email go into?"*

Structure prompting to get students to come up with a definition using language from the video.

Possible Answers: The sent mail folder.

*"Yes, Nice job participating, [student]! You earned a participation dollar."*

4. Distribute **10.5.IMAGE** Image Exchange Cards to students. See 👥 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

Pro tip: Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment. Require a complete sentence before awarding the $1. Then, use positive narration to reinforce the student's expressive communication.

"I love how you used a complete sentence for your answer. Nice job earning a dollar!"

"Yes, Nice job participating, [student]! You earned a participation dollar."
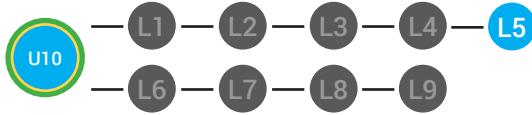
DIFFERENTIATION

T1 Verbal response

T2 Writing it down

T3 Uses **Image Exchange cards** [10.5.IMAGE] to point to potential vocabulary word or icon representing "inbox, sent mail folder, draft mail folder."

5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [10.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ PARTICIPATION	**-$ OFF TASK**
"Marcus + you answered correctly! You earned a dollar! Nice job!"	*"Marcus, you're off-task. Being off-task cost a dollar. Look at the screen and listen carefully to earn dollars for following direction/participating. Marcus, you're off-task. For every minute that you are not participating, it will cost a $1. Look at the screen and listen carefully to earn dollars for following direction/participating."*

Call out earnings to the class, *"[Student] has earned x dollars... for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."*
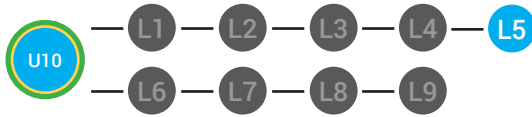
PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Gmail Draft Folder Badge for $1?"*

Click Activity Button to Play Activity Video

2. Student discusses with class to choose the correct answer.
    a. If student chooses correct answer, have student or whole class dance.

    b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.

3. Distribute lesson badge cut out **10.5.5** Students that unlocked the badge will place the **Gmail Draft Folder** print out on the classroom's **word wall**. See 👥 DIFFERENTIATION for this activity to identify supplements needed for your students.

Pro tip: Increase the dollar amount for shy students or to increase motivation.
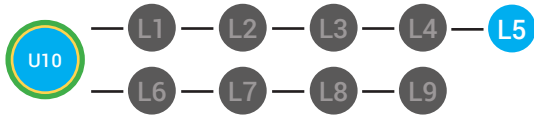
DIFFERENTIATION

T1 Student will use **verbal prompting** to unlock the badge with the class.

T2 Student will use **verbal prompting and hand signals** to unlock the badge with the class.

T3 Student will use hand signals, pointing, prompting levels or adult/Tier 1 partner support to unlock the badge with the class.

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [10.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ PARTICIPATION	**-$ INTERRUPTIONS**
"Marcus + you answered correctly! You earned a dollar! Nice job!"	"Marcus + you interrupted. Interruptions cost $1. Next time, raise your hand and wait to be called on to earn a $1."

ASSESSMENT/EXIT TICKET

1. Distribute **10.5.6** Gmail Draft Folder Exit Ticket to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.
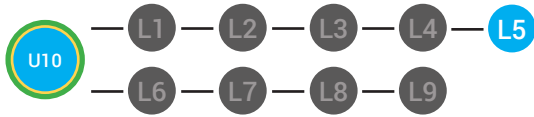
DIFFERENTIATION

T1 Using Tier 1 **Gmail Draft Folder Exit Ticket** [10.5.6.1], students will answer multiple choice questions about using email.

T2 Using Tier 2 **Gmail Draft Folder Exit Ticket** [10.5.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [10.5.6.3].

T3 Using Tier 3 **Gmail Draft Folder Exit Ticket** [10.5.6.3], students complete Trace and Learn.

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [10.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

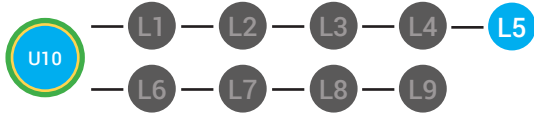| **+$ PARTICIPATION**	**-$ OFF TASK**
"Nice job, participating, Marcus. You earned a participation dollar. Let's hear more about your work."	*"Marcus, you're off-task. Being off-task cost a dollar. Look at the screen and listen carefully to earn dollars for following direction/participating. Marcus, you're off-task. For every minute that you are not participating, it will cost a $1. Look at the screen and listen carefully to earn dollars for following direction/participating."*

IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned during the lesson.

2. Students will fill in their dollar earnings from the lesson using their My Digitability Earnings sheet. Have students staple this sheet into their notebooks so they can use it for the entire unit.

3. If time permits, you can either have students log into their student accounts for independent practice or continue on to the next lesson plan.

4. Ask students what they will do with their money. Spend it or save it?

DIFFERENTIATION

T1 Login independently using **password cards.**

T2 Login independently using **password card** with the help from a Tier 1 partner for any required troubleshooting.

T3 Teacher or Tier 1 assistance to help student login using their **password card.**

Behaviors	Name EX: Sam					
Successful +$						
Participation/ Contributing	Ж					
Sharing/Helping/ Collaborating	|||					
Greeting a Guest							
Following Directions/ Staying on Task	|||					
Encouraging/ Complementing	||					
Problematic −$						
Off Task							
Off-Topic/ Inappropriate Comment						
Disrespect/Teasing	||					
Complaining/Whining						
Arguing						
Interrupting	||					
UMAPA						

Gmail Draft Folder

YES OR NO IMAGE EXCHANGE CARD
10.IEC.Y/N

✔ **Yes**	✘ **No**

Gmail Draft Folder

THUMBS IMAGE EXCHANGE CARD
10.IEC.THUMB

Gmail Draft Folder

IMAGE EXCHANGE CARDS

10.5.IMAGE

Directions: Cut out

Sent Mail

Sent Mail Folder

Draft Mail Folder

Inbox

U10 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8 — L9

LVL: 2 UNIT 10: LESSON 5 GMAIL DRAFT FOLDER

BADGE BOARD

10.BADGE

Gmail Draft Folder

Gmail Window
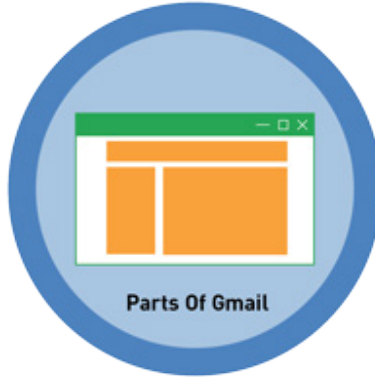
Parts Of Gmail

Gmail Inbox
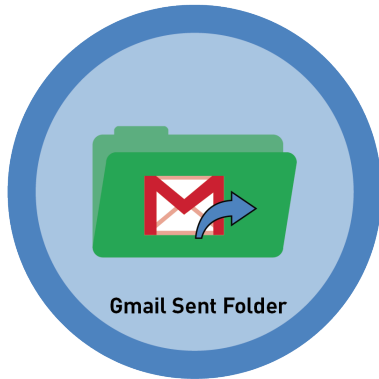
Gmail Sent Folder

Gmail Draft Folder
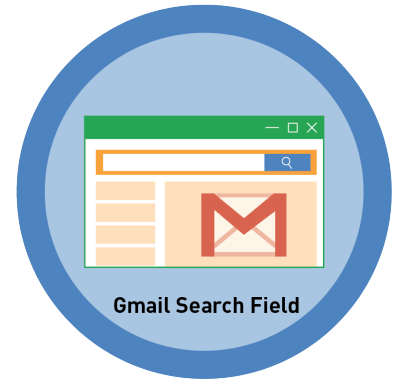
Gmail Search Field

Gmail Sign In

John Smith
johnsmith@gmail.com
Profile
Account   Sign Out

Gmail Sign Out

Gmail

WORD WALL PRINTOUT

10.5.5

Gmail Draft Folder

The Gmail Drafts Folder contains all of the emails that you didn't finish writing.

DIFFERENTIATION
Choose to cut out badge and definition or only badge for your classroom wall.

T1 GMAIL DRAFT FOLDER EXIT TICKET MULTIPLE CHOICE

10.5.6.1

1. When you send an email to someone else it goes into their:

a. Personal account

b. Public Account

c. To their Facebook Page

2. When you send an email to someone else, that email goes into YOUR:
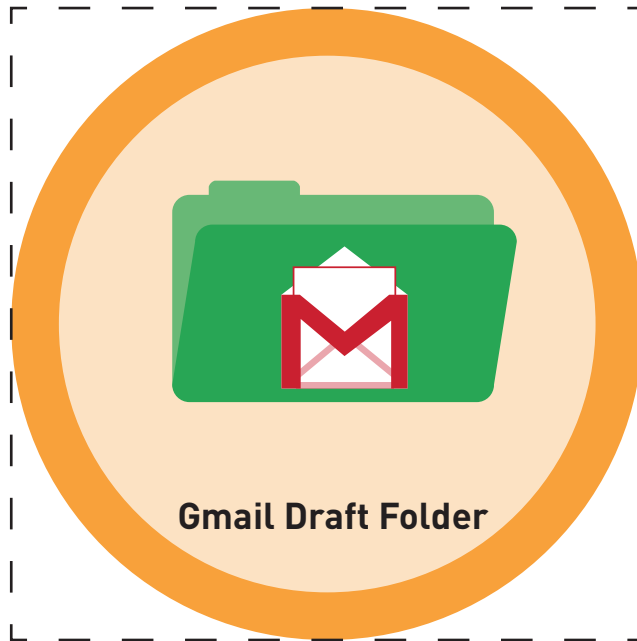
a. Inbox Folder

b. Sent Folder

c. Trash Folder

3. Which of the following is a Gmail menu folder

a. Sent Folder

b. Private Folder

c. Public Folder

4. Where can you access all of the emails you ever sent?

a. Inbox Folder

b. Trash Folder

c. Sent Folder

Gmail Draft Folder

T2 GMAIL DRAFT FOLDER EXIT TICKET VOCAB BLOCKS

10.5.6.2

Name: _____

Date: _____

Define	Sentence

Gmail Draft Folder

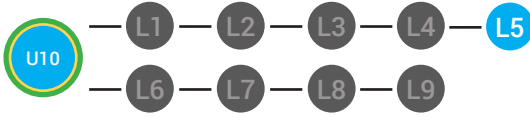| Examples	Draw

Gmail Draft Folder

T3 GMAIL DRAFT FOLDER EXIT TICKET TRACE 'N' LEARN

10.5.6.3

Gmail Draft Folder

The Gmail Draft Folder contains all of the emails that you did not finish writing.

Gmail Draft Folder

WORKPLACE CONNECTIONS

10.5.WC.1

Directions: You were in the middle of writing an email to your co-worker about the details of an upcoming Halloween party. Now you want to finish it. Highlight where you would locate your draft email and finish the email you began writing.

Google	in:draft			🔍
Mail ▾	☐ ▾	↻	More ▾	
COMPOSE	☐ ☆ ▢ Draft	Halloween Party - I would like for you to attend my halloween party on		
Inbox (6)	☐ ☆ ▢ Draft	Monthly Review - Hello Tim, Here is my review, I am in the process of buildin		
Starred				
Sent Mail				
Drafts (2)				
Asana (5)				
Less ▲				
Important	0.53 GB (1%) of 30 GB used		Program Policies	
Chats	Manage		Powered by Google™	
All Mail				
Spam				
Trash				
▸ Categories				
Manage labels				
Create new label				

Gmail Draft Folder

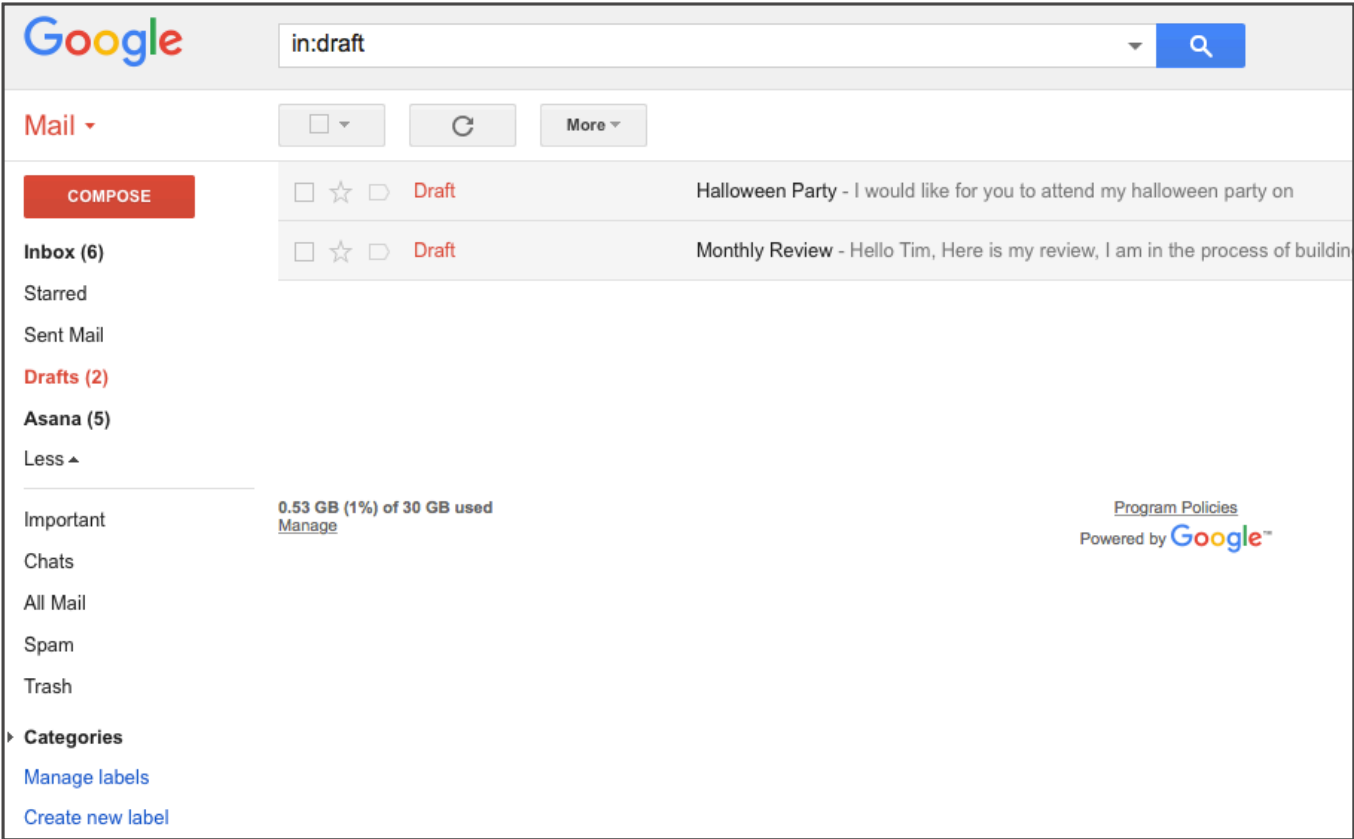## WORKPLACE CONNECTIONS

10.5.WC.2

Directions: You were in the middle of writing an email to your co-worker about the details of an upcoming Halloween party. Now you want to finish it. Highlight where you would locate your draft email.

Google | in:draft

Mail ▾

COMPOSE

□ ☆ ▭ Draft   Halloween Party - I would like for you to attend my halloween party on

□ ☆ ▭ Draft   Monthly Review - Hello Tim, Here is my review, I am in the process of buildin

Inbox (6)
Starred
Sent Mail
Drafts (2)
Asana (5)
Less ▴

Important
Chats
All Mail
Spam
Trash
▸ Categories
Manage labels
Create new label

0.53 GB (1%) of 30 GB used
Manage

Program Policies
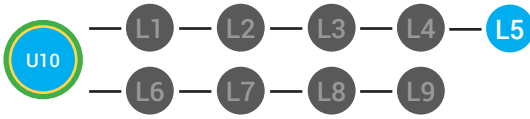Powered by Google™

Gmail Draft Folder

WORKPLACE CONNECTIONS

10.5.WC.3

Directions: You were in the middle of writing an email to your co-worker about the details of an upcoming Halloween party. Now you want to finish it. Highlight where you would locate your draft email.
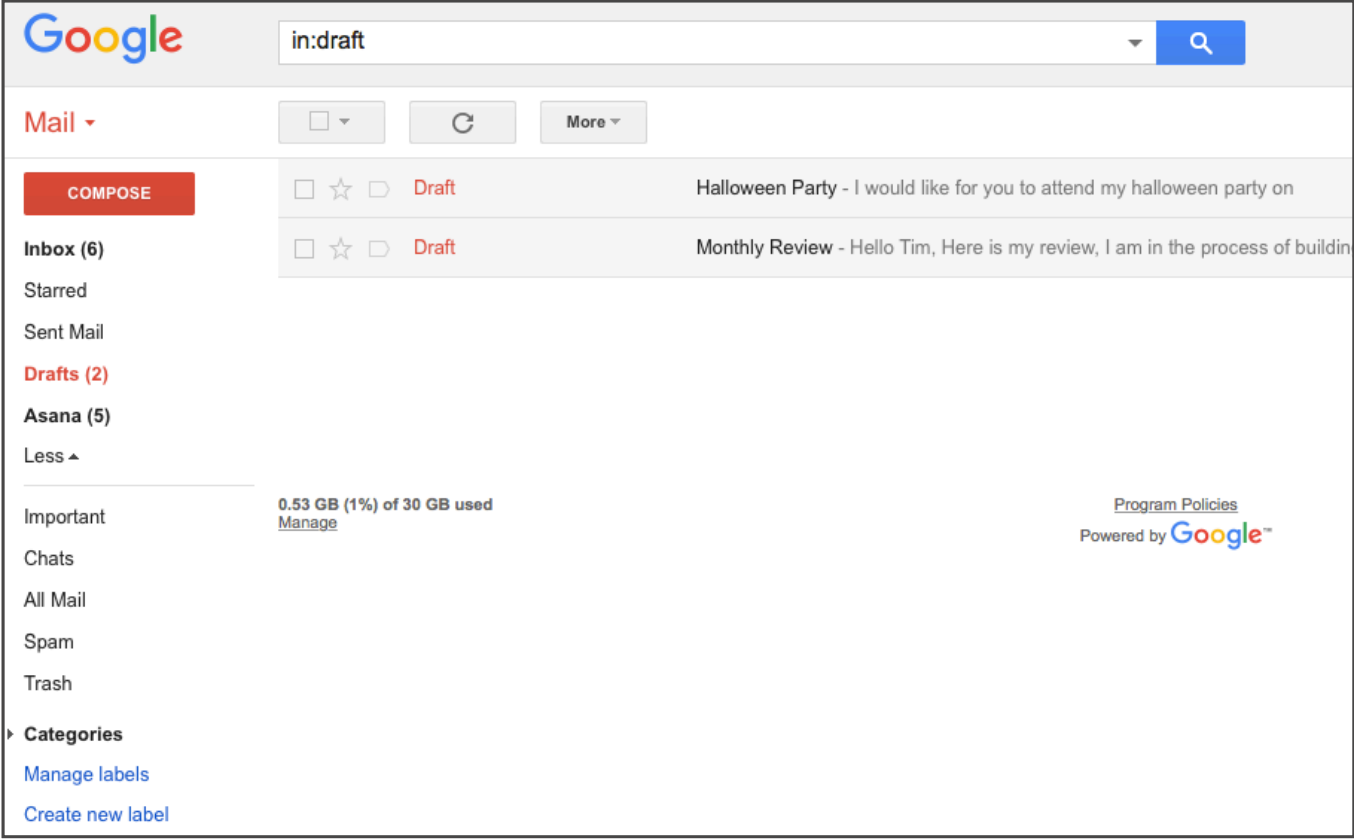
Gmail Draft Folder

READING MAZE
10.5

Directions: Write in or circle the best answer to complete the sentence.

When you send an email to someone else's email address, it will go to their _____ email account.

(personal, Public)

When you send an email to someone else, it will also go to your _____ folder.

(sent, inbox)

You can find the sent folder in your Gmail _____

(menu, tools)

In the sent folder, all the emails that you _____ will be listed.

(receive, send)

To view your sent email, click on the _____.

(sent mail, inbox)

To return to your new emails, click on the _____ folder.

(inbox, sent)