

UNIT 10: USING GMAIL LESSON 6: GMAIL SEARCH FIELD

LESSON OVERVIEW

You can use gmail's search field to find an email. You can type keywords that are in the email that you want to find. Then click the button with the search icon on it. Your inbox will list all of the emails that have those keywords in it.

Time: ~30 minutes

OBJECTIVE

Student is able to demonstrate comprehension of the essential concepts in using email.

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

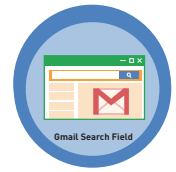
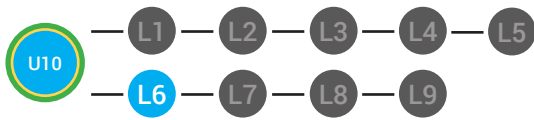
ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 2 - Digital Citizen**
4. Select **Unit 10**
5. Select **Lesson 6 - Gmail Search Field**

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.



LESSON PLAN

WARM UP



ACCESSING PRIOR KNOWLEDGE




1. Write on the board *“What are some parts of the Gmail menu that we learned about so far?”*

Answer: Sent Mail, Inbox, Gmail Menu, Gmail window

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



3. Distribute **10.6.IMAGE** Image Exchange Cards to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION



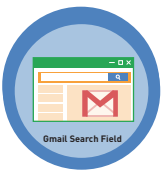
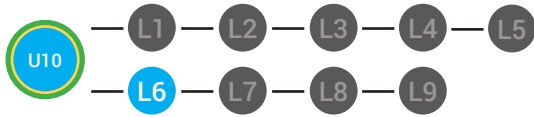
T1 Writes response on board



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



T3 Uses **Image Exchange cards** [10.6.IMAGE] to point to potential vocabulary word or icon representing “sent mail, inbox, gmail menu,”



+ - 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]

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

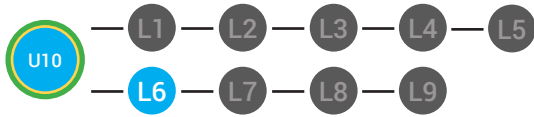
Answer: Gmail Search Field

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. I.e. 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 search field”*

4. Ask students to give a thumbs up every time they hear and/or see the words Gmail Search Field 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



Puts thumbs up



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



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

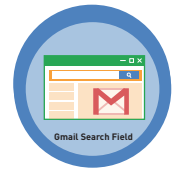
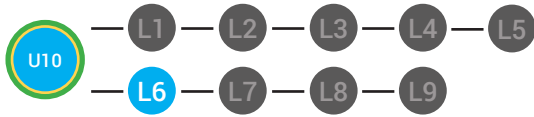
*“Marcus + you answered correctly!
You earned a dollar! Nice job!”*

-\$ INTERRUPTION

*“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 when you should use the Gmail Search field?”*

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

Answer: When you need to find an email.

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



2. Ask, *“For a participation dollar, what you should type into the Gmail search field”*

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

Possible Answers: Keywords that are in the email you want to find

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



3. Ask, *“For a participation dollar, who can tell me what happens when you enter the keywords into the search field?”*

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

Possible Answers: The inbox will show all of the emails with those keywords.

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



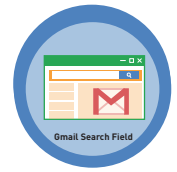
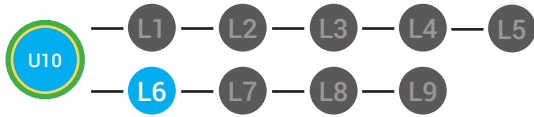
4. Distribute **10.6.IMAGE** Image Exchange Cards to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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** [10.6.IMAGE] to point to potential vocabulary word or icon representing “search field, keywords 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]

+\$ FOLLOWING DIRECTIONS

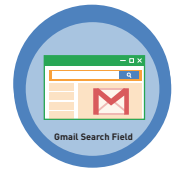
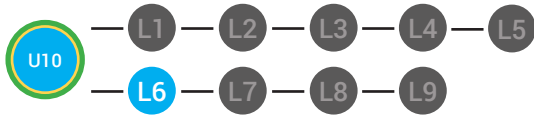
“Nice job following directions and giving a thumbs up! You’re earning a dollars! Nice job!”

-\$ OFF TASK

“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 Search Field Badge for \$1?”



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

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 **10.6.5** Students that unlocked the badge will place the **Gmail Search Field** print out on the classroom’s **word wall**. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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.

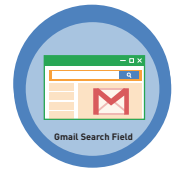
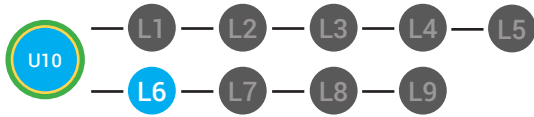


Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [10.DollarTracker]

ASSESSMENT/EXIT TICKET



1. Distribute **10.6.6** Gmail Search Field Exit Ticket to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Using Tier 1 **Gmail Search Field Exit Ticket** [10.6.6.1], students will answer multiple choice questions about using email.
- T2** Using Tier 2 **Gmail Search Field Exit Ticket** [10.6.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [10.6.6.3].
- T3** Using Tier 3 **Gmail Search Field Exit Ticket** [10.6.6.3], students complete Trace and Learn.



Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [10.DollarTracker]

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

~~||||~~

Sharing/Helping/
Collaborating

|||

Greeting a Guest

|

Following Directions/
Staying on Task

|||

Encouraging/
Complementing

||

Problematic -\$

Off Task

|

Off-Topic/
Inappropriate
Comment

Disrespect/Teasing

||

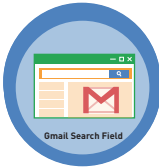
Complaining/Whining

Arguing

Interrupting

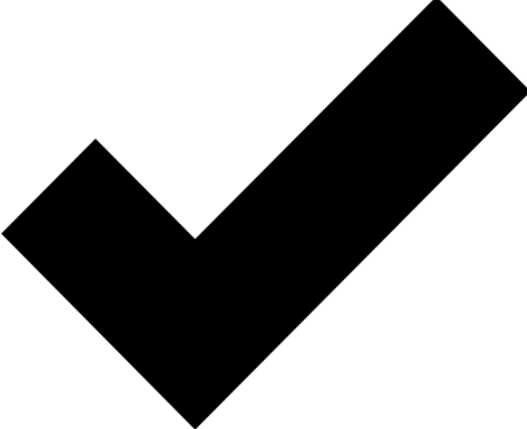
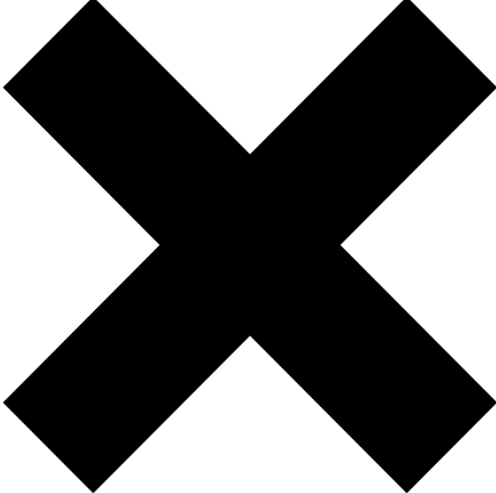
||

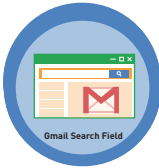
UMAPA




 **YES OR NO IMAGE EXCHANGE CARD**

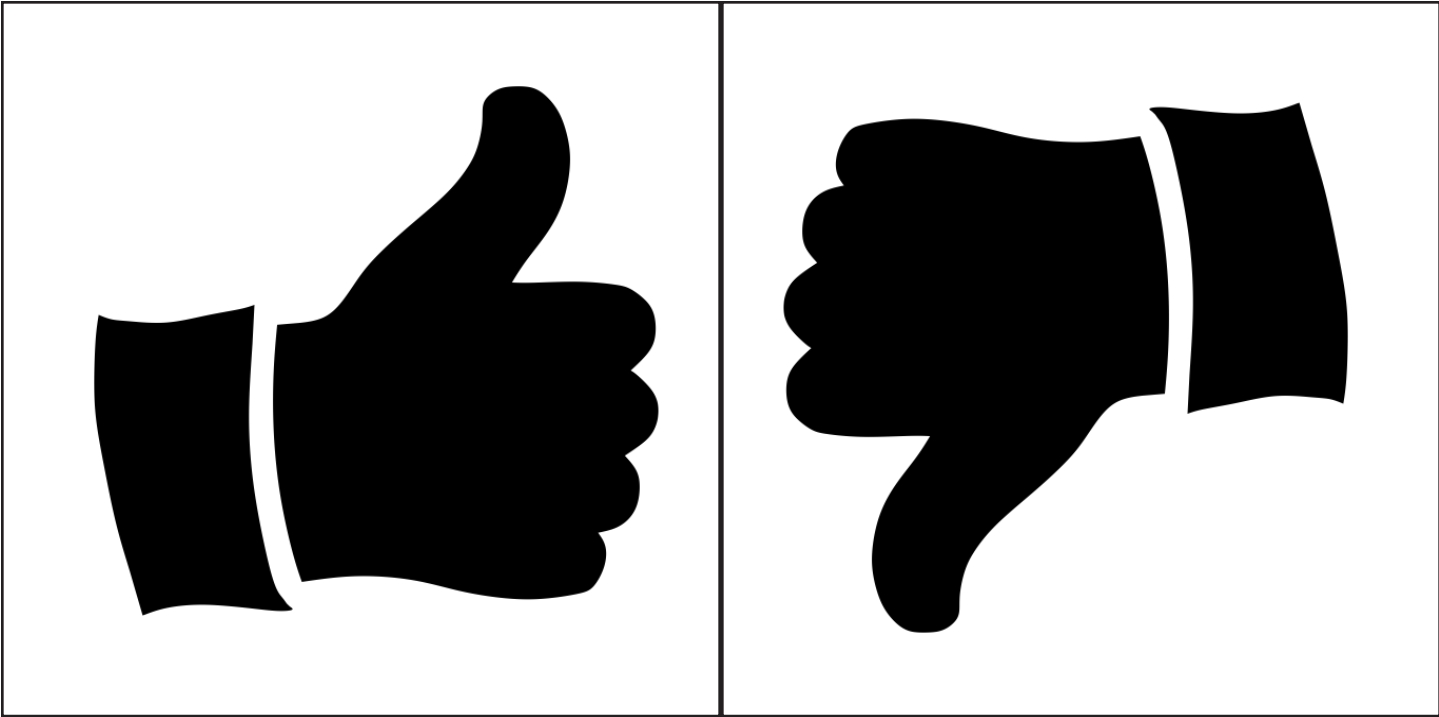
10.IEC.Y/N

 <p>Yes</p>	 <p>No</p>
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 **THUMBS IMAGE EXCHANGE CARD**

10.IEC.THUMB



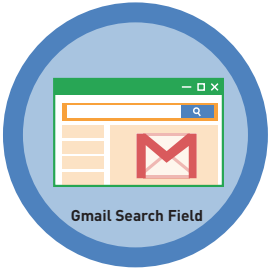


IMAGE EXCHANGE CARDS

10.6.IMAGE

Directions: Cut out

Sent Mail

A blue circular icon containing a white envelope icon with a checkmark and a list of three items to its left.

Gmail Menu

A blue circular icon containing a white icon of a menu with a 'G' logo and a list of items.

Inbox

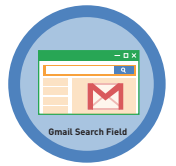
A blue circular icon containing a white icon of a hand putting an envelope into a mailbox.

Search Field

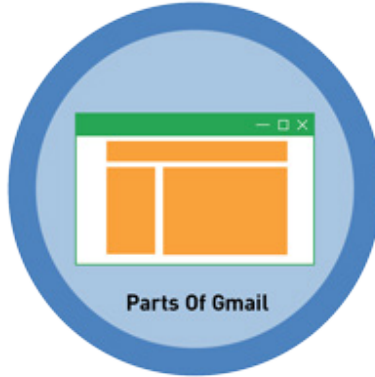
A blue circular icon containing a white icon of a search field with a magnifying glass icon.

Keywords Folder

A blue circular icon containing a white icon of a folder with a card inside that says "Keyword".



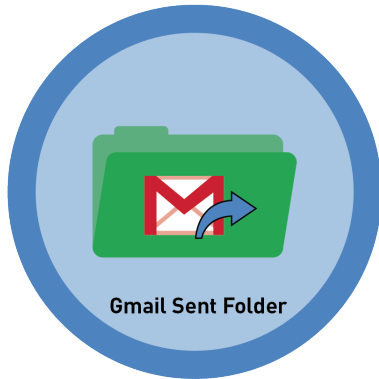
Gmail Window



Parts Of Gmail



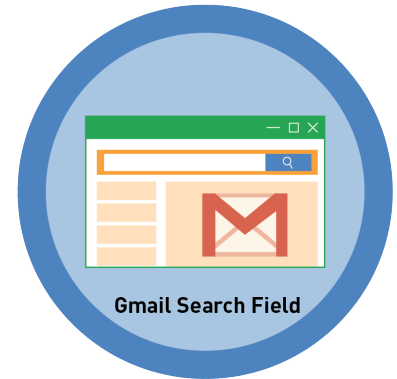
Gmail Inbox



Gmail Sent Folder



Gmail Draft Folder



Gmail Search Field



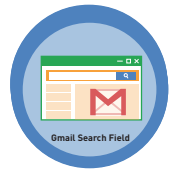
Gmail Sign In



Gmail Sign Out



Gmail



WORD WALL PRINTOUT

10.6.5

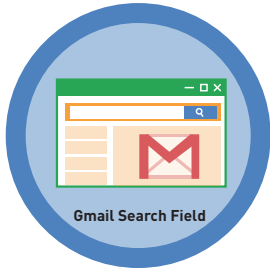
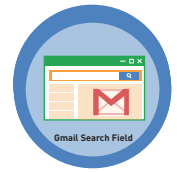
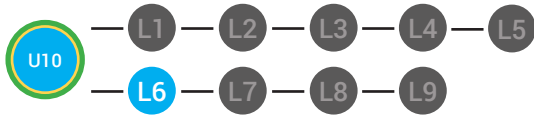


The Gmail Search Field
will help you find an email
using keywords.



DIFFERENTIATION

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



T1

GMIL SEARCH FIELD EXIT TICKET MULTIPLE CHOICE

10.6.6.1

1. What should you type into the Gmail search field?

- a. Your username and password
- b. You passcode
- c. Keywords related to the email you want to find

2. When should you use the Gmail search field?

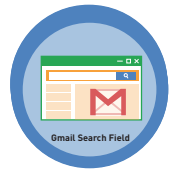
- a. When you want to find a specific email
- b. When you want to log out
- c. When you want to see your inbox

3. What will happen when you use the search field?

- a. A list of emails with those keywords will appear
- b. All unread emails will appear
- c. All sent emails will appear

4. If you wanted to find an email about a Yard Sale what is a good keyword?

- a. IBirthday Party
- b. Email
- c. Yard Sale



T2

GMAIL SEARCH FIELD EXIT TICKET VOCAB BLOCKS

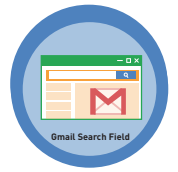
10.6.6.2

Name: _____

Date: _____

Define	Sentence
Examples	Draw

Gmail Search Field



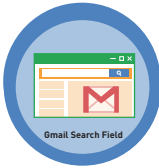
T3

GMAIL SEARCH FIELD EXIT TICKET
TRACE 'N' LEARN

10.6.6.3

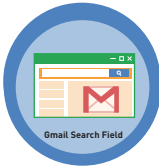
Gmail Search Field

The Gmail Search
Field will help
you find an email
using keywords.



READING MAZE

10.6



WORKPLACE CONNECTIONS

10.6.WC.1

Directions: Your boss wants you to find the following emails. Write the keywords you could use to locate the following emails.

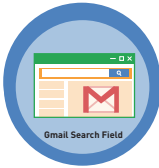
A letter to a customer that got a refund on a video game.

The halloween party invitation.

An order for 25 cases of printer paper.

The payroll update for September.

A resume sent in by Carol Smith.



WORKPLACE CONNECTIONS

10.6.WC.2

Directions: Your boss wants you to find the following emails. Highlight the keywords you could use to locate the following emails.

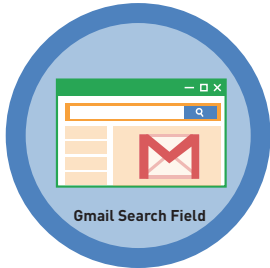
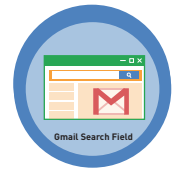
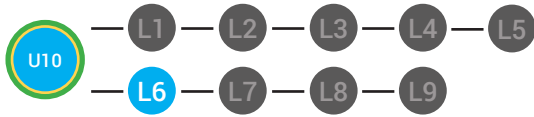
A letter to a customer that got a refund on a video game.

The Halloween party invitation.

An order for 25 cases of printer paper.

The payroll update for September.

A resume sent in by Carol Smith.



WORKPLACE CONNECTIONS

10.6.WC.3

Directions: Your boss wants you to find the following emails. Match the email and the correct keywords you should put in the search field.

A letter to a customer that got a refund on a video game.

Resume Carol

The halloween party invitation.

Halloween Party

An order for 25 cases of printer paper.

Refund video game

The payroll update for September.

Printer Paper

A resume sent in by Carol Smith.

September Payroll