UNIT 11: SENDING AN EMAIL IN GMAIL
LESSON 7: SENDING AN ATTACHMENT

LESSON OVERVIEW

You can send an attachment with your email. To attach a file to your email, you will click the 'attach a file' hyperlink. The 'attach a file' hyperlink is located right below the subject field. When you click on the 'attach a file' hyperlink, a window will pop up. You will use this window to find the file you want to attach. When you find the file you want to attach, you will click on the file name and then click the open button at the bottom of that window. The status bar will show you the progress of the file being attached to your email. When the file is completely attached, you can click send.

Time: ~30 minutes

OBJECTIVE

Student is able to receive an email with a Gmail account.

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 11**

5. Select **Lesson 7 - Sending an Attachment**

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.

U11 — L1 — L2 — L3 — L4 — L5

L6 — L7 — L8 — L9

SEND

Send Button
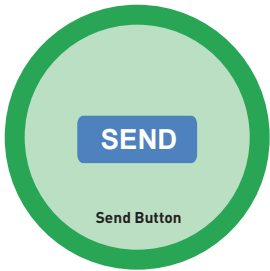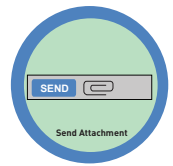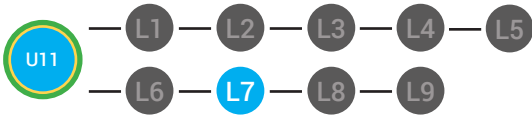
LESSON PLAN

WARM UP

ACCESSING PRIOR KNOWLEDGE

1. Write on the board *"What do you see in the inbox window?"*

Possible Answers: Who the email is from, the subject, when the email was sent and if the email has an attachment.

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

3. Distribute **11.7.IMAGE** Image Exchange Cards to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.

Pro-tip: Stick to the script! Help your students develop self-regulations strategies. Do not give lengthy explanations to behavior. Using clear language formulas helps students identify the workplace behavioral norm AND the optimal replacement behavior.
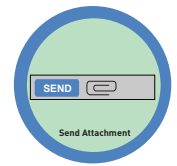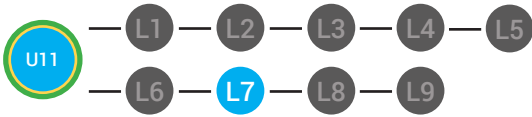
DIFFERENTIATION

T1 Writes response on board

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

T3 Uses **Image Exchange cards** [11.7.IMAGE] to point to potential vocabulary word or icon representing "sender, subject, time and attachment"

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the Dollar Earnings Tracker. [11.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: Sending an Attachment

2. Distribute **11.BADGE** to students. See 🎲 DIFFERENTIATION for this activity to identify supplements needed for your students.

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.
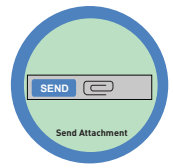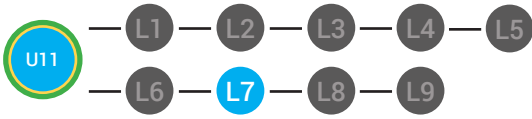
DIFFERENTIATION

T1   Verbal Response

T2   Writes down badge

T3   Uses **Badge Board** [11.BADGE] for this Unit.

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 the sending an attachment."*

4. Ask students to give a thumbs up every time they hear and/or see the words Sending an Attachment in the video.

5. Play video.

6. Distribute **11.IEC.THUMB** to students. See 🔷 DIFFERENTIATION for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1 Puts thumbs up

T2 Uses **Thumbs Image Exchange Card** [11.IEC.THUMB]

T3 Holds up or points to **Thumbs Image Exchange Card** [11.IEC.THUMB]

7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [11.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."*

Pro tip Remember 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.
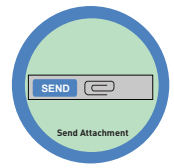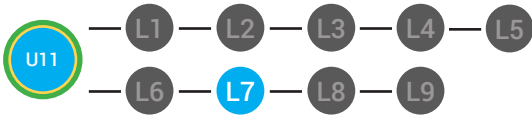
INFORMAL ASSESSMENT

1. Ask, *"For a participation dollar, who can tell me what an attachment is?"*

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

Answer: A digital file to be shared in an email.

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

2. Ask, *"For a participation dollar, who can tell me what uploading is?"*

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

Possible Answers: Sending a file to the internet to share it with someone else.

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

3. Ask, *"For a participation dollar, who can tell me what you click to attach an email."*

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

Possible Answers: You click the attachment hyperlink.

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

4. Distribute **11.7.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."

SEND
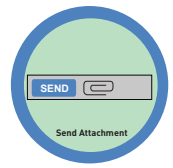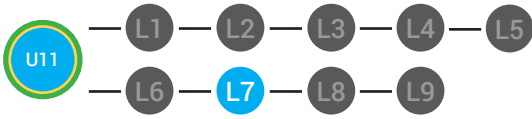
Send Attachment

DIFFERENTIATION

T1 Verbal response

T2 Writing it down

T3 Uses **Image Exchange cards** [11.7.IMAGE] to point to potential vocabulary word or icon representing "the digital file, upload and attachment."

5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [11.DollarTracker]

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

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

+$ FOLLOWING DIRECTIONS	-$ OFF TASK
"Nice job following directions and giving a thumbs up! You're earning a dollars! 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..."*

SEND
Send Attachment
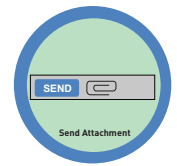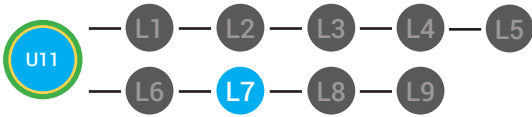
PLAY ACTIVITY VIDEO

+$ 1. Ask the class, *"Who would like to unlock the Sending an Attachment 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 **11.7.5** Students that unlocked the badge will place the **Sending an Attachment** 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.

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [11.DollarTracker]**
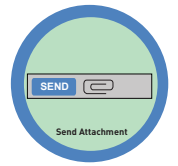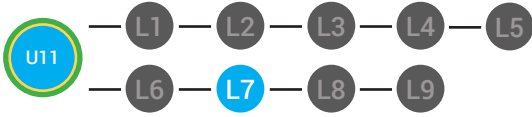
[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ 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."
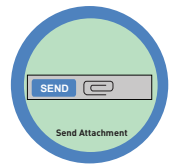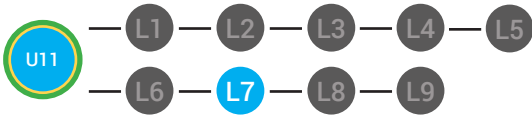
ASSESSMENT/EXIT TICKET

1. Distribute **11.7.6** Sending an Attachment Exit Ticket to students. See ⬛ DIFFERENTIATION for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1 Using Tier 1 **Sending an Attachment Exit Ticket** [11.7.6.1], students will answer multiple choice questions about using email.

T2 Using Tier 2 **The Email Body Exit Ticket** [11.7.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [11.7.6.3].

T3 Using Tier 3 **The Email Body Exit Ticket** [11.7.6.3], 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. [11.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."*
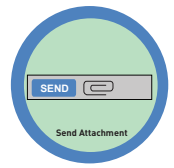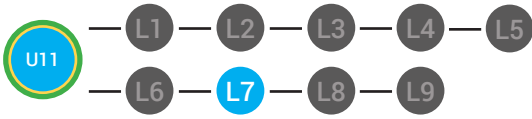
IMMEDIATE FEEDBACK/NEXT STEPS

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.**

U11 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8 — L9

LVL 2 UNIT 11: LESSON 7 SENDING AN ATTACHMENT

Dollar Tracker
11.Dollar tracker

SEND
Send Attachment

Behaviors | Name

Behaviors	EX: Sam					
Successful +$						
Participation/ Contributing	JHT					
Sharing/Helping/ Collaborating	III					
Greeting a Guest	I					
Following Directions/ Staying on Task	III					
Encouraging/ Complementing	II					
Problematic -$						
Off Task	I					
Off-Topic/ Inappropriate Comment						
Disrespect/Teasing	II					
Complaining/Whining						
Arguing						
Interrupting	II					
UMAPA						
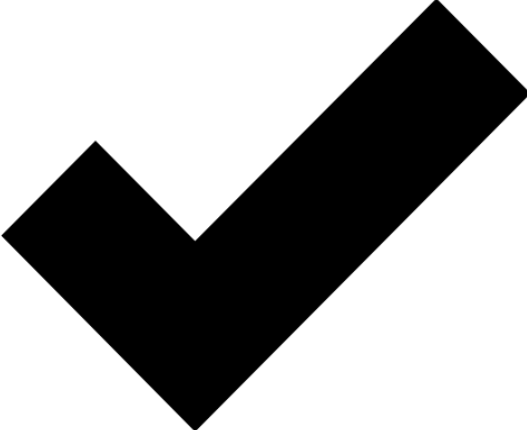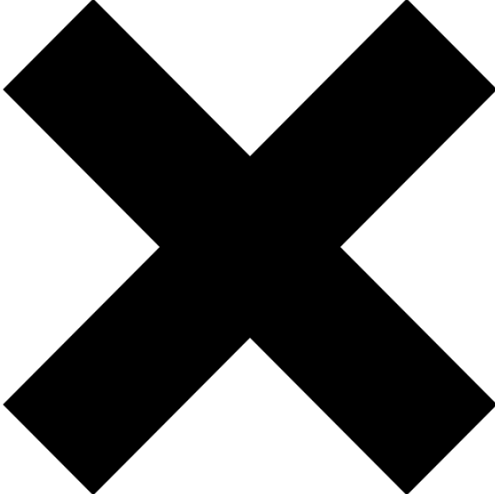
SEND
Send Attachment

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

✔ Yes	✘ No

U11 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8 — L9

SEND

Send Attachment

THUMBS IMAGE EXCHANGE CARD
11.IEC.THUMB
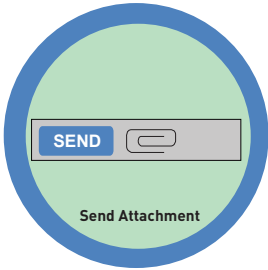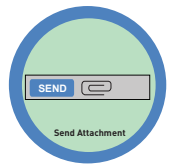
SEND
Send Attachment

IMAGE EXCHANGE CARDS
11.7.IMAGE

Directions: Cut out

Digital File
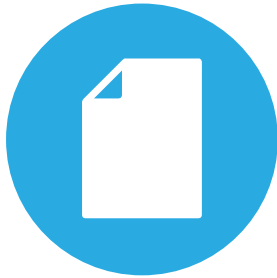
Upload
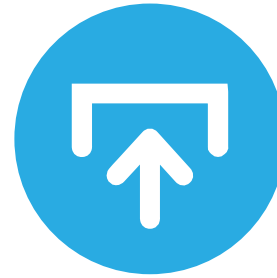
Attachment

Sender

Subject

Time

U11 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8 — L9

LVL 2 UNIT 11: LESSON 7 SENDING AN ATTACHMENT
BADGE BOARD
11.BADGE
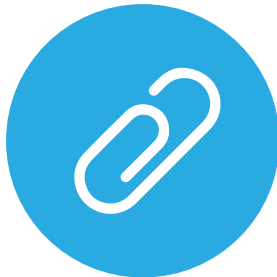
SEND
Send Attachment

COMPOSE

Compose Button

To:

To Field

To: Josh x   Alicia x
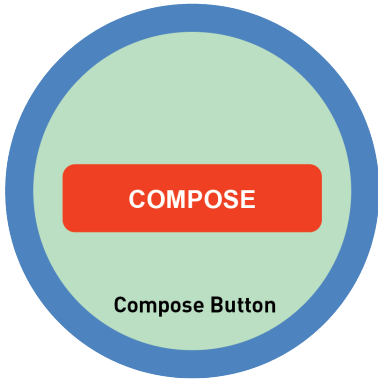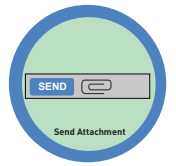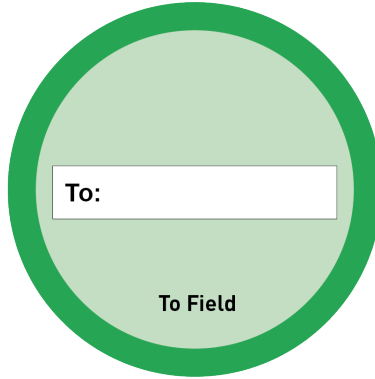
Multiple Recipients

Subject:

Subject Field

To:
Subject:
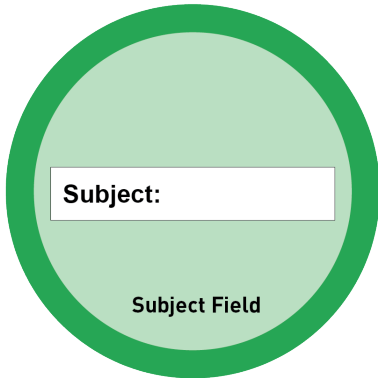
SEND

Email Body
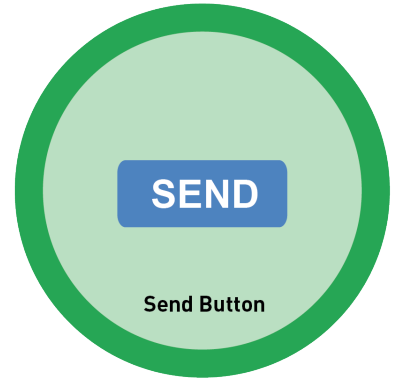
SEND

Send Button
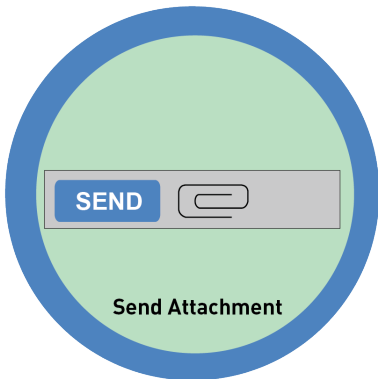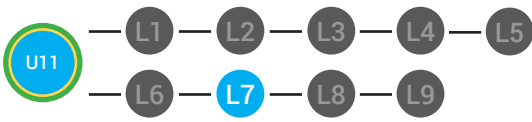
SEND

Send Attachment

Save Email

Sending Email
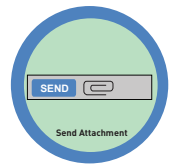
📑 WORD WALL PRINTOUT

11.7.5
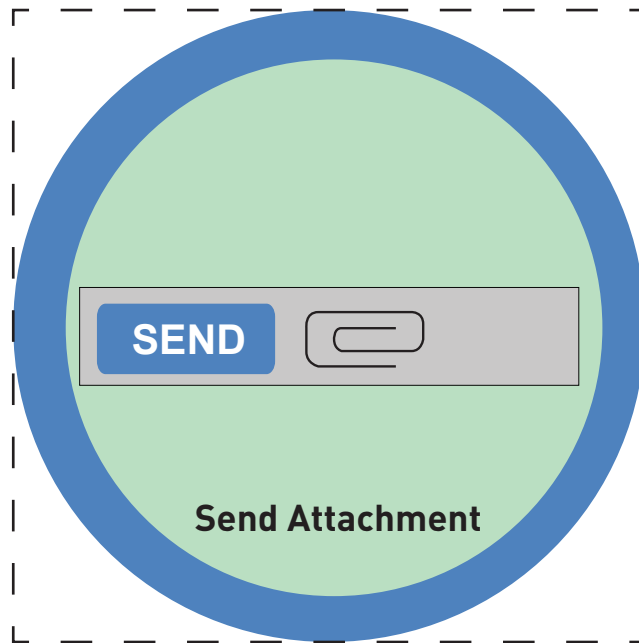
SEND 🔗

Send Attachment

To send an attachment you must upload the file that you wish to attach using the attachment hyperlink.

+$ DIFFERENTIATION

Choose to cut out badge and definition or only badge for your classroom wall.
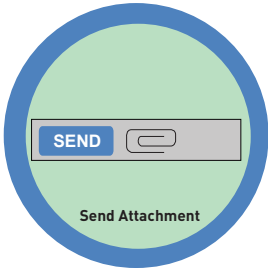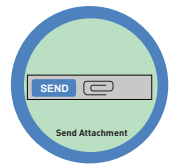
T1 SENDING AN ATTACHMENT EXIT TICKET MULTIPLE CHOICE 11.7.6.1

1. How do you send a digital file to someone else?

a. Compose it

b. Attach it
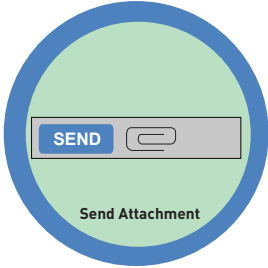
c. Close it
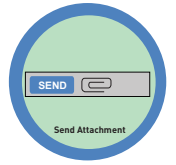
2. What do you click to attach a file to an email?

a. The attachment hyperlink

b. The compose hyperlink

c. The trash hyperlink

3. What is the tem for sharing a digital file to the internet to share it with others?

a. Document

b. Upload

c. Download

4. What does the status bar show you?

a. The progress of the upload

b. The progress of your email sending

c. Your battery power
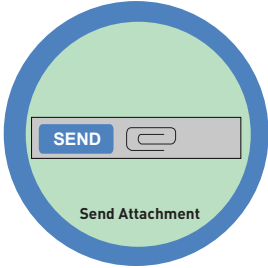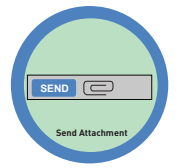
T2 **SENDING AN ATTACHMENT**
EXIT TICKET VOCAB BLOCKS
11.7.6.2

Send Attachment

Name: _____

Date: _____

Define	Sentence

Sending an Attachment

Examples	Draw

U11 — L1 — L2 — L3 — L4 — L5
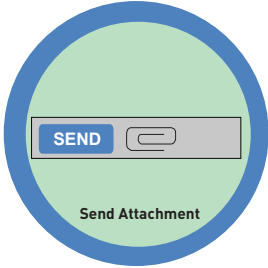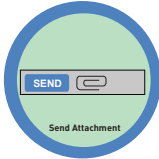— L6 — L7 — L8 — L9

SEND
Send Attachment

T3 **SEND BUTTON EXIT TICKET
TRACE 'N' LEARN CARDS**
**11.7.6.3**

SEND
Send Attachment

Sending an Attachment

To send an attachment you must upload the file that you wish to attach using the attachment hyperlink.

SEND
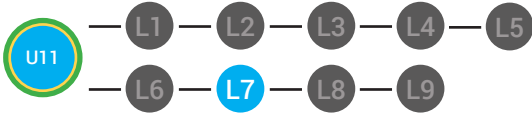
Send Attachment
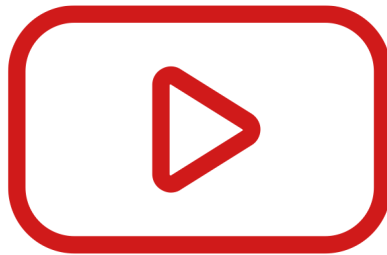
WORKPLACE CONNECTIONS
11.7.WC.1

Directions: You work at a hotel. You want to send an email attachment to customers that tells them about the resort. Write three email attachments you can send them so that they can get to know the hotel. Explain why this will help your customers get to know the hotel.
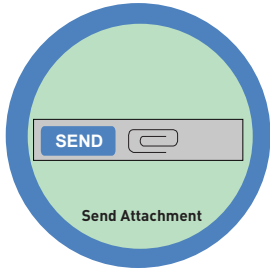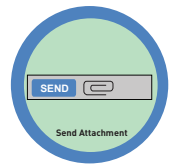
_____

_____

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_____

_____

_____

SEND
Send Attachment
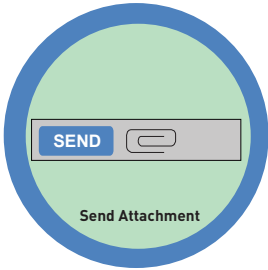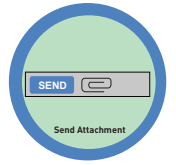
WORKPLACE CONNECTIONS

11.7.WC.2

Directions: Circle all of the things you can send as an attachment in an email.

SEND
Send Attachment

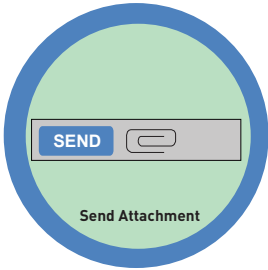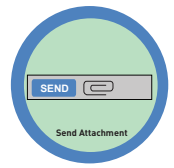**WORKPLACE CONNECTIONS**

11.7.WC.3

Directions: Point to all of the things you can send as an attachment in an email.

SEND

Send Attachment

📋 READING MAZE
11.7

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

When you send an email attachment you are sharing a

_____ file.

(digital, basic)

Your file must be _____ to the internet.

(uploaded, downloaded)

To create an attachment, you must first click the _____

hyperlink.   **(attachment, share)**

You must then choose the _____

(file, paper)

you want to share. You must click the file name and then _____

(compose, open)

A progress bar will appear to show you the status of your upload.

When the file is completely attached, you can click _____

(send, delete)

to send the email with the attachment