UNIT 12: RECEIVING AN EMAIL
LESSON 7: DOWNLOADING ATTACHMENTS

LESSON OVERVIEW

You can Click the Download hyperlink at the bottom of your email to save the attachment to your computer. When you click on the download hyperlink a download window will appear and ask you if you want to Open or Save the file. It is easier to choose open the file and click on the ok button at the bottom of the screen.

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 12**

5. Select **Lesson 7 - Downloading Attachments**

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.
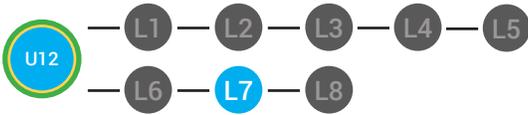
LESSON PLAN

WARM UP

1. *"For a participation dollar, who can list some things that you can download?"*

Answer: music, images, documents, and videos

Use positive narration to reinforce students following directions. *"I see Marcus is following directions and already has two contacts listed. I see Vincent has one contact and included their name, email and phone. Nice work following directions and staying on task."*

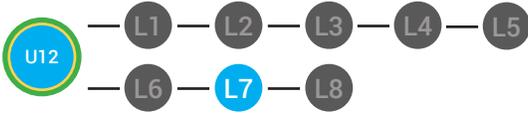**Take answers from at least 4 students. Award at least four participation dollars.**

2. Distribute **12.IEC.Y/N** 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 On-topic verbal response shared response

T2 Writes response down in notebook, on post-it OR rephrase prompt to a yes or no question

T3 Points to **Yes or No Image Exchange Card** [12.IEC.Y/N] for rephrased question.

3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [12.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. *"For a participation dollar, who can tell me the name of our next badge?"*

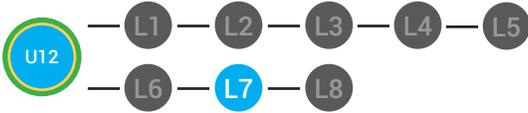2. Distribute **12.BADGE** to students. See 🔷 DIFFERENTIATION for this activity to identify supplements needed for your students.

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** [12.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 downloading attachments."*

4. Ask students to give a thumbs up every time they hear and/or see the Downloading Attachments in the video

5. Play video.

6. Distribute **12.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** [12.IEC.THUMB]

T3   Holds up or points to **Thumbs Image Exchange Card** [12.IEC.THUMB]

7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [12.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.
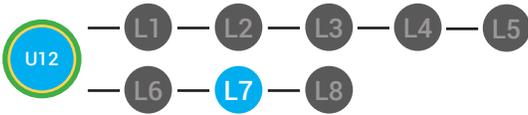
INFORMAL ASSESSMENT

+$ 1. *"For a participation dollar, who can tell me what you should have before downloading anything?"*

Answer: Permission

2. *"For a participation dollar, who can tell me what two things you can do with an email attachment?"*

Answer: View it or download it

3. *"For a participation dollar, who can tell me how to save an attachment?"*

Possible Answer: Download it

4. *"For a participation dollar, who can tell me is it easier to open an attachment or save it?"*

Answer: Open it

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."

5. Distribute **12.7.IMAGE** Image Exchange Cards and **12.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1 On-topic verbal response shared response

T2 Writes response down in notebook or on post-it OR rephrase prompt to a yes or no question; Uses **Image Exchange cards** [12.7.IMAGE] to point to potential vocabulary word or icon representing "View, download, permission, open it."

T3 Points to **Yes or No Image Exchange Card** [12.IEC.Y/N] for rephrased question.

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!"
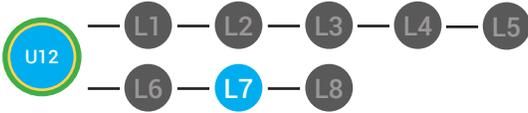
6. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [12.DollarTracker]**

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

+$ PARTICIPATION	**-$ OFF-TOPIC**
"Nice job participating! You earned a participation dollar!"	*[Student is called on, but responds with a problematic behavior, such as perseveration/obsession of a different topic that does not relate content]. "Marcus, that is off-topic. Off-topic comments cost a $1. We're talking about what we think a contact is. Raise your hand to share what you think a contact for a participation dollar."*

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 Downloading Attachments 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 **12.7.5**. Students that unlocked the badge will place the **Downloading Attachments** 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.
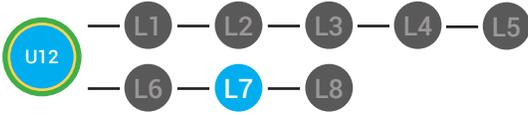
DIFFERENTIATION

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. [12.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 **12.7.6** Downloading Attachments Exit Ticket to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.
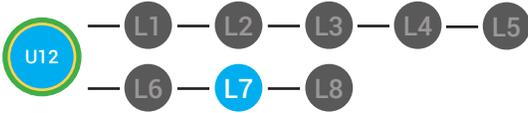
DIFFERENTIATION

T1 Using Tier 1 **Downloading Attachments Exit Ticket** [12.7.6.1], students decide if the attachment should be downloaded.

T2 Using Tier 2 **Downloading Attachments Exit Ticket** [12.7.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [12.7.6.3].

T3 Using Tier 3 **Downloading Attachments Exit Ticket** [12.7.6.3], 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. [12.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."*
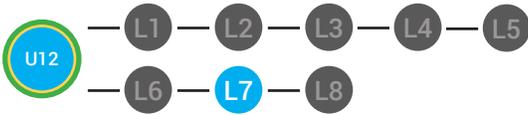
IMMEDIATE FEEDBACK/NEXT STEPS

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. 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.**

U12 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8

LVL 2 UNIT 12: LESSON 7 DOWNLOADING ATTACHMENTS

Dollar Tracker

12.Dollar tracker

Download Attachments

Behaviors

Name

	EX: Sam					
Successful +$						
Participation/Contributing	ЖІ					
Sharing/Helping/Collaborating	ІІІ					
Greeting a Guest	І					
Following Directions/Staying on Task	ІІІ					
Encouraging/Complementing	ІІ					
Problematic –$						
Off Task	І					
Off-Topic/Inappropriate Comment						
Disrespect/Teasing	ІІ					
Complaining/Whining						
Arguing						
Interrupting	ІІ					
UMAPA						

Download Attachments

YES OR NO IMAGE EXCHANGE CARD

12.IEC.Y/N

✔ **Yes**	✘ **No**

Download Attachments

THUMBS IMAGE EXCHANGE CARD
12.IEC.THUMB

Download Attachments

IMAGE EXCHANGE CARDS

12.7.IMAGE

Directions: Cut out cards for each student.

Download	**View**
Permission	**Open it**

U12 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8

LVL 2 UNIT 12: LESSON 7 DOWNLOADING ATTACHMENTS
BADGE BOARD
12.BADGE

Download Attachments

Reading Email

Reply To Email

Forward An Email

Receiving Forwarded Email

Email Conversation

Open Attachments

Download Attachments

Receiving Email

WORD WALL PRINTOUT
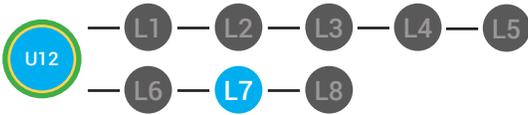
12.7.5

Download Attachments
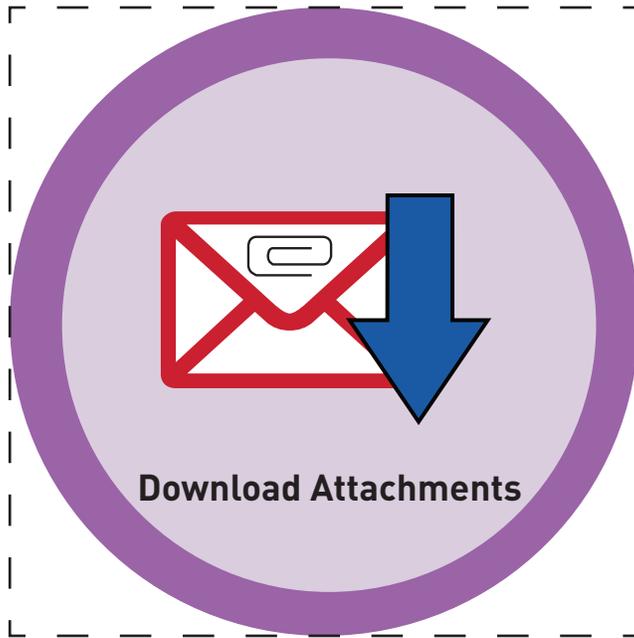
You can click the download hyperlink at the bottom of your email to save the attachment to your computer.

+$ DIFFERENTIATION

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

T1 DOWNLOADING ATTACHMENTS
EXIT TICKET ATTACHMENTS ACTIVITY
12.7.6.1

You have recieved the following email. Should you download the attachment?
YES / NO and why.

Party Trays   Inbox   x

boss@mail.com   12:03 PM (4 hours ago)
to me

Hey there,

I am writing to ask you to edit the party tray order for the party This weekend. I am attaching the names of everyone coming. Can you write down what they want to eat in the document?

Thanks, Boss

List of Staff...

Yes / No _____

_____

Download Attachments

T2 **DOWNLOADING ATTACHMENTS EXIT TICKET VOCAB BLOCKS**

12.7.6.2

Name: _____

Date: _____

Define	Sentence
Examples	Draw

Downloading Attachments

U12 — L1 — L2 — L3 — L4 — L5
L6 — L7 — L8

Download Attachments

T3 **DOWNLOADING ATTACHMENTS**
EXIT TICKET TRACE 'N' LEARN CARDS
12.7.6.3

Download Attachments

Downloading Attachments

You can click the download hyperlink at the bottom of your email to save the attachment to your computer.

U12 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8

Download Attachments
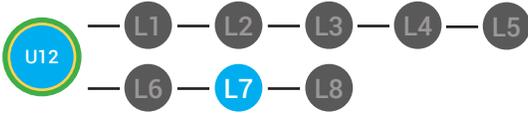
WORKPLACE CONNECTIONS

12.7.WC.1

Directions: Read the following scenarios. Which email attachments should you download? Circle the ones that you should download. Explain why it is okay or not okay to download each attachment below.

| ← | ⬇ | ❗ | 🗑 | 📁 ▾ | 🏷 ▾ | More ▾ | | 1 of 6 ‹ › |

Payroll   Inbox x

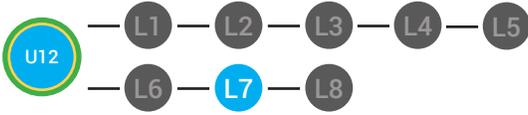boss@digitability.com   12:03 PM (4 hours ago) ☆
to me ▾

Hello,

Can you please review and edit the payroll document I have attached to make sure your hours are accurate.

Thanks,

Boss.

Payroll... _____

_____

| ← | ⊟ | ⓘ | 🗑 | 📁 ▾ | 🏷 ▾ | More ▾ | | 1 of 6 | ‹ | › |

WINNER!   Inbox   x

Winner@sweepstakes.com

Hey!

You are the winner of our sweepstakes drawing! Download the form and answer the questions to receive your prize!

Winner Form...

| ← | ⊟ | ⓘ | 🗑 | 📁 ▾ | 🏷 ▾ | More ▾ | | 1 of 6 | ‹ | › |

Pics   Inbox   x

Carlos@gmail.com   12:03 PM (4 hours ago) ☆
to me ▾

Hey!

It was really great seeing you the other day! I've attached pictures from the party the other night! Here they are!

Pics

| ← | ⊟ | ⓘ | 🗑 | 📁 ▾ | 🏷 ▾ | More ▾ | | 1 of 6 | ‹ | › |

Pics   Inbox   x
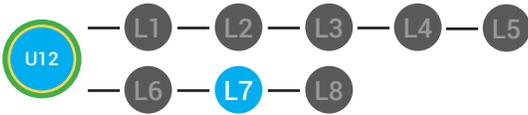
Carlos@gmail.com   12:03 PM (4 hours ago) ☆
to me ▾

Hello,

We are a new company that wants you to buy our new software. Start downloading it today by clicking the attachment!

Software

Download Attachments

WORKPLACE CONNECTIONS

12.7.WC.2

Directions: Read the following scenarios. Which email attachments should you download? Circle the ones that should download.

←	🗑	ⓘ	🗑	📁▾	🏷▾	More ▾		1 of 6	‹	›

Payroll   ▸ Inbox x

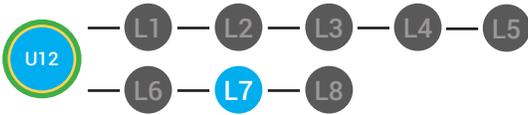boss@digitability.com   12:03 PM (4 hours ago) ☆
to me ▾

Hello,

Can you please review and edit the payroll document I have attached to make sure your hours are accurate.

Thanks,

Boss.

Payroll...

WINNER!   Inbox   x

Winner@sweepstakes.com

Hey!

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Winner Form...

Pics   Inbox   x

Carlos@gmail.com   12:03 PM (4 hours ago)
to me

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Pics

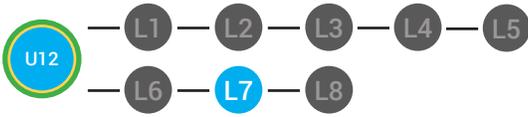
Pics   Inbox   x

Carlos@gmail.com   12:03 PM (4 hours ago)
to me

Hello,

We are a new company that wants you to buy our new software. Start downloading it today by clicking the attachment!

Software

Download Attachments

Download Attachments

WORKPLACE CONNECTIONS

12.7.WC.3

Directions: Read the following scenarios. Which email attachments should you download? Point to the ones that should download.

| ← | 🗃 | ❗ | 🗑 | 📁▾ | 🏷▾ | More ▾ | | 1 of 6 | ‹ | › |

Payroll   ▸   Inbox x

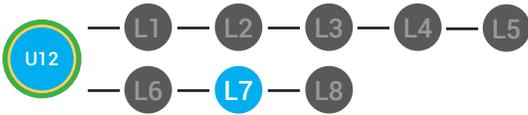boss@digitability.com   12:03 PM (4 hours ago) ☆
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Thanks,

Boss.

Payroll...

| ← | 🗄 | ⓘ | 🗑 | 📁▾ | 🏷▾ | More ▾ | | 1 of 6 | ‹ | › |

WINNER! Inbox x

Winner@sweepstakes.com

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Winner Form...

| ← | 🗄 | ⓘ | 🗑 | 📁▾ | 🏷▾ | More ▾ | | 1 of 6 | ‹ | › |

Pics Inbox x

Carlos@gmail.com
to me ▾
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Pics

| ← | 🗄 | ⓘ | 🗑 | 📁▾ | 🏷▾ | More ▾ | | 1 of 6 | ‹ | › |

Pics Inbox x

Carlos@gmail.com
to me ▾
12:03 PM (4 hours ago) ☆

Hello,

We are a new company that wants you to buy our new software. Start downloading it today by clicking the attachment!

Software