





UNIT 9: USING EMAIL LESSON 9: APPROPRIATE ATTACHMENTS

LESSON OVERVIEW

When you send an email you can also share digital files like documents, images, videos, music, presentation and more. An email attachment is a digital file like a document, image, video, song or presentation that is attached to the email message. You can sometimes send more than one attachment in one email.

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

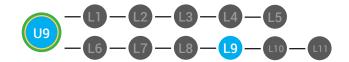
ONLINE REVIEW

- 1. Sign into Digitability
- 2. Click LESSONS tab
- 3. Select Level 2 Digital Citizen
- 4. Select Unit 9
- 5. Select Lesson 9 Email 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



ACCESSING PRIOR KNOWLEDGE

1. Write on the board "What are two rules you should follow when communicating through email?"

Answer: Use respectful language, Use an appropriate topic.



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

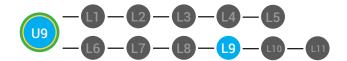


3. Distribute **9.9.IMAGE** Image Exchange Cards to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.



DIFFERENTIATION

- Writes response on board
- Writes response on board with assistance from a Tier 1 partner
- Uses Image Exchange cards [9.9.IMAGE] to point to potential vocabulary word or icon representing "on topic and respectful"







4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [9.DollarTracker]

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



PARTICIPATION

"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

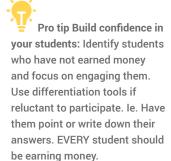


Call out earnings to the class, "[Student] has earned x dollars... for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."



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

Answer: Email attachments





2. Distribute **9.BADGE** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.



DIFFERENTIATION



- T2 Writes down badge name or walks up to point to badge.
- T3 Uses Badge Board [9.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 word Email Attachments."

- 4. Ask students to give a thumbs up every time they hear and/or see the words Email Attachments in the video.
- 0
- 5. Play video.



6. Distribute **9.IEC.THUMB** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.



DIFFERENTIATION

- Puts thumbs up
- T2 Uses Thumbs Image Exchange Card [9.IEC.THUMB]
- Holds up or points **Thumbs Image Exchange Card** [9.IEC.THUMB]



7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [9.DollarTracker]**

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



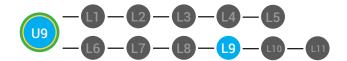
PARTICIPATION

"Nice job following directions and giving a thumbs up! You're earning 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."

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, what is uploading a file?"

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

Answer. Uploading a file means to send a file to the network in order to share on the Internet.

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

2. Ask, "For a participation dollar, what can you attach to an email?"

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

Possible Answers: Digital files, documents, images, videos, music and presentations.

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



3. Distribute **9.9.IMAGE** Image Exchange Cards to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.



DIFFERENTIATION

- Verbal response
- T2 Writing it down
- Uses Image Exchange cards [9.9.IMAGE] to point to potential vocabulary word or icon representing "Digital files, documents, images, videos, music and presentations

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."







4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [9.DollarTracker]

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

+S PARTICIPATION

"Nice job following directions and giving a thumbs up! You're earning 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 Email 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 **9.9.5** Students that unlocked the badge will place the **Appropriate Sharing** 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.



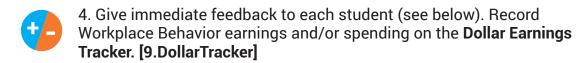




DIFFERENTIATION

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

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



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



"Marcus + you answered correctly! You earned a dollar! Nice job!"

-\$ INTERRUPTIONS

"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 **9.9.6** Email Attachments Exit Ticket to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.







DIFFERENTIATION

- Using Tier 1 **Email Attachments Exit Ticket** [9.9.6.1], students will answer multiple choice questions about email accounts.
- Using Tier 2 **Appropriate Sharing Exit Ticket** [9.9.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [9.9.6.3].

- Using Tier 3 Appropriate Sharing Exit Ticket [9.9.6.3], 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. [9.DollarTracker]**

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

+\$ PARTICIPATION

"Nice job, participating, Marcus. You earned a participation dollar. Let's hear more about your work."

-S OFF TASK

"Marcus, you're off-task. Being offtask 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

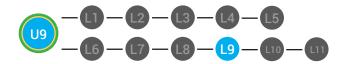
- 1. Read off Dollar Earnings Tracker and announce how many dollars each student earned during the lesson.
- 2. Students will fill in their dollar earnings from the lesson using their My Digitability Earnings sheet. Have students staple this sheet into their notebooks so they can use it for the entire 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

- Login independently using password cards.
- Login independently using **password card** with the help from a Tier 1 partner for any required troubleshooting.
- Teacher or Tier 1 assistance to help student login using their password card.







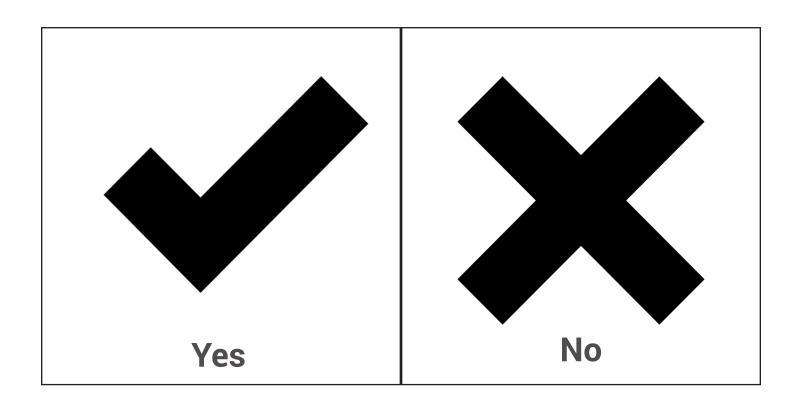
| Behaviors | Name | / | / | / | / | / | |
|--|--------|---|---|---|---|---|--|
| Successful +\$ | EX: AB | | | | | | |
| Participation/ Contributing | Ж | | | | | | |
| Sharing/Helping/ Collaborating | III | | | | | | |
| Greeting a Guest | 1 | | | | | | |
| Following Directions/ Staying on Task | Ш | | | | | | |
| Encouraging/ Complementing | II | | | | | | |
| Problematic -\$ | | | | | | | |
| Off Task | I | | | | | | |
| Off-Topic/ Inappropriate Comment | | | | | | | |
| Disrespect/Teasing | II | | | | | | |
| Complaining/Whining | | | | | | | |
| Arguing | | | | | | | |
| Interrupting | II | | | | | | |
| UMAPA | | | | | | | |









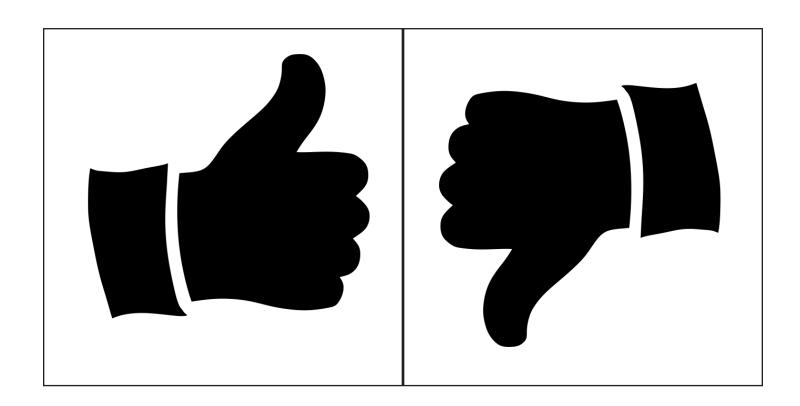




















9.9.IMAGE

Directions: Cut out





Respectful



Videos



Images



Digital Files



Music







Documents



Presentations









9.BADGE







WORD WALL PRINTOUT

9.9.5



Appropriate sharing means you use respectful language and an appropriate topic in an email.



DIFFERENTIATION

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









1. Sending an email is:

- a. Sharing information
- b. Keeping information private
- c. Throwing information away

2. Uploading a file means:

- a. Sending a digital file to the trash can icon.
- b. Sending a digital file to the network to share on the internet
- c. Sending a digital file to the email address

3. Circle the items you can send as an email attachment

- a. Documents
- b. The body of the email
- c. Images
- d. Videos
- e. Music
- f. Presentations

4. What is an email attachment:

- a. A digital file in the computer
- b. A digital file attached to an email
- c. A digital file in your voice mail









| name | | | |
|----------|------------|----------|----------|
| Date: | | | |
| Define | | | Sentence |
| Examples | Email Atta | achments | Draw |









Email Attachments

An email attachment is a digital file sent to the network to share through an email.









| Directions: Make a list of five items you can share in an email attachment. |
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Directions: Circle the items that can be email attachments.

- 1. Photos
- 2. Email body
- 3. Documents
- 4. Slide show
- 5. Music
- 6. Files
- 7. Hyperlink to another website
- 8. Videos









Directions: Point to the emails that are NOT appropriate to share in the workplace.

| Photos | Email body | | |
|------------------------------|------------|--|--|
| Documents | Slide show | | |
| Music | Files | | |
| Hyperlink to another website | Videos | | |









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

| When you send an email you are |
|---|
| (sharing, keeping safe) |
| information. When you share your information you must do it safely and |
| |
| (appropriately, inappropriately) |
| When you send an email you can send an attachment. An attachment is a |
| · |
| (digital file, handwritten note) |
| that is uploaded. An uploaded file is a digital file that is |
| (sent, deleted) |
| to the network to share on the internet. When you send an email attachment, you can |
| send |
| (digital, not digital) |

files including documents, image, videos, music and presentations.