

6th Computer Lesson Plan 1

Warm Up:	<p>Basic Rules: 1. Listen 2. Be Responsible 3. Be Kind to the Computers</p> <p>Introduction to what we will be doing in computer lab throughout the year.</p> <ul style="list-style-type: none"> • Typing.com – 5 – 10 minutes • Core Lesson- Focused on a skill and technology tool • Exit Activity- to wrap up our learning • Procedures Reminder- Be sure we logged out for the next group correctly, computer lab is in good shape
Objective:	<p>We will...demonstrate an understanding of log in procedures and folder/file management.</p> <p>I will...learn to log in to the computer and Office 365 in order to create a folder for my tech lab work.</p>
Computer Log In	<ol style="list-style-type: none"> 1. Remind students how to sign out and sign off the computers. (Windows button, then name, then sign off.) 2. Show students how to log back in to the computers as themselves. <ol style="list-style-type: none"> a. Students write down Network Log in: <i>##smith##</i> b. Students write down Network Password: <i>Whatever they have set it to.</i> 3. Explain why we want to log in as us. Allows us to access items that are meant just for us, allows for a backup of our files only) 4. Discuss digital citizenship—ensures we are doing the right thing and making good choices when we search on the internet, create files, etc.)
Typing Lessons:	<p>Typing.com-</p> <ol style="list-style-type: none"> 1. Introduce students to Typing.com (Open Chrome Browser, enter typing.com in URL) 2. Address using Chrome or Microsoft Edge, but not Explorer as it doesn't always work as well 3. Discuss purpose for learning to type for middle school and high school devices and assignments, and in future college and careers 4. Discuss proper hand placement 5. Help students get logged in to Typing.com <ol style="list-style-type: none"> a. Students write down Username: <i>ss#####</i> b. Students write down Password: <i>#####</i> 6. Allow 5 - 10 timed minutes of typing

Core Lesson:	<p>Office 365 Log in and Folder Creation- Create a File in Word</p> <ol style="list-style-type: none"> 1. Have students put Office 365 in URL line. 2. Have them click on Sign Into Your Account link. 3. Students write down Username: ##smith##@ssisd.net (the email part is important!) 4. Students write down Password: (same as computer login password) 5. Direct students to click on One Drive 6. Click on “New” 7. Select “Folder” 8. Name the folder Computer Lab Files “Last Name” (insert last name) 9. Click on newly created folder 10. Select Word Document <ol style="list-style-type: none"> a. New Word document will open up. b. Explain that Word is a program where you can create documents like letters, posters, stories, record notes, etc. c. Tell students that we will begin working in Word more next week, but for now, they are just going to play around in it to see what it will do. d. Your topic will be computer lab rules. Let’s brainstorm a couple to get you started...do this your projector version of the document. You will now take these or some other that you add and see how you can change the plain old typed text on the screen to make it more interesting to you. 11. Before they begin their document, <ol style="list-style-type: none"> a. let’s name our document. In Word Online, which is the version of Word that you are in (which is saving automatically for you since you created it in your Office 365 One Drive account), look towards the middle top of your screen. You will see the Words “Document- Saved”. Click on the word “document” and change the name to “Computer Lab Rules”. 12. Now, get some of the rules or other rules you believe we need in place in the computer lab on your page. Remember, stay only in the Home button today to see what that can do for you!
Exit Activity:	<ol style="list-style-type: none"> 1. Show students how to share their document with a partner next to you. 2. Click the Share button at the top right of your screen. 3. Type in your partner’s name. You should see their name come up below with a grade level number attached. 4. Click on your partner’s name. (keep it on they can edit) 5. Click Share. 6. Now, go back in your Waffle to One Drive. 7. Click on Shared with Me. 8. Find your partner’s computer lab rules document and open it. 9. Highlight which of your friend’s rules is most important by selecting that rule and using the highlight tool to color it. 10. Discuss with students the power of being able to work on a shared document with someone else, and let them know we will learn how to do this more throughout the year as well!
Procedures Reminder:	<p>Remind students to exit all programs. (Their work is saved since we did this on Office online.)</p> <p>Have students “sign off” of computers using the Windows button and Name section.</p> <p>Ask students to fix the equipment and chairs in the lab.</p>