Functional Skill ICT

Lesson 22	Study Module 8: Using ICT to communicate (2/2)	Time
Lesson objectives	In this lesson students are learning how to: • use ICT to collaborate	
Learning outcomes	At the end of the lesson students will be able to: • select ICT tools to collaborate with people in different locations • minimise risks to information in online environments • take appropriate steps to stay safe	
Specification coverage	L1: 2.1, 9.1, 9.2 L2L 2.1, 8.1, 8.2	

Resources
Study Module 8
Key vocabulary
VLE
MLE
Online workspaces
Online networks (people)
Video conferencing
	Starter
	Write on the board:
	
	Email contacts communicating
	                          Group
	                                    collaborating
	
	Note: check the terms for the email system students use and replace contacts and group if necessary.
	
	Remind students of their homework for today: to have at least five entries in their address book.
	
	Students might know this already, but tell them that entries in the address book can be grouped together under one name. This name should be meaningful (just like folder and file names).
	
	Draw an arrow from Email contacts to Group.
	
	Tell students that grouping contacts increases their efficiency: instead of having to enter multiple addresses into the To: field they enter just one, the group name. It acts as their email distribution list and ensures that all members of the group get a copy of the email and any attachments.
	
	Draw an arrow from Group to communicating.
	
	Tell students that they will spend most of the lesson exploring how they can use ICT to collaborate with others.
	
	Complete the diagram by drawing an arrow from Group to collaborating. Underline collaborating and state it includes <u>sharing and working with files</u>, not just exchanging texts.
	
	Email contacts ⟶ communicating
	                Group
	                     ⟶ <u>collaborating</u>
		5 mins

Functional Skill ICT

Lesson 22	Study Module 8: Using ICT to communicate (2/2)	Time
	Share lesson objectives Introduce the lesson and share learning objectives and outcomes.	5 mins
	Using ICT to communicate Ask students to: • set up an email folder called SB82 • complete **Skill Builders 8.2** with just three contacts who have email addresses they can access in this lesson • reply to incoming messages (one reply per email only) • move all emails linked to the Skill Builder into the new folder	10 mins
	Using ICT to collaborate Take students through section B **Collaborative working** (page 9) Through discussion cover: **Virtual Learning Environment** (VLE) or Managed Learning Environment (MLE) **social networks** – have students used them for other purposes, e.g. learning? **Skype** or other such global systems **shared online spaces** For all, ask some about their own experiences, the pros and cons. Ask students to spend 10 minutes researching Google docs: 1. what features does it have that support collaborative working? 2. how do you manage information and keep control of your own information when using Google docs? For the second question refer students to Study Module 2.	20 mins
	Feedback Ask students to report their findings and discuss them as a group. Finish the activity by asking how students can stay safe when using ICT to collaborate.	10 mins

A PEARSON COMPANY

Functional Skill ICT

Lesson 22	Study Module 8: Using ICT to communicate (2/2)	Time
	Plenary Remind students of the learning objectives and recap on what they have learnt in this and the previous lesson. Conclude with the Skill Check, Knowledge Check and what students can expect in the test.	10 mins
Homework	Ask students to: (1) tidy up their mailbox, e.g. delete mail folder SB82 (2) create and save a one-page text document with • a table listing in descending order of importance five advantages and five disadvantages of online collaborative working • a personal statement saying whether or not they would use ICT to collaborate if they could do it face-to-face – and why.	30 mins

A PEARSON COMPANY