**Lesson 11:**

**Planner:** Edmodo Accounts

**Objective:** **I can safely create a digital account**

Essential Questions**: How do I stay safe and secure in a digital world?**

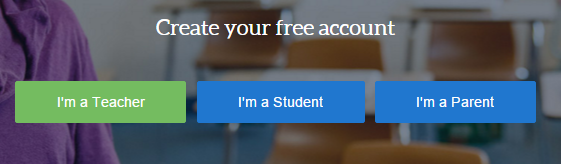
Warm Up

<http://Typing.com>

10 minutes

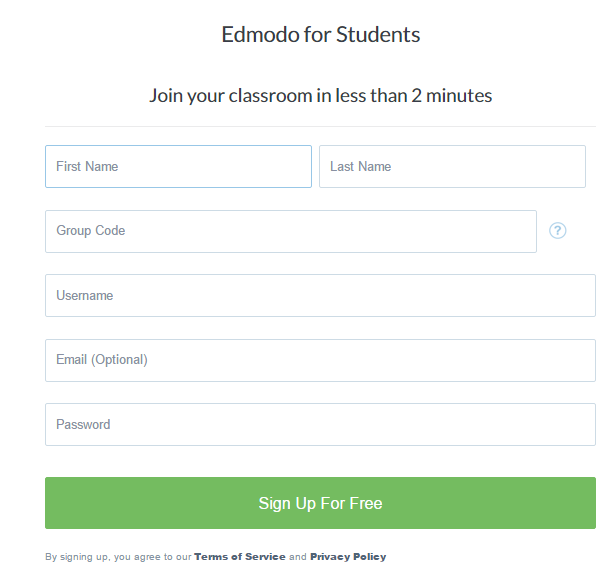
Create a Journal B

**Activity 1**



**Go to** [**Edmodo.com**](https://www.edmodo.com/?go2url=%2Fhome)

1. **Click on “Student”**

**Complete the information.**

**b. First Name**

**c. Last Name**

**d. Group Code: Your Teacher will tell you…**

**c. User Name: Same as for Typing!**

**(If not available, add a number or two to the end)**

**d. Skip email**

**e. Password: choose from your Journal**

**g. Click on Sign up…**

**Activity 2**

**TAKE THE POLL.**

**CREATE A PROFILE.**

**You may use images for your profile.**

**\*\*SAVE IMAGES INTO YOUR PICTURES FOLDER**

**\*\*\*All profile icons must be appropriate for education.**

**If uncertain about the image, check first**

**Activity 3**

**Uploading Assignments to EDMODO**



**1.DOWNLOAD THE DOCUMENT FROM**

***ONE DRIVE* TO THE COMPUTER**

****

1. **OPEN YOUR ACCOUNT**

****

1. **WAIT FOR INSTRUCTIONS to UPLOAD ASSIGNMENTS.**
2. **PRACTICE; UPLOAD YOUR KEYBOARD PRACTICE DOCUMENT.**
3. **WRITE AN *APPROPRIATE* COMMENT**
4. **CHECK FOR UPLOAD**

**Lesson 12:**

**Planner: Edmodo Uploads**

**Objective: I can upload my assignments to Edmodo**

**Essential Question: How can I be certain I have correctly uploaded an assignment?**

Warm Up

<http://Typing.com>

10 minutes

**Activity 1**

**Open Journal A**

**Check that all entries are completed**

**Activity 2**

**Review uploading an assignment to Edmodo**

**Upload Journal A to the Assignment in Edmodo**

**Activity 3**

**Upload your Keyboard Scores and Keyboard Proof Documents to the correct Edmodo Assignment. (You will upload 2 documents to the same assignment)**

**Activity 4**

**Create a New Journal**

**Remember: Headers and Footers**

**Title: Journal B**

**Audience: A friend**

**Save as: CL(2).(name).JournalB**

****

***Journal B***

**Entry 7**

**My Avatar**

**Date**

**Copy the Image you used for your Edmodo Avatar.**

**In a complete paragraph of at least 5 sentences, explain why you chose the image for your avatar.**

**Lesson 13**

**Planner: Practice with Tables and Table tools**

**Objective: I can explain how to use at least 4 Tables tools found in Word**

**Essential Questions: How can tables help with organization?**

****

**Warm Up: TYPING.COM**

**15 minutes**

**REMEMBER RULE 5:**

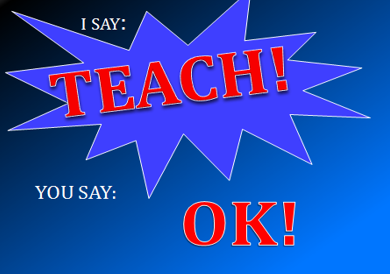
**KEEP YOUR DEAR TEACHER HAPPY!**

[](http://www.gcflearnfree.org/office2013/word2013/23)**Activity 1**

**Watch the video together**

**Learn about** [**Tables**](http://www.gcflearnfree.org/office2013/word2013/23)

**Activity 2: 10 minutes**

**Open a new Word Document. Practice and**

**Review table tools with your partner**

**Activity 3:**

**Open your *JOURNAL B***

**Entry 8**

**My Favorites**

**Date**

* **Create a table with 7 rows and 4 columns**
* **Merge the top row and title it “My Favorites”**
* **Label the top of each column with a category you consider to be a favorite**

**Examples:**

**Food, Sports, Shopping, Games, Movies, Music etc.**

* **Under each of the categories, list your favorites**
* **Use the tools you learned about in the video to make your table interesting.**

**An example**

**Just to get you started…Make yours great!**

|  |  |  |  |
| --- | --- | --- | --- |
| My Favorites | | | |
| Sports | **Actors** | **Foods** | **Music** |
| Soccer |  | **Tacos** |  |
|  |  | **Vegie Pizza** |  |
|  |  | **Ravoli** |  |
|  |  |  |  |

**Lesson 14:**

**Planner: Discussion and Sharing with Edmodo**

**Objective: I can demonstrate appropriate Digital Citizenship when using online tools.**

**Essential Question: What is the correct way to Interact on Edmodo and other digital discussion sites.**

**Warm Up: TYPING.COM**

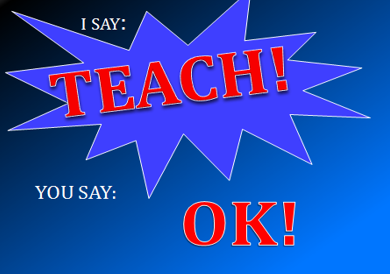
**15 minutes**

**\*\*\*Upload missing assignments to Edmodo\*\*\***

**THEN…Journal B: Entry 7: Complete**

**Journal B Entry 8: complete/ review the table you made during the last class period.**

**Activity 1**

**Discussion/Sharing with Edmodo**

**Discuss appropriate use of Edmodo Discussions**

****

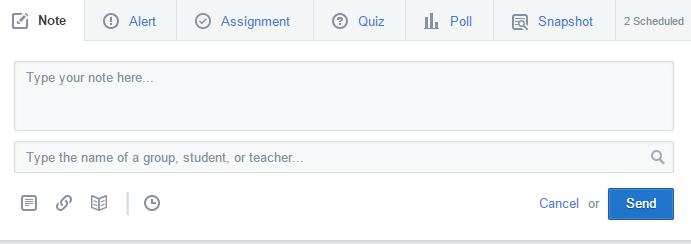
**Be Safe: Take care of the information you give**

**Be Responsible: Do things right without others watching**

**Be Respectful: Appropriate comments using sentences**

**Be a Problem Solver: Good Discussions help all. Use intelligent phrases and thoughts**

**Activity 2**

**Practice with Edmodo Discussions**

1. **Go to your Home Page.**
2. **Use a NOTE.**
3. **Post a 3 sentence note about your most favorite item from your Journal B/ Entry 8 table**
4. **Choose your class as the audience**
5. **Send your note.**
6. **Respond to the notes of at least 2 others in the class**

***Use Complete Sentences.*** Create a conversation

**Review/ Discuss…**

**Lesson 15:**

**Planner: More Edmodo features**

**Objective: I can explain how to use other features in Edmodo: Backpack, progress, planner, etc.**

**Essential Question: Are there other ways I can use Edmodo?**

**Warm Up: TYPING.COM**

**15 minutes**

**Mid Quarter Keyboard Assessment**

**NEXT CLASS!**

****

**ACTIVITY 1**

**BACKPACK: HOW TO USE IT**

**PRACTICE:**

**Upload Journal B into your Edmodo Backpack.**

**Retrieve your Journal from the backpack.**

**Check for completed Entries. Save your Journal, and upload it to your backpack.**

**Other Features: Progress, Notes, Quizzes, Filter by, etc.**

** Journal B**

**Entry 9**

**Edmodo Features**

**Date**

**Create a table like this one:**

|  |  |
| --- | --- |
| **EDMODO FEATURES** | |
| **FEATURE** | **BENEFITS/What It Does** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Use the table. Begin a list of features you have discovered in Edmodo. Remember to describe the benefits of the feature.**

**Important Reminders:**

**Go to Pinemscomputers.weebly.com**

**Review Lessons 1-15 to prepare for a quiz next week.**

**Review Lesson 17 to check the Rubric for keyboarding.**

**You will have a Mid-Quarter Keyboard Assessment next Class.**

**Practice Keyboard skills at home this weekend.**

**You can access Typing.com and your account from any Internet connected computer.**