6th Computer Lesson Plan 3

Objective:	We will…use search tools to locate a website, transfer text to a Word document, and cite our sources. I will….edit text using font style, color, highlighting, and underlining.
Computer Log In (Immediately as students come in the room. Sit at assigned computer station.)	1. Sign out of the computers if they are not already signed out of. (Windows button, then three bars, then name, then sign out.) 2. Log back in to the computers as themselves if needed.
Typing Warm Up: (Students go to immediately after log in, time students for 5 minutes)	Typing.com- 1. Proceed directly to Typing.com to pick up where students left off last week.
Digital Citizenship Video	1. Tell students we are going to search for a website on the internet to tell us about properties of matter. Before we begin our activity, view a quick video about Internet safety. 2. Have students watch 5 Internet Safety Tips for Kids video https://www.commonsensemedia.org/videos/5-internet-safety-tips-for-kids 3. Discuss Digital Safety and not clicking on extra things while going to the site we are looking for.
Core Lesson:	**Transferring Text, Editing Text, and Citing Sources** Explain assignment- You will be reviewing your knowledge of *History topic of teachers choice* by visiting a specific website. Then, you're going to copy over the text from the website and work with the Home tab buttons in Microsoft Word to edit your text. But before we do that, let's get logged in to Office 365 so our document is ready. 1. Have students log in to Office 365 and go to their One Drive. Have then open their files to find the document they created last week. 2. Show students how to slide their old document into the file called Computer Lab Files- Smith (or their name) 3. Now, have students click in the folder called Computer Lab Files if they are not already in there, and have them create a new word document in this folder. (Explain that by opening the folder before we create a document, it is automatically saved in there.) 4. Have students name their new word document *teacher suggest name*. They do this by clicking on the word "Document" at the top of their document and typing right away. WARN STUDENTS NOT TO USE BACKSPACE!!! Just highlight and rename. 5. Get students attention away from their computers. 6. Model for students how to find the website by searching for the site in the search bar. Allow students time to find this site as well. USE CHROME! 7. Model finding information from a website to paste into your document. Use the doc we created as your sample document. Have students now choose a topic—and paste their text into their word document. (You may need to teach them about tabs at the top of their screen that allow them to go between websites without closing anything out.) 8. Now, model for students what you would like them to do with the text. 9. Have them put a title on their word document. BOLD the title. 10. Now, tell students to use their skills they have gained about word documents to do the following:

	a. Change the Font St**yle, Size** and **Color**.
	b. **Highlight** the most important sentences that give the definition of the search topic of your choice.
	c. **Underline** parts of your text that list examples of something related to the topic of your choice.
	
	Office 365 Directions in case anyone needs them…
	1. Click on Office 365 on the link on your desktop.
	2. Have them click on Sign Into Your Account link (or their name may already be there).
	3. Enter username and password.
	4. Direct students to click on One Drive
	5. Click to open the folder called Computer Lab Files.
	6. Select New, then Select Word Document
	    a. A new Word document will open up.
	    b. Name document "*Suggest a standard name for the assignment*"

Exit Activity:	1. At the bottom of your document, give credit to the website you got this information from by coping the URL from the website. Explain to students that it's very important not to just "steal" other people's information. Tell them there are formal ways to cite their sources, but today, we are going to just focus on copying the website link from which we got the information. 2. Direct students to use the icons at the bottom of their screen to find Chrome again. Have them click and highlight the entire URL. 3. Tell students to right click and then click COPY to copy the URL. 4. Have students go back to their Word Document by clicking on the tab at the top of Chrome. 5. Have them right click at the bottom of their document and click PASTE. Then, show students that by pressing the space bar, your link shows up blue and makes it a live link!
Procedures Reminder:	• Ask students to verify that they have named their WORD document. • Remind students to exit all programs. (Their work is saved since we did this on Office online.) • Have students "sign off" of computers using the Windows button and Name section. • Ask students to fix the equipment and chairs in the lab.