Modules

Using digital devices

This topic will gauge students' ability to use digital devices.

This topic is made up of four parts. You can present them one at a time or follow on depending on the needs of your students and the time you have available.

Learning Intentions

On successful completion of this unit students will be able to:

- Turn digital devices on and off
- Customise the desktop or screen
- Open, edit and save digital documents
- Connect external devices such as external hard drives, flash drives, data projectors or speakers
- Print documents

They will learn these skills by:

- Reading manuals
- Watching or reading tutorials
- Demonstrating their learning

Note about this unit:

Students can demonstrate their ability to use digital devices by operating desktop computers, laptops, iPads or other tablets or any other digital device you have at your school. We are unable to provide detailed instructions or manuals for digital devices, due to the diverse range of devices available in schools.

Before beginning this unit with students, it is suggested that you identify the devices students will use and download the manual from the manufacturer of your device's website.

A lot of useful advice about Windows devices can be found here: https://support.microsoft.com/en-us/allproducts

There are many students who can easily demonstrate all of the items on the skills activity checklist. Allowing these students to demonstrate their learning and be 'checked off' without working through this unit is important. There's no point taking through a unit of work they already know the content of.

	What the students will do	What you will need before you start
Part 1 'What are the parts of my device?'	Worksheet	• Copies of laptop/desktop/tablet or other device worksheet • Computers with internet connection for student research
Part 2 'How do I use the manual?'	Group activity	• Copies of the device manual for each student (digital or hard copy) • Copies of the skills activity checklist for each student
Part 3 'How do I prepare for my activity?'	Group activity	• Digital devices for student's to demonstrate their skills on • Copies of the device manual for each student • Copies of the skills activity checklist for each student • External hard drives or flash/USB drives • A data projector and/or a microphone and/or computer speakers • A video file for students to play • A printer connected via the network to the devices
Part 4 'Digital devices activity'	Activity	• Digital devices for student's to demonstrate their skills on • Copies of the device manual for each student • Copies of the unit checklist for each student • External hard drives or flash/USB drives • A data projector and/or a microphone and/or computer speakers • A video file for students to play • A printer connected via the network to the devices

Part 1: What are the parts of your digital device?

Objective – What do we want the students to know?

The purpose of this lesson is develop student's awareness of the different parts of their digital device

Overview – How will they learn this?

Students will research the different parts of their digital device and identify the key parts on a diagram

Resources – What will I need?

- Copies of laptop/desktop/tablet or other device worksheet
- Computers with internet connection for student research

Lesson plan – What do I need to do?

1. Introduce students to what they are going to learn today: identify the parts of their digital device
2. Hand out copies of the diagram to each student. Explain that they will label the most important parts of their device on the diagram. If they already know the parts of their device, they can fill these in straight away. Anything they don't know the name of can be looked up on the internet.
3. Students complete the worksheet. Don't be too concerned if they have different names for the parts of the device, this is OK.
4. Students hand in completed worksheets to teacher.

Part 2: How do I use the manual?

Objective – What do we want the students to know?

The purpose of this lesson is to show students how to use the manual for their digital device to learn how to use features of the device.

Overview – How will they learn this?

Students will be introduced to the manual (digital or hard copy) for their device and be shown how to use the table of contents and/or the index to find instructions how to use their device.

Resources – What will I need?

- Copies of the device manual for each student (digital or hard copy)
- Copies of the skills activity checklist for each student

Lesson plan – What do I need to do?

1. Introduce students to what they are going to learn today: using a manual to find out how to use a digital device.
2. Introduce the skills activity checklist. Explain that this is what students will be evaluated on. They will be using the manual to find out how to do the things on the list they don't already know how to do.
3. Open the manual (digital or hard copy) and show students the features of the manual such as the table of contents. Explain how to use the manual to find out how to a specific skill from the list.
4. Show the relevant page in the manual that tells students how to turn on their digital device. Read through the instructions and then demonstrate following the instructions.
5. Ask students to now work through the checklist and use the manual to make sure they know how to do each item. You could assign certain activities to groups of students, ask them to come back together as a class afterwards and demonstrate the skills they read up about.

Part 3: How do I prepare for my activity?

Objective – What do we want the students to know?

The purpose of this lesson is to gauge student's ability to use digital devices

Overview – How will they learn this?

Students will prepare for the activity of their ability to use digital devices by undergoing a brief skills audit, identifying the skills they still need to work on and completing some training exercises to develop those skills.

Note:

Students who are proficient with technology could skip all activities and just complete this audit. If they are competent in all areas, they will have completed this unit.

Resources – What will I need?

- Digital devices for student's to demonstrate their skills on
- Copies of the device manual for each student
- Copies of the unit checklist for each student
- External hard drives or flash/USB drives
- A data projector and/or a microphone and/or computer speakers
- A video file for students to play
- A printer connected via the network to the devices

Lesson plan – What do I need to do?

1. Introduce students to what they are going to learn today: preparing for the digital device skills activity.
2. Introduce the activity: students in pairs will complete a skills audit, identifying the skills they can and can't demonstrate. Explain that once the audit is complete, students will have time to work on their skills if needed, in preparation for the activity.

3. Students move into groups of two with a device between them. Once acts as the evaluator and one is the student. The evaluator ticks off all the skills the other student can demonstrate. They then swap roles.
4. Once the audit is complete, students go back over their checklist and review the manual for help where needed.

Part 4: Using digital devices (activity)

Objective – What do we want the students to know?

The purpose of this lesson is to gauge student's ability to use digital devices.

Overview – How will they learn this?

Students will be tested on their ability to demonstrate the skills listed on the Digital devices checklist.

Note:

To manage the activity process you may need to evaluate single students whilst the rest of the class is busy with other activities or evaluate student's ability to use digital devices as they work on other projects.

Resources – What will I need?

- Digital devices for student's to demonstrate their skills on
- Copies of the device manual for each student
- Copies of the unit checklist for each student
- External hard drives or flash/USB drives
- A data projector and/or a microphone and/or computer speakers
- A video file for students to play
- A printer connected via the network to the devices

Lesson plan – What do I need to do?

1. Introduce students to what they are going to learn today: demonstrate their ability to use a digital device.
2. Hand out a copy of the checklist to students.
3. Set up the student with all of the required items and files. Move through the checklist, asking students to demonstrate each of the skills.
4. Students who are unsuccessful on some of the items on the checklist should be given an opportunity later to try again