

Using Email, Lesson 5: Attachments

Northstar Digital Literacy Standards <i>This lesson aligns with the following standard/s.</i>	Vocabulary <i>This lesson focuses on the following digital literacy terms.</i>				
8. Add an attachment to an email. 9. Open and download an email attachment.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">attachment</td> <td style="width: 50%;">file</td> </tr> <tr> <td>download</td> <td>paper clip</td> </tr> </table>	attachment	file	download	paper clip
attachment	file				
download	paper clip				

Technology Concepts

Important lesson background and teaching tips for instructors

In this lesson, learners will open, **download**, and view **attachments**. Then, they will modify the **file** and send it as an **attachment**.

Teaching Tips:

- Downloading** and **sending attachments** involves multiple steps. Consider demonstrating the process multiple times to support learners in remembering each of the steps.
- Consider showing learners how to preview **attachments** without **downloading** them if you are using an email provider that supports this feature.
- Different email providers and computer operating systems vary in the exact steps for **downloading**/uploading **attachments**. Confirm the steps prior to class.
- [Microsoft Word, Lesson 4: Setting up a Document](#) gives practice in saving files being intentional about name and location. Consider teaching this lesson if learners need additional practice with this skill.

Teacher Prep Guide <i>Follow these steps to prepare for teaching this lesson</i>	
General Prep	<ul style="list-style-type: none"> <input type="checkbox"/> Collect learner email addresses. <input type="checkbox"/> Open and log in to an email account to project for the class. <input type="checkbox"/> Download Attachment Practice document and email it to yourself as an attachment. <input type="checkbox"/> Download Job Application document. <input type="checkbox"/> Email the Attachment Practice and Job Application documents to all learners. <input type="checkbox"/> Prepare to project Reference A for Model & Explain 1 & Reference B for Pair Explore.
Model & Explain 1	<ul style="list-style-type: none"> <input type="checkbox"/> Have a paper clip and a piece of paper available to show learners.
Task	<ul style="list-style-type: none"> <input type="checkbox"/> Copy Handout A for learners who may want extra support (optional).
Vocabulary Work	<ul style="list-style-type: none"> <input type="checkbox"/> Copy Handout B for each learner (half sheet).

Warm Up

Find out what learners know and prime them for the work ahead.

- Say to learners:
 - ◆ “Email is a way to send letters to people across the internet. You can also send documents and pictures using email.”
- Ask learners the following. Learners discuss in pairs before sharing answers as a class:
 - ◆ “What kinds of things can you send or receive through (physical) paper mail?”
 - ◆ “What kinds of things could you send using email?”

We will Learn...

Sharing learner friendly objectives helps set goals for today's learning.

List objectives on board or project. Read through them together to set goals for today's learning.

We will learn to:

recognize emails that include extra **files (attachments)**.

download and open **attached files**.

send a **file** as an **attachment**.

MODEL & EXPLAIN 1

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

Downloading Attachments

- Say to learners:
 - ◆ “You can use email to send and receive pictures, documents, songs, or small videos. These are all called **files**.”
 - ◆ “For example, you can send a resume or job application in an email. When you send a **file** in an email, it is called an **attachment**.”
 - ◆ “Sometimes, it is easy to see if an email has an **attachment** because it will have a **paper clip** or **file name** next to or below the email subject.”
- Show learners the real **paper clip**. Show how it is used to **attach** a piece of paper to another piece of paper.
- Show learners the email you sent to yourself that has the file [Attachment Practice](#).
 - ◆ If you use Gmail, a **paper clip** icon might not be present. [Reference A](#) has an example of an **attachment** with a paperclip.
- Say to learners:
 - ◆ “This email has an **attachment**. I know because there is a **paper clip** icon.”

- ◆ “I can **download** the **attachment**. **Downloading** allows you to take a **file** from the internet and put it on a computer.”
- ◆ “Only **download attachments** from people or places you know and trust. If you get an **attachment** from someone you don’t know, do not open it. It might have a virus. A virus is something that can hurt your computer. It is important not to **download attachments** from unknown senders.”

→ Project and show learners how to **download** and open the **attached file**.

→ Say to learners:

- ◆ “The **downloaded attachment** usually goes into the **downloads** folder.”

→ Project and show learners the **downloads** folder on your computer, point out the **downloaded attachment**. Show learners how to open it.

DO IT TOGETHER 1

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

→ Ask learners the following aloud. Learners discuss in pairs before sharing answers as a class:

- ◆ “What do you call a **file** you send in an email?” (an **attachment**)
- ◆ “How do you know if an email has an **attachment**? (it has a **paper clip** icon, or a **file** name next to or below the email subject)
- ◆ “Where does a **downloaded file** usually go?” (into the **downloads** folder)

MODEL & EXPLAIN 2

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

Sending Attachments

→ Project and open the **downloads** folder and open the **downloaded Attachment Practice** file.

→ Type your name in the chart.

→ Show learners how to save the document (clicking ‘save’ should save it to the **downloads** folder, but you can also choose ‘save as’ and save it in another location, such as the desktop).

→ Say to learners:

- ◆ “I just changed this document. Now, I want to send it to someone else. I can send it as an **attachment**.”

→ Open your email and compose a new message.

→ Say to learners:

- ◆ “I want to find the **attachment** button. The **attachment** button is also a **paper clip** icon.”
- ◆ “Now, I have to find my **file**. My **file** is in the **downloads** folder. Sometimes, your **file** might be in a different place, like the desktop or documents folder.”

→ On the projected computer, do the following:

- ◆ Click the **attachment** button.
- ◆ Find the **downloads** folder.
- ◆ Select the **Attachment Practice** file.
- ◆ Send the email to yourself and then show learners the email in your inbox.

DO IT TOGETHER 2

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- Ask learners the following. Learners discuss in pairs before sharing answers as a class:
 - ◆ “What button do you click to add an **attachment**?” (paperclip icon)
 - ◆ “Where is the **file** we **downloaded**?” (**downloads** folder)

PAIR EXPLORE

Teacher has modeled the skills, and skills have been practiced together. Now, allow learners time to explore these skills with a partner **without step-by-step guidance from the teacher**. *Refer to the “How to Facilitate Pair Explore” for teacher support.

- If you were not able to before the lesson, email the [Attachment Practice](#) file to all learners now.
- Say to learners:
 1. “I sent everyone an email with an **attachment**. With a partner, you will **download** and open the **attachment**. Then, you will type your names into the blank spaces in the **file** and save the **file**. After that, you will send the **file** back to me as an **attachment**.”
- Project [Reference B](#) on the board for learners. Then, sharing a computer with a partner, learners try to:
 1. Log in to one email account.
 2. Find the email from your teacher.
 3. **Download** and open the **attachment**.
 4. Type both of your names into the **file**.
 5. Save the **file**.
- Check with learners as they complete part one. Then, learners try to:
 1. Open your email.
 2. Start a new email (click compose).
 3. In the subject, write “**Attachment**”.
 4. Click the **attachment** button.
 5. Open the **downloads** folder.
 6. Find the [Attachment Practice](#) file.
 7. Click send.

Task

Learners practice skills by completing an authentic task/s.

- If you were not able to before the lesson, email the [Job Application](#) to all learners as an **attachment** now.
- Individually, learners will **download** and complete the **attached** job application.
- If learners do not want to fill out their personal information, give them [Handout A](#) to copy.
- Consider projecting [Reference B](#) from Pair Explore to support learners.
- Check that learners are able to send an email **attachment**, and have completed the Job Application form.

Vocabulary Work

Learners practice vocabulary presented within the lesson.

- Give learners [Handout B](#).
- Learners complete the paragraph using the vocabulary words in the table.
- Check answers together as a class.

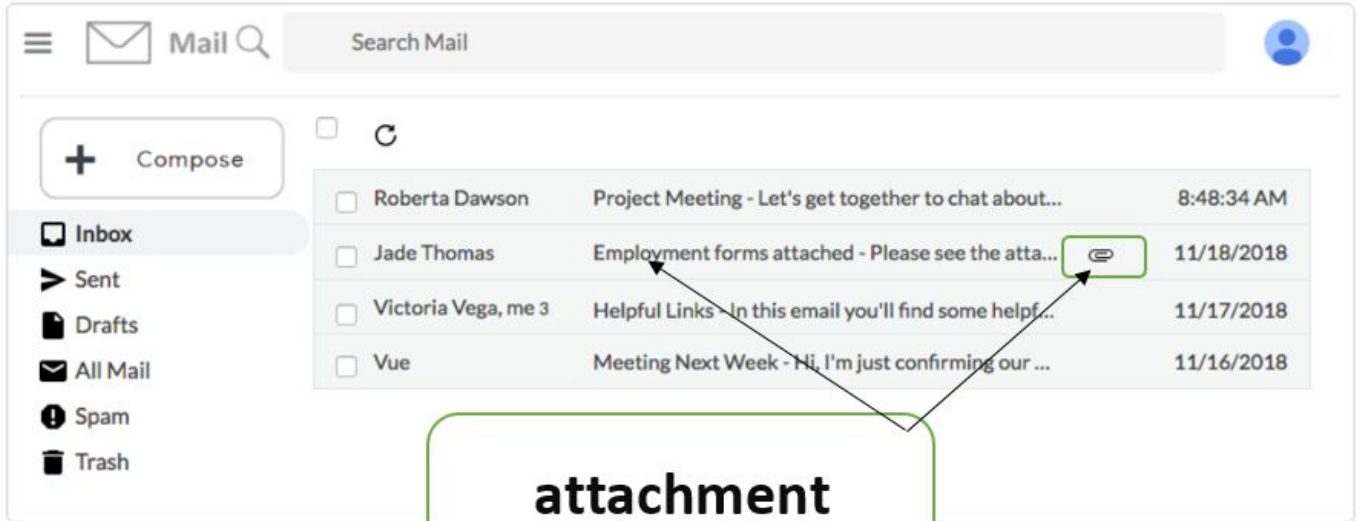
Wrap-Up

A final check in with learners. An opportunity to review, reflect, or check for understanding.

- Read the following true/false statements aloud. Have learners discuss in pairs before checking answers together as a class:
 - ◆ “Emails with **attachments** have a paperclip or a **file** name next to the subject.” (true)
 - ◆ “You can find **downloaded files** in the documents folder.” (false)
 - ◆ “It is always safe to **download** an **attachment**.” (false)
 - ◆ “You can send pictures as **attachments**.” (true)

Reference A

Example Attachment



Pair Explore

Directions: Complete the following with a partner on one computer.

Part One: Download an Attachment

1. Log in to one email account.
2. Find the email from your teacher.
3. Download and open the attachment.
4. Type both of your names into the file.
5. Save the file.

Part Two: Send an Attachment

1. Open your email.
2. Start a new email (click compose).
3. In the subject, write “Attachment”.
4. Click the attachment button.
5. Open downloads folder.
6. Find the Attachment Practice file.
7. Click send.

Handout A

Learning Resource: Job Application

Directions: Fill out the job application using the text below.

<u>Name</u>	Hua Nguyen
<u>Email Address</u>	hua_ngu555@email.com
<u>Street Address</u>	55 Green Street
<u>City</u>	Northstar
<u>State</u>	MN
<u>Phone number</u>	612-555-5555

What days are you available to work? Put an X on each day you can work.

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
x				x	x	x

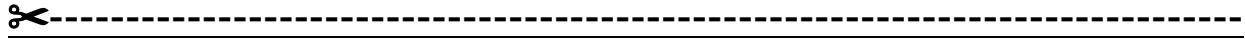
Handout B

Email Attachments

Directions: Use the vocabulary words to complete the paragraph below.

attachment	download	paperclip
file	file	attachment

A single document, picture, song, or video on my computer is called a _____. When you send a _____ in an email, it is called an _____. When I get an attachment, I can _____ it onto my computer. If I want to send an _____, I should click the _____ button.



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