

LESSON 1

Kickoff: Pick Something Real and Set Up Your Digital Portfolio

60 minutes

Digital Foundations

WHAT THIS LESSON DOES

Choose a real project you care about, set up a Digital_Portfolio folder in your school cloud storage, and write a one-page brief that explains what you're planning, why it matters, and who it's for.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Choose and commit to a real project that you will develop across all 10 lessons
- Understand cloud storage and its importance for multi-week collaborative schoolwork
- Create and navigate a folder structure in your school's cloud platform using the navigate-first pattern
- Articulate a project idea clearly in writing, identifying purpose and audience
- Set personal learning goals that guide your work over the 10-week module

BEFORE THE BELL

- Test cloud storage access on both Microsoft 365 and Google Workspace accounts to confirm folder creation and document save work as expected.
- Decide before the lesson whether students work solo, in pairs or by their own choice. Starter ideas for anyone who gets stuck are in the notes.
- Confirm which platform your school uses (OneDrive or Google Drive) and ensure students can sign in. Tell the class once at the start so there's no ambiguity.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
8 min	content	Your 10-week Journey
6 min	content	Key Concepts
9 min	activity	Step-by-step Task: Set Up Your Digital Portfolio Folder
2 min	content	Common Issues
19 min	activity	Portfolio Build: Write Your Project Brief
5 min	content	Reflection
5 min	summary	Lesson Summary

TEACHING MOVES

- Pause deliberately before the folder-creation activity to reinforce the navigate-first pattern (open the folder first, then create the file inside it); this is the concept students skip and then break when they attempt the task.
- Circulate the room during the Project Brief writing; students who write one-line sections need a prompt to add concrete detail (where, when, how much). Push back gently so the brief is substantive.
- Share a few student project ideas aloud at the end to bring out the range of ideas early and reassure quieter students that their choice is valid.
- Check sign-in status during the folder-creation step; the most common blocker is students working in the wrong school account in their browser.

WHAT TO WATCH FOR

- Student creates the document in the root of OneDrive or My Drive instead of inside Digital_Portfolio: they created the file before opening the folder. Remind them to open Digital_Portfolio first, then click + Add new (OneDrive) or + New (Google Drive) from inside it.
- Student cannot tell which platform their school uses: Outlook or Teams means Microsoft 365, and Gmail or Google Classroom means Google Workspace, as step 4 tells them. If they are still unsure, tell them which one your school uses.
- Student writes a Project Brief that is too vague or one-line: ask them to add at least one concrete detail (a date, a location, a number, a specific audience member) so the idea becomes real.

DIFFERENTIATION

- Support: Pair a student who struggles to identify a Something Real with a peer, or offer them one of these to make their own: a TY trip to Galway, a lunchtime film club, a charity bake sale, or relaunching a dormant school club.
- Support: For students who find the Project Brief daunting, give them this sentence starter to copy and finish: 'I am planning to... because... and the person who will benefit most is...'
- Extension: Ask students who finish early to draft a one-sentence elevator pitch of their project, or sketch a rough timeline showing the 10-week journey mapped to their specific project milestones.