

LESSON 7

The Operating System: Settings You Can Actually Use

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U1.4

WHAT THIS LESSON DOES

Learn to navigate your device's settings to adjust comfort options like volume and brightness. Discover and try accessibility features such as zoom or larger text to make computer work easier and more inclusive.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.4	Demonstrate an ability to use basic computer functions effectively.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Navigate Settings (Windows/Chromebook) or System Settings (Mac)
- Adjust brightness and volume for comfortable work (optionally check date and time if unlocked)
- Locate and turn on accessibility features such as zoom, larger text, high contrast, dictation or read-aloud
- Try one accessibility feature for at least five minutes and describe who it helps

BEFORE THE BELL

- Confirm each student can open Project Portfolio / 01_brief (create the folder if missing).
- Prepare seating arrangements to group students by operating system where possible.
- Know the quick off-switch for Magnifier/Zoom on each OS in the room.
- Have a default try-out file ready if Something Real is not live yet.
- Confirm students know which OS they are on (Windows, Mac, or Chromebook). Note which machines are desktops or external monitors with no brightness slider. No extra files needed.
- No prep needed. Optional: have one demo machine ready on each OS if the room is mixed.
- Students need a working school device with permission to change display, sound, and accessibility settings. Headphones help if anyone tries read-aloud or dictation. Know which PCs have no brightness slider.
- Students need access to Project Portfolio / 01_brief in OneDrive or Google Drive and a way to create a short cloud document named 01_accessibility_note. Confirm folder exists before independent practice starts. Prepare one 60-second create-and-rename demo and a default try-out file if Something Real is not live.

The Operating System: Settings You Can Actually Use

HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model opening Settings on one device type for the whole class.
- Circulate the room to check students access system Settings rather than app settings.
- Before independent practice, demo create-and-rename for 60 seconds on the projector (title bar rename to 01_accessibility_note).
- Facilitate a quick class discussion on the reflection questions, leading with homework/report language first.
- Encourage peer support between students using different operating systems.
- Bank 01_accessibility_note in 01_brief as portfolio evidence of accessibility awareness supporting Key Assignments that involve sustained screen work.

WHAT TO WATCH FOR

- Opening application settings instead of system Settings: Direct students to use the search bar or keyboard shortcut like Win+I.
- Activating zoom without knowing how to reverse it: Keep a reversal script ready for immediate support (Win+Esc on Windows Magnifier).
- Writing the note without trying the feature: Require activation before completing the portfolio task.
- Saving the note in the wrong folder or with a vague name: Require exact 01_accessibility_note inside Project Portfolio / 01_brief.
- Stalling on brightness on a desktop: allow skip and move to volume.

DIFFERENTIATION

- Support: Provide OS-specific quick start guides for students who struggle with navigation.
- Support: Allow pair work for students using the same operating system.
- Extension: Challenge students to explore an additional accessibility feature and add one comparison sentence to the note.