

Unit 1 Review and Recap

60 minutes**ICT1: Introduction to the computer and word processing**

WHAT THIS LESSON DOES

In this lesson you complete a short self-check on Unit 1 topics, use a troubleshooting guide to resolve one real problem with your Project Portfolio, and produce a written reflection that connects your new skills to the Something Real project.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Demonstrate Unit 1 concepts through a short self-check
- Diagnose and fix one common problem using a written troubleshooting guide
- Recap how Unit 1 learning outcomes have been met
- Reflect on confidence gains and how ICT1 supports the Something Real project

BEFORE THE BELL

- Plan the 60-second portfolio gate at the start: students search for Portfolio or Project and confirm they are signed into the school account.
- Have paper or mini-whiteboards ready for the five self-check phrases; pre-print the questions if possible.
- Review the A-E snag chooser and the Common Issues table.
- Students need their Project Portfolio open in cloud storage and access to a word processor; be ready to recover missing folders via search and school-account sign-in
- Paper or mini-whiteboards for the five self-check phrases (pre-print if possible); students need Project Portfolio access
- Students need Project Portfolio access and a word processor; Common Issues table still visible; be ready to demo one snag if the class overruns
- Students continue in the reflection document created during the snag-fix step; circulate with 5/10/15-minute checkpoints; read good vs weak models aloud before writing starts

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
8 min	activity	Unit 1 self-check
3 min	content	Common issues
12 min	activity	Fix one snag and start reflection
20 min	activity	Portfolio build
4 min	content	Class close
3 min	summary	Lesson summary

TEACHING MOVES

- Circulate during the self-check and the single snag fix; stop students who try every branch.
- After Q3, check the key with the whole class; snag choice is a 20-second tick or shout-out.
- If the fix overruns, demonstrate one snag and have students write the note from that demonstration so there is still time to create the file.
- Checkpoint after the fix: only the Troubleshooting note filled; the other three headings blank.
- Before the Portfolio Build, read the good and weak project-link sentences aloud, even when time is tight, so weaker writers hear a concrete model first.
- Portfolio Build checkpoints at about 5 / 10 / 15 minutes (Confidence / Practice target / Something Real).
- Spot-check filename and root location before the class ends.

WHAT TO WATCH FOR

- Writing vague statements like 'I got better at computers', require named skills with examples.
- Claiming there is no problem to fix, use the simulated snag.
- Saving the reflection inside 01_brief, redirect to portfolio root.
- Signing into a personal account, check login before searching.
- Starting the extension before the four required sections are done.
- Calling this file an SEC Key Assignment, it is Unit 1 portfolio evidence only.

DIFFERENTIATION

- Support: Extra time on the self-check; peer support on file location; fill-in stem for the Something Real section.
- Extension: Advice to my Week 1 self, only after required evidence is complete.