

Inserting Images: Phone, Licensed Stock, or AI

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.2

Outcome M1.U2.4

WHAT THIS LESSON DOES

Learn to insert one image into your proposal from a file on the computer (phone transfer, licensed stock, or AI with disclosure). Resize and wrap text, manage heavy phone files, and complete an Image Source Log on 03_proposal_draft.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.2	Work with a word processing document, apply different formats and insert tables and images.
M1.U2.4	Identify files and folders and recognise common file types. Understand what a file and folder is and know where files, folders and programmes are normally stored.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Insert one image into a document from a file already on the computer
- Size, position and wrap text cleanly around an image
- Recognise common phone photo formats (.jpg or .heic) and keep the proposal light to open
- Add one relevant image to 03_proposal_draft and complete a four-line Image Source Log for the route used

BEFORE THE BELL

- Hard checklist: one image per student on the machine or school cloud; labelled sample-photo bank (project it in minute one); stub 03_proposal_draft template; stub 03_image_practice with three short paragraphs already typed in 03_documents.
- Confirm Word Online or Google Docs edit access.
- Night-before: one image per student on machine/cloud; labelled sample-photo bank on shared drive (project it in minute one); stub 03_proposal_draft template; stub 03_image_practice with three short paragraphs already typed in 03_documents; Word Online or Google Docs available
- Project phone log as default model; optional stock licence page and AI disclosure sentence ready; sample image bank
- Stub 03_image_practice (three short paragraphs pre-typed) in every student's 03_documents or on the shared drive; one image file available (sample bank OK for this guided task)
- No prep needed, use as on-demand help while circulating
- Confirm which routes are allowed today; default phone/sample; project the three log models if helpful
- Students need 03_proposal_draft and one project-related image file ready; first 2 minutes confirm every file is open from 03_documents; verify end-of-class save

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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
3 min	content	Choose your image route
18 min	activity	Independent practice
4 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Whole class uses stub 03_image_practice in the guided task; 03_proposal_draft only in independent practice.
- Model phone insert path fully; show stock licence and AI disclosure only as short supervised demos before releasing those routes to named students.
- Default most students to phone or sample; stock and AI need materials and supervision before anyone starts them.
- Common issues is a circulate sheet, so send individual students to the matching row as they get stuck.
- Verify 03_proposal_draft in 03_documents at the end for Task evidence.
- Caption stretch: click under image, one plain sentence, optional italic.

WHAT TO WATCH FOR

- Image too large: corner-resize before wrap.
- Image stuck inline: Square / Wrap text.
- Editing the real proposal during practice: keep rehearsal in 03_image_practice only.
- Source not logged honestly: four filled lines matching the route and file actually used.
- .heic will not insert: export .jpg first.

DIFFERENTIATION

- Support: sample bank image and phone-route or class-sample log model only.
- Extension: one-line caption under the image; compare log lines for two routes on paper if time allows.
- Support: pair students for wrap troubleshooting.