

Applications: Mobile, Calendar, Web Conferencing

60 minutes

ICT Specialism 4: The internet and digital literacy

Outcome M4.U1.2

WHAT THIS LESSON DOES

Discover how mobile apps differ from web applications, set up calendar reminders for genuine project deadlines, and rehearse professional web conferencing practices such as muting on entry and careful screen sharing.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M4.U1.2	Understand the concepts and functions of online communities and applications.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Compare mobile apps with web applications for placement and classroom tasks
- Create calendar entries for real deadlines
- Practise professional web-conferencing etiquette including mute and screen share

BEFORE THE BELL

- Create one class Microsoft Teams or Google Meet test meeting and write the join link or code on the board.
- Confirm school Microsoft 365 or Google Workspace calendar sign-in works on the classroom machines.
- Optional: have a phone signed into the school calendar app for a 30-second mobile-versus-web notification demo.
- Create one class Teams/Meet test meeting; write the join link on the board; confirm school calendar access.
- Optional: phone with school calendar app signed in for a 30-second side-by-side demo.
- Open Outlook on the web or Google Calendar on the classroom screen.
- One class Teams/Meet meeting open; join link on the board; Share/Present controls visible on the classroom screen.
- Demo screenshot save path once; have fallback deadline prompts ready.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
7 min	content	Key concepts
12 min	activity	Step-by-step task: calendar entry
7 min	activity	Step-by-step task: web-conferencing etiquette
3 min	content	Common issues
18 min	activity	Independent practice
4 min	content	Reflection
4 min	summary	Lesson summary

TEACHING MOVES

- Open with a brief bad-call mime, then model calendar creation on the classroom screen before students begin.
- Host one shared test meeting only for mute and share practice; call volunteers if the room is slow to authenticate.
- Before independent practice, model screenshot → save into sm4 once on the board machine.
- Circulate during independent practice to verify school-account events and sm4_calendar_deadline.png.
- Use the matching worksheet as a 3-minute pair check after concepts or as an exit ticket during portfolio spot-checks.

WHAT TO WATCH FOR

- Forgetting to save the event: remind students to click Save and check the correct calendar view.
- Sharing the whole desktop: demonstrate selecting a specific window and stopping share promptly.
- Students creating their own Meet/Teams rooms: redirect everyone to the single class link on the board.
- Relying only on phone notes: encourage using the school calendar as the master planner.

DIFFERENTIATION

- Support: Offer pre-filled sample events for students who struggle to identify a deadline.
- Extension: Invite students to add a second prep-block entry or check the same event on the phone calendar app.
- Support: Allow paired work during calendar practice for peer discussion of steps; keep conferencing whole-class.