

School VLE: Find Work and File Evidence

60 minutes

ICT Specialism 4: The internet and digital literacy

Outcome M4.U1.2

Outcome M1.U1.1

WHAT THIS LESSON DOES

In this lesson, you will log into your school's virtual learning environment such as Google Classroom or Teams for Education, find real assignments and resources, capture a clear screenshot, and file it in your Project Portfolio as Module 4 Specialism evidence.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M4.U1.2	Understand the concepts and functions of online communities and applications.
M1.U1.1	Demonstrate proficiency in creating and managing a filing framework (opening, saving, folders within folders, etc.).

WHAT STUDENTS SHOULD BE ABLE TO DO

- Navigate the school VLE, Google Classroom, or Teams for Education
- Find assignments, resources, and announcements
- Connect VLE resources to the Project Portfolio workflow

BEFORE THE BELL

- Write the name of the school's VLE on the board.
- Confirm a demo path to Project_Portfolio/09_specialism/sm4/ (create folders if needed).
- Prepare a quick show of hands question about where students find homework.
- Display the school VLE login page and URL on the classroom screen. Pre-check class lists and one sample student login before the period.
- Print or open the four-term Match the VLE terms worksheet for pairs.
- Keep the school VLE open on the classroom screen. Pre-check class lists and a sample student login. Keep the common-issues table visible on the board.
- Confirm a demo account can open Project_Portfolio/09_specialism/sm4/ and upload a sample image.

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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
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Demonstrate login and navigation live on the classroom screen before releasing students.
- After the first screenshots, model one upload-and-rename into sm4/ for about two minutes before independent practice.
- Do a 30-second whole-class check that sm4 exists; create it together if missing.
- Accept another current LCA class (VP, Work Experience, ICT) if Something Real is not live for everyone.
- Name sm4_vle_screenshot.png as the Module 4 Specialism / Key Assignment evidence piece you will verify.

WHAT TO WATCH FOR

- Students using personal accounts instead of school ones: remind them to switch account or try a private window.
- Getting stuck on the VLE home screen: direct them to the class list immediately.
- Recapturing endlessly instead of filing: insist they reuse a good guided snip and spend time on the portfolio path.
- Forgetting to rename the upload: verify sm4_vle_screenshot.png before ending.

DIFFERENTIATION

- Support: Provide a printed checklist of the navigation and upload steps.
- Support: Pair students for login and folder creation if needed.
- Extension: Ask students to also download and file one resource and say whether it was an assignment, resource, or announcement.
- Extension: Optional support worksheet with extra VLE vocabulary pairs.