

Unit 2 Recap and Research Workshop

60 minutes

ICT Specialism 4: The internet and digital literacy

Outcome M1.U1.1

WHAT THIS LESSON DOES

Assemble your Unit 2 materials into one organised investigation set during this recap workshop. Rename and verify files inside sm4, reflect on your research skills, and check your readiness for the KA1 investigation task.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
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

- Tie search log, references, source grading, and footprint notes into one tidy investigation set inside sm4
- Confirm progress toward KA1 investigation readiness
- Rename and verify Unit 2 files in the sm4 folder using stable sm4_ names

BEFORE THE BELL

- Prepare a printed KA1 readiness checklist (seven lines) plus filename list for every desk.
- Have a sample sm4 folder available for display if possible.
- Optional Unit 2 terms matching worksheet is pre-lesson starter or support-only, not inside the 60-minute sum.
- Confirm students can open Project_Portfolio / 09_specialism / sm4. Print KA1 readiness checklist handouts.
- Print one-page KA1 checklist + filename list. Optional sample sm4 folder on screen. Matching worksheet only as pre-lesson/support.
- Demo path + rename + new Doc on OneDrive or Drive for three minutes, then circulate. Checklists on desks.
- Demo one filled heading and one No-line on the board; circulate with KA1 checklist; teacher-only spot-checks.
- Plan pairings before this beat.

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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 path and rename on screen, then circulate.
- Before Portfolio Build, model one filled heading and one concrete No-line next step on the board.
- Use the KA1 checklist on a clipboard for teacher-only spot-checks, no classmate folder sharing.
- Cap in-session rebuilds at one short stub; book catch-up for remaining gaps before KA1.
- Keep the final reflection discussion oral; form pairs yourself; limit to two share-backs.

WHAT TO WATCH FOR

- Students cannot locate the Project_Portfolio folder; direct them to use the search function first.
- Files have incorrect names; guide students to rename using the sm4_ prefix inside sm4.
- Students try to invent full research mid-lesson; redirect to placeholders and honest Nos.
- Reflection left as one-word answers; point back to Aoife's sample sentences.

DIFFERENTIATION

- Support: Provide the printed checklist, filename list, and step-by-step folder guide.
- Extension: KA1 format plan note at the bottom of the reflection (not a full presentation).
- Support: Teacher-formed pairs for the oral reflection discussion.