

Set Up Your Research Log as a Document

40 minutes

Working with Digital Tools (Optional)

Outcome 4.9

WHAT THIS LESSON DOES

Create a named research log document with proper headings and initial entries. Learn to save it so you can find it weeks later and add to it easily during the course.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
4.9	document the planning and research history of the published work.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Create, name, save and structure a document (LO 4.9)
- Set up the research log the course asks you to keep

BEFORE THE BELL

- Confirm Word and/or Google Docs access and the class save location.
- Board examples: one bad file name and one good pattern
- Nothing extra: students keep open the document they built in the walkthrough

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HOW THE LESSON RUNS

4 min	introduction	Start
4 min	content	Examine and discuss
16 min	activity	Hands-on: build the research log document
10 min	activity	Your turn
3 min	content	Make sense
2 min	content	Reflect
1 min	summary	What you covered

TEACHING MOVES

- Show one bad and one good file name example on the board.
- Project the Word tab or the Google Docs tab of the step-by-step activity, or both side by side; do not mix the two apps inside one spoken instruction.
- After the three bullets, use the pair question, take two answers, then move to devices.
- Circulate the room to check for correct heading styles and file names.
- Pair any students stuck on save location with a neighbour.
- Hold a quick show of hands for who used heading styles.

WHAT TO WATCH FOR

- Hand-formatting bold text instead of using Heading 2; show how to apply styles.
- Leaving the file named Untitled; insist on a clear name before saving.
- Missing dates on entries; model adding dates to source entries.

DIFFERENTIATION

- Support: Pair students with a neighbour for save location issues. Open a neighbour's correctly styled file and match their three Heading 2s before typing.
- Support: put this shape on the board and let them type it into their own document: title line Research log, name on the next line (Title or Heading 1); then three Heading 2 lines, Sources, Decisions, AI help, each with a blank line underneath for entries.
- Extension: Add a fourth Heading 2 called Questions still open and list two things they still need to find out. Skip if the period is tight. Or add one Decisions entry that explains a source they rejected and why.