LESSON 1

Welcome to ICT: Pick Something Real and Set Up Your Workspace

60 minutes | ICT1: Introduction to the computer and word processing | Outcome M1.U2.1 | Outcome M1.U1.3

WHAT THIS LESSON DOES

Students learn that five Key Assignments live in one Project Portfolio, pick a vocationally anchored Something Real project, create their cloud folder and 01_project_brief, and complete a short brief with What, Why, Who, and three ICT goals.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.1	Create documents and understand how and where to save them.
M1.U1.3	Explain the key concepts in relation to file storage, management and retrieval.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Explain that five Key Assignments live in one Project Portfolio as checkpoints your teacher verifies, not a final written exam
- Pick one real project from something you care about, and name who it is for and what you will make
- Create the Project_Portfolio folder in school cloud storage and open 01_project_brief from inside it
- Complete a Project Brief with What, Why, Who, and three ICT goals that each name a skill you want to get better at this year

BEFORE THE BELL

- Confirm school Microsoft or Google logins work on the classroom machines, know which stack the room uses, and have the password-reset route ready.
- Nothing to print for the cloud-setup step: the Common issues table is on the students' screens, and the set-up step points them to it.
- The Something Real starter menu is on the board in step 3, and the fuller menu is in that step's notes to read aloud, so there is nothing to print.
- Have two fallback projects in mind for students who stall: a Work Experience report for a named placement type, and a proposal for a local club.
- Be ready to project Jamie's four-heading template, and to approve or reshape project ideas so each has a real audience. Keep brief completion in the room, and fall back to the partial-complete path if sign-in ran long.

Welcome to ICT: Pick Something Real and Set Up Your Workspace

HOW THE LESSON RUNS

5 min	introduction	Introduction
8 min	content	Your Course Journey
7 min	content	Choose your Something Real
12 min	activity	Set up your Project Portfolio
2 min	content	Common issues
18 min	activity	Independent practice
4 min	content	Reflection
4 min	summary	Lesson summary

TEACHING MOVES

- Keep the introduction spoken: one warm-up share, then say in your own words what a Something Real project is.
- Walk the three lines on step 2's board (today, later, at the end) and name the five Key Assignments once in plain English.
- At about minute 6 of project choice, assign freezers a ready frame so folder setup starts on time.
- Call out school-email sign-in and create-inside-folder before any cloud clicks; say which branch (OneDrive or Google Drive) to follow.
- Enforce the hands-up empty-folder wait before New document; prioritise folder + blank file for all if login is slow.
- Gate independent practice: show folder path before writing.
- Project Jamie's four-heading template and the weak vs strong ICT goal pairs briefly.
- Keep the brief in class. If short on time, accept What/Why/Who today and finish the third ICT goal next lesson inside the same file.
- Begin path ticks during the last minutes of independent practice; dismiss with the three-item exit checklist and watch sign-out on shared PCs.

WHAT TO WATCH FOR

- Using a personal email for sign-in instead of the school account: direct students to use their full school email address.
- Saving the project brief outside the designated folder: require students to open the Project Portfolio folder first.
- Skipping the empty-folder wait and creating the doc in the wrong place: hold the class at the checkpoint.
- Signing out mid-lesson before the brief is written: sign-out is dismissal only.
- Leaving Document or Untitled files outside the folder: the exit checklist catches this.

DIFFERENTIATION

- Support: sentence starters for Who and ICT goals; pair discussion for audience.
- Support: ready frames (named placement type; local club proposal) after five stuck minutes.
- Extension: First real action heading under the brief (offline step this week).