



2.2 Navigation: Open and Save Files (cont. from 2.1)

Prerequisite Skills and Knowledge

- ∞ Mouse skills
- ∞ Knowledge of how to open and quit Kidspiration
- ∞ Completion of 2.1

Time Required

- ∞ Mini-lesson and Guided Practice - 15 minutes
- ∞ Independent practice on a continual basis

Materials

- ∞ Visual aid on the steps of retrieving student work in a specified place
- ∞ Saved Kidspiration document from 2.1 lesson

Intended Learning

- ∞ Students will be able to navigate to a saved file/folder, so they can continue working on a saved project.
- ∞ Students will be able to rename their file.

District Technology Standards

Uses Technology Effectively

- Uses appropriate vocabulary to identify: toolbars, , save, icons, file, folder, server
- ∞ Opens new files, navigates to existing files and saves new work as required on computer hard drive, server or USB flash drive.

Big Ideas from Literacy Guide - Units 1 Writing

- ∞ Tell, draw, and write stories they have from their lives
- ∞ Understand where writers get ideas
- ∞ Write with independence

Mini-Lesson

Connection - preparing students' thinking

- How do you save your work in your classroom?
- Why is important to save your work in the same place?
- Where do you save your work in class?
- Can you go back and continue working on that piece of work?

Teaching - Mini Lesson

- Teacher models how to retrieve and open the "All About Me" activity saved from 2.1

Notes



- Teacher models making 1 change to the activity and reviews how to save it with a modified name, i.e. Student name#1, Student name#2, Student name #3.
- Teacher models how to quit Kidspiration.
- Class reviews steps having the students tell a partner which steps to follow to retrieve, change, rename, save and quit.

Active Engagement - Guided Practice

- Students will work along with teacher to retrieve saved files.
- Have students open the “All About Me” activity from 2.1, make only 1 change, rename, save and quit.
- Before students can click on the “Save” button, teacher should go around to each student and make sure that each student has named their work correctly and is saving in the correct location for the first save.

Link

- ∞ Explain to student that they will continue this process two or more times.

Independent Practice

Teacher

- ∞ Teacher will monitor students so that they are naming their work correctly and saving in the correct specified place.

Students

- ∞ Students will make another change on the “Get Ready” activity in a specified place using the correct naming procedure as explained by the teacher.
- Students will continue this process two or more times.

Sharing/Closure

- ∞ Students check their neighbors work to make sure that they have named their work correctly and that it is saved in the correct place.
- ∞ Have students share any successes or problems that they had.

Assessment

- ∞ This lesson can be used for the Body of Evidence of “Uses Technology Effectively” for the 2nd grade Progress report. Record a “3” if the student is able to correctly name and correctly save in a specified location 3 times.