

## USD 469 Lesson Plan

<b>Lesson Title</b>	FLASHDRIVE LESSON
<b>Created by</b>	Karen Averill
<b>Building</b>	Lansing Middle School
<b>Grade Level</b>	6-8 Grade Literature Classes
<b>Subject Area</b>	Library Media
<b>Time</b> <i>(Time frame for the lesson)</i>	20 minutes
<b>State Standards Addressed</b>	Kansas Library Media and Technology Standards Technology Literacy Standard 12: The student uses technology productivity tools Benchmark 1: The student uses technology tools to enhance learning, increase productivity, and promote creativity.
<b>Technology Equipment</b> <i>(list the equipment needed and what needs to be connected before the lesson begins. Also any instructions on connecting)</i>	Internet Connection to Computer Projector & Screen Flashdrive – issued by the school Student Handout – Instructions to be attached in front or back cover of agenda
<b>Tips</b> <i>(Special instructions or information that will help the instructor be successful using the equipment. What the students need to know BEFORE the lesson? What do the teachers need to know before the lesson?)</i>	Teachers need to review the steps in the lesson on how students save documents on the server, how they save documents on their school issued flashdrive, how to delete documents on the flashdrive, how to transfer files from the student's drive to flashdrive, and how to remove the flashdrive from the computer. The teacher needs to be comfortable with these steps and of course remind the students that there are other ways to do these same tasks.  Students do not have to know anything before the lesson. Of course, as usual, students come with many varied degrees of computer knowledge. Some have not seen a flashdrive before and some could probably teach the teacher. Students who were more knowledgeable were given opportunities to give input as well.
<b>Activity Type</b> <i>(list all that apply- Group activity, Cooperative learning, Research, Hands on, etc...)</i>	Students were reminded that they needed to test their flashdrive on their home computer immediately to be sure that they were compatible before they had an assignment due and a crisis on their hands. Most of the students went into the library lab after the instruction and tried their flashdrive. Others had already tried them at home and were using them already.
<b>Activity Context</b> <i>(Briefly describe how the activity fits into the context of the lesson. What will precede the activity? What will follow the activity? What do you want to accomplish by using the activity in</i>	The goals of this lesson were that the student would understand how to use their flashdrive in every computer in the school building and at home. They will be able to use their flashdrive efficiently to help them in every class where they need to keep or transfer

<p><i>your classroom)</i></p>	<p>computer files. Students were given handouts and tape to enable them to tape the instructions in their agenda to have the instructions available when they did not have the Librarian or a teacher nearby to help them when they had questions.</p>
<p><b>Additional Materials/Resources</b> <i>(Handouts)</i></p>	<p>Student Handout</p>
<p><b>Extension Activities/Follow up</b> <i>(What do you do next? How do you know it was successful? Other activities to do. )</i></p>	<p>The Librarian has observed and helped students using their flashdrives in the library's computer lab. The Librarian has also made herself available to the teachers to come to their lab during class times and help students as needed. Literature teachers have given the Librarian positive feedback and most were very grateful for the instruction for themselves as well.</p>