



1. Basics Q6 EMail (1-2 class periods)



[1. Basics](#)

[Q6 Email](#)

Overview of this Thing: Students will build basic and important technology operations, skills, vocabulary, and an understanding of using computing devices. There are eight main Quests.

[Thing Learning Objectives Slide](#)

1. Understand the fundamental concepts and features of the 21t4s website [Empowered Learner].
2. Understand basic concepts of technology operations [Empowered Learner].
3. Set personal learning goals [Empowered Learner].
4. Engage in positive, safe, legal, and ethical behavior [Digital Citizen].
5. Use technology to demonstrate their learning [Empowered Learner].
6. Manage their personal data for privacy, safety, and security [Digital Citizen].
7. Explore real-world issues around safety and security [Knowledge Constructor]

This Quest: This Quest includes a variety of activities and videos about the basics, terminology, and etiquette of email.

Quest Learning Objectives

I can:

- Understand the basics of email and be able to identify its features and parts.
- Learn about the importance of following digital netiquette rules.
- Create an appropriate email following protocols for etiquette.
- Can understand and explain basic email terminology.
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Link to [Vocabulary Quizlet](#)

Vocabulary

- **Compose:** By selecting the compose button, you can write an email.
- **Drafts:** Drafts are messages that you have composed but not sent.
- **Folders:** Webmail providers provide you with folders or labels so you can organize your messages the way you want to.
- **Forward:** Whenever you want to share an email that you've received, you can use the Forward command to send the message to another person.
- **Inbox:** The inbox is where you'll view and manage emails you receive.
- **Message Pane:** When you select an email in the inbox, it will open in the message pane. From here, you can read the message and choose how to respond with a variety of commands.
- **Reply:** Whenever you receive an email, you can use the Reply command to respond to the message.
- **Reply All:** Use the Reply All command if you want to send a message to everyone included in the original email.
- **Signature:** Signatures will appear at the bottom of every email you send and often include your name and contact information, such as a phone number, website, or professional title.
- **Subject:** The subject is a brief description of what the email is about.

Pre-Planning

For accommodation ideas, visit the [Accommodations Page](#).

Introduction page: Students will read the Introduction and the Learning Objectives. Students will watch the video "[Netiquette: A Student's Guide to Digital Etiquette](#)" (1:15 min.) and then discuss the differences between sending an email and chatting online with their friends.

Vocabulary page: Review the Key vocabulary and play the Quizlet game.

Email Etiquette page:

NOTE: Students are asked to send an email to you and another teacher in this Quest.



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- Make sure your and your fellow teachers' emails are readily available for students. Let teachers know about the assignment and ask them to reply back if they receive an email from your students.
- The *Email Etiquette Learning Log* or the *Compose an email document* could be submitted as an attachment to their email.
- Students will use this document, [Email Etiquette Learning & Practice Log](#), to take notes while watching the video, "[Email Etiquette for Middle and High School Students](#)" (4:23 min.), which covers the four important things to remember when composing an email. Then work through the nine tips and questions. Note, you might do these as a jigsaw with small groups of students watching and then reporting what they learned about.
- Students will then compose an email as practice using the [1.Q6 Composing an email](#) document. This is done before composing a real email to send out (if your students have access to their school email) so that you can provide students with feedback on structure and appropriateness.
- You may also want to take some time to debrief as a class:
 - How is creating an email similar to texting or popular social media channels? How are they different? How is the structure different or the same?
 - How might the structure of your email messages change depending on the person you are sending them to? Do you follow good [Email Etiquette](#) and [safety](#) rules? (These two websites are possible sites to share with your students.)
 - Share an experience where you sent an email you didn't mean to send. What happened, and what should you have done differently?

Optional Activity

- Explore & try the [Breakout Activity](#). Working with a partner is highly recommended.
- The keys to the Breakout Activity are located on the Teacher Resource login page. You can view the short [video example provided](#), which gives clues located on the side menu of the Breakout page

TEACHER RESOURCE: [CHALLENGE QUIZ](#) for students and use this password: email

Completing page:

If they are using the Student Portfolio, they listed some advantages & disadvantages of having an email account and why digital citizenship and etiquette are important on the appropriate slide.

Videos and resources in this Quest. You must check that students have access to these resources on their devices.

Videos from Outside Sources

- [Beginner's Guide to Microsoft Outlook YouTube \(12:48 min.\)](#)
- [Email Etiquette for Middle and High School Students \(4:23 min.\)](#)
- [Netiquette: A Students Guide to Digital Etiquette YouTube \(1:51 min.\)](#)
- [Twenty Tips and Tricks for Outlook YouTube \(19:31 min.\)](#)

21t4s Documents & Quizzes

- [1.Q6 Email Etiquette Learning & Practice Log](#)
- [1.Q6 Composing an email document](#)
- [Vocabulary Quizlet](#)

Additional Resources not on the quest pages:

How to use Gmail:

- [How to use Gmail for students: A guide for students](#) EdTechCafe
- [Gmail Cheat Sheet](#)

How to use Microsoft Outlook:

- [Beginner's Guide to Microsoft Outlook YouTube \(12:48\)](#)
- [Top 20 Microsoft Outlook Tips and Tricks YouTube](#)

Student Checklist [1.Q6 Student Checklist](#)

Broken Link or Content Update Report



Please select [this link](#) or the broken link icon to report any broken links, or content no longer applicable so that we can quickly update it. Thank you for your help.



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Assessment Options: <i>Ideas for assessing student work for this Quest? Link to a rubric you create for this Quest, a quiz, and or a worksheet you create. See Rubric by Liz Kolb.</i>	
Notes:	



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