purple mash

Unit 3.5 – Email

Year Group: 3
Number of Lessons: 6

From 2simple

Contents

Introduction

2Email is a safe place to teach children how to use email.

Since 2Email only works within Purple Mash, children can only email Purple Mash users in their school. This supports online safety.

In the 2Email Settings, teachers can decide the level of use they want to give their pupils. As well as choosing the interface they will use, there are settings to allow them to email other pupils, email their teachers and whether they can send their emails directly or have them queued for approval by a teacher.

The context of the lessons can be adapted by the teacher to fit in with classroom studies.

A user guide for 2Email can be found at 2Email User Guide.

PLEASE NOTE- In order to use 2Email, pupils (and teachers) will need their own logins.

If you are currently using a single login per class or group and would like to set up individual logins yourself, then please see our guide to doing so at Create and Manage Users. Alternatively, please contact support at support@2simple.com or 0208 203 1781.

Note: To force links within this document to open in a new tab, right-click on the link and then select 'Open link in new tab'.

Settings for pupils to complete these lessons.

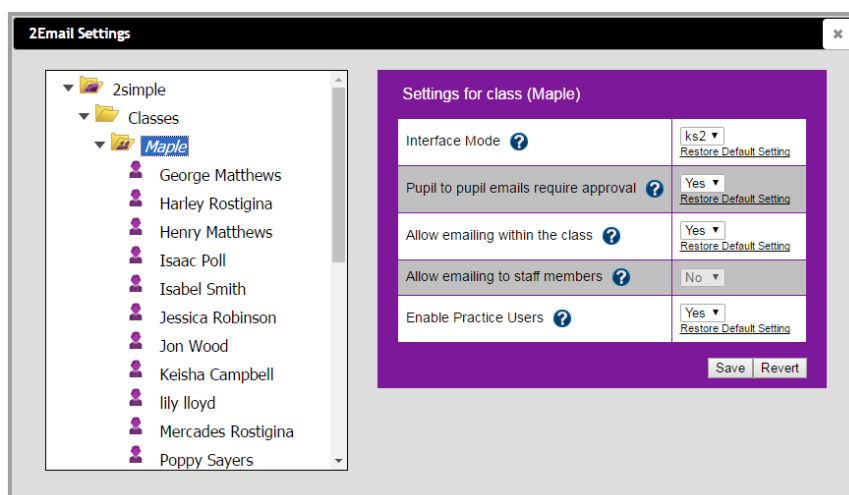2Email has a KS1 and KS2 interface and, as a teacher, you can set various options. For these lessons, use the following settings: to change settings, log in to Purple Mash as a teacher and go into 2Email, then click on the 2Email Settings icon.
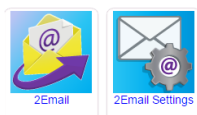
On the following screen, select your class and then set the Interface Mode to 'KS2'.

Set 'Allow emailing within the class' and 'Enable Practice Users' to 'Yes'.

Save these settings.

Year 3 - Medium-Term Plan

Lesson	Aims	Success Criteria
1	To think about different methods of communication.	• Children can list a range of different ways to communicate. • Children can use 2Connect to highlight the strengths and weaknesses of each method.
2	To open and respond to an email. To write an email to someone using an address book.	• Children can open an email and respond to it. • Children have sent emails to other children in the class.
3	To learn how to use email safely.	• Children have written rules about how to stay safe using email. • Children have contributed to classmates' rules.
4	To learn how to use email safely.	• Children have created a quiz about email safety which explores scenarios that they could come across in the future.
5	To add an attachment to an email.	• Children can attach work to an email. • Children know what CC means and how to use it.
6	To explore a simulated email scenario.	• Children can read and respond to a series of email communications. • Children can attach files appropriately and use email communication to explore ideas.

Lesson 1

Aim

- To think about the different methods of communication.

Success criteria

- Children can list a range of different ways to communicate.
- Children can use 2Connect to highlight the strengths and weaknesses of each method.

Resources

Unless otherwise stated, all resources can be found on the main unit 3.5 page. From here, click on the icon to set a resource as a 2do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you don't lose this page.

- 2Connect File – Methods of Communication. This file should be set as a 2Do for the class.

Activities

1. Sit the children in a circle and begin a game of Chinese whispers. What happened to the message when it got back to the sender of the message? What are the advantages of oral communication, and what are the disadvantages?

2. Discuss with the children the different ways they could send a message.

3. Show children how to open the Open the 2Connect File – Methods of Communication from their 2Dos.
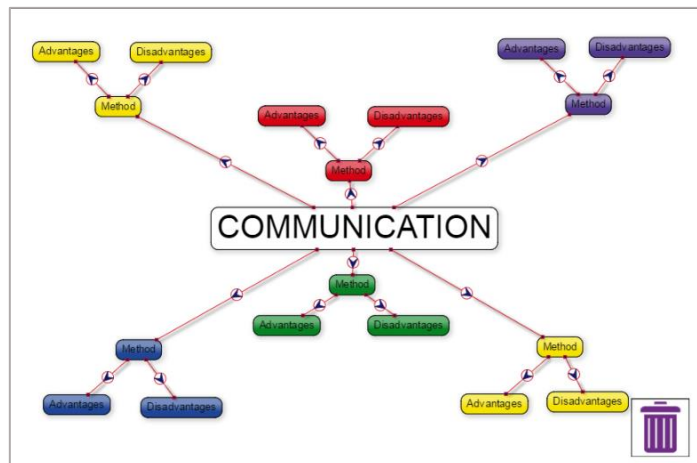
4. Have a look at the file together. It is the beginning of a communications mind map. The boxes of writing are called **nodes**. Each node that says 'Method' should contain a method of communication. Can children suggest a method? In 2Connect, you can click on a node and a pencil icon will appear:
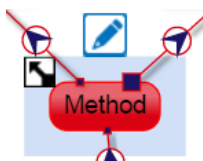
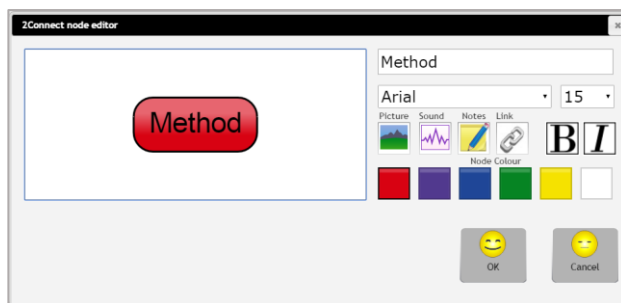5. Click on the pencil to open a screen in which you can edit the text by changing what is typed in the top-right box. Add the suggested method of communication.

6. The nodes that say 'Advantages' and 'Disadvantages' should have attached nodes which suggest an advantage or disadvantage of this method of communication. In 2Connect, you can click anywhere on the page and a node will appear in which you can type. Ask a child to suggest an advantage of the method of communication previously added, and type in their answer.
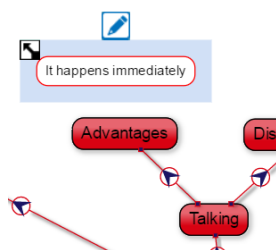
Note: If you click on the page and a node appears that you don't want, it will disappear if you don't write in it.

7. To add a link, hover the mouse over the edge of the selected node where the border is pale blue. The arrow will turn to a hand. Click and then drag the line to the node you wish to link. To remove a link, click on the small purple box, drag it away from the node and drop it on the blank page somewhere.

8. To change the direction of the link or colour of the line, click on the arrow on the line.

9. You will need to rearrange the boxes as you go to make the diagram look clear. Nodes can be dragged around, and the links will remain attached.

10. On their own computers, the children should choose various methods of communication and add to the file to highlight the advantages and disadvantages of each.

11. Once complete, children should save work to their individual folders and their class folder.

12. Come back together as a class and look at examples of the children's 2Connect files on the whiteboard.

13. Ask for a volunteer to write down all the different methods that the children have suggested.

14. Ask the children to consider whether methods of communication changed over time. What has influenced this change?

> Mainly technology: transportation speeds, once the railways were built, meant that letters could travel faster and more reliably than on horseback; this changed again with motor vehicles and aeroplanes.
>
> The invention of the radio, telephone, then the Internet.
>
> During the First World War, armies had to find different ways of communicating that the other side could not intercept, and this led to better wireless radio communication. Soldiers also used pigeons to pass messages secretly!

15. Can children imagine ways that people might be able to communicate in the future? Think about the possibilities of 'virtual' 3D meeting places, and even devices that can read your thoughts and communicate them to others!

16. Are there different rules when communicating online rather than face-to-face? This was discussed when children completed unit 3.2 in connection with misinterpreting written communications (lesson 1) and blogging (lesson 2). Can children give examples of such misinterpretation?

Lesson 2

Aim

- To open and respond to an email.
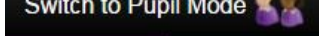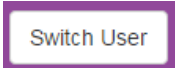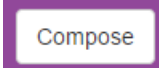- To write an email to someone from an address book.

Success criteria

- Children can open an email and respond to it.
- Children have sent emails to other children in the class.

Resources

- Before the lesson, send an email to all the children in the class, asking a question, e.g. What is your favourite colour? What is your favourite film?
- In order to demonstrate the process to the children, you should also send the same email to yourself by impersonating a practice user.

How to Impersonate a practice user

- Ensure that you are in pupil mode; click on the **Switch to Pupil Mode** button on the top right toolbar. **Note** this will show 'Switch to Teacher Mode' if you are already in pupil mode.

- Click on **Switch User** and select any of the practice users.

- Click on the button to compose an email **Compose** and you will be able to send an email from the practice user to yourself.

Activities

1. Show the children how to access 2Email on Purple Mash:

2. Explain that 2Email is a safe way of using email in school. The children can only send and receive emails from people in the school.
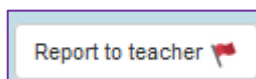
3. Open 2Email and show the children how to check if they have any emails. New emails can be found in 2Email but also by clicking on the at the top of the page.

4. Show how to open an email. Open your email and then show the children how to reply to the email:
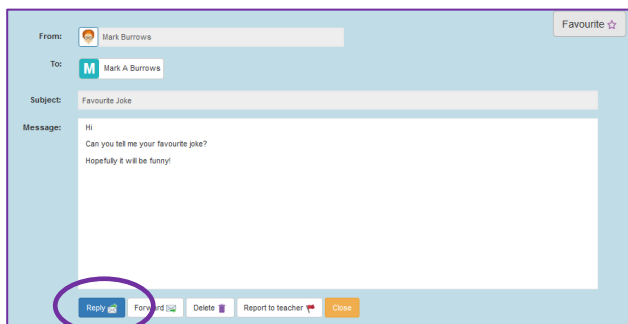
5. Show the children how to alter the size of the font in their email, as well as the formatting of the text, etc. Also, show how to add an emoticon onto the end of their email:
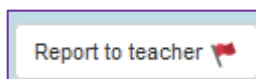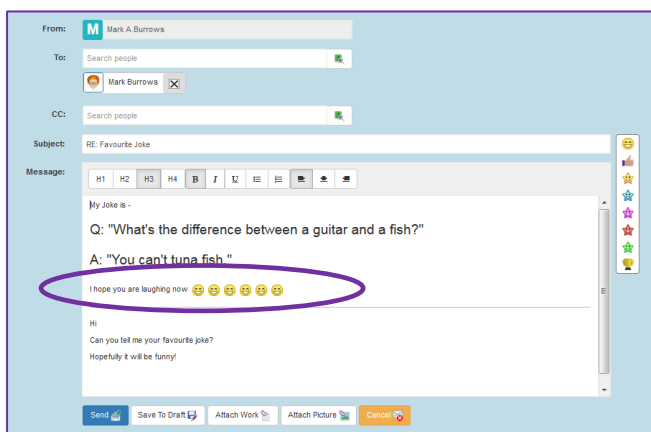
6. **IMPORTANT** – Online safety. Show the children the ![Report to teacher] button. Explain that this can be used if the child finds something offensive or inappropriate in the email. If the children press this button, the email will be reported to their teacher. Once they press this button, the email will disappear from their folder.

7. Remind the children that every email they send can be seen by the teacher.

8. Once you have replied to the email in your inbox, show the children how to send an email to a user.

9. The children then reply to the email you sent them. Once they have done this, they can choose two or three children in the class and email them with their favourite jokes.

Lesson 3

Aim

- To learn how to use email safely.

Success criteria

- Children have written rules about how to stay safe using email.
- Children have contributed to classmates' rules.

Resources

Unless otherwise stated, all resources can be found on the main unit 3.5 page. From here, click on the icon to set a resource as a 2do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you don't lose this page.

- Copy of the rules for your classroom or school.
- Email Safety Slide Show.

Activities

1. Show the children a copy of the classroom/school rules. Discuss with the children why we have these rules – to keep us safe and to keep other people safe.

2. Explain to the children that there are steps we can take to remain safe when using email. Show the children the presentation Using Email Safely and discuss each slide.

At the computers, the children should open 2Email, write an email containing their own 'Rules for Using Email Safely' and send their email to three or four friends.

Children should read their received emails and, if appropriate, add in their own rules and comments to those they have received before sending them back to their friends.

As a class, use the presentation and work in lesson to formulate a class set of '**How to use Email Safely**' guidelines in a similar format to the classroom/school rules used earlier.

 Print these out and display them in the classroom.

If your school has home-school contracts for children's use of computers and technology, this is a good time to review the contracts that children have signed and the reasons behind the rules.

Lesson 4

Aim

- To learn how to use email safely.

Success criteria

- Children have created a quiz about email safety which explores scenarios that they could come across in the future.

Resources

Unless otherwise stated, all resources can be found on the main unit 3.5 page. From here, click on the icon to set a resource as a 2do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you don't lose this page.

- Email Safety Quiz.
- 2Do It Yourself Quiz Tool - http://www.purplemash.co.uk/#app/tools/2diy/Quiz

Activities

1. Recap the email safety rules from the last lesson. Is there anything the children would like to add, now they have had time to reflect?

   Show the children the Email Safety Quiz. The quiz is written so the class could be split into (up to) four teams each with a colour (red, blue, green or yellow). Team 1 should select a box, click on their colour and try to answer the question that appears by typing the words 'safe' or 'unsafe'. If they are correct, the box will change to their team colour; if they are wrong, another team gets the chance to 'steal'. The team with the most coloured-in boxes is the winner.

   Complete the quiz as a class.

I have given my email password to my friend	Unsafe
I have responded to an email from someone I don't know	Unsafe
I have used my birthday in my password	Unsafe
I have shared my personal information via email	Unsafe
I don't open attachments from strangers	Safe
I use different passwords for different programs	Safe
I change the password to my email on a regular basis	Safe
I tell a teacher or adult I trust when I receive an inappropriate email	Safe

Explain that children are now going to be creating their own email safety quizzes. Show children the Quiz Section of 2DIY.

There are a few different types of quizzes, and within these, there are different layouts:
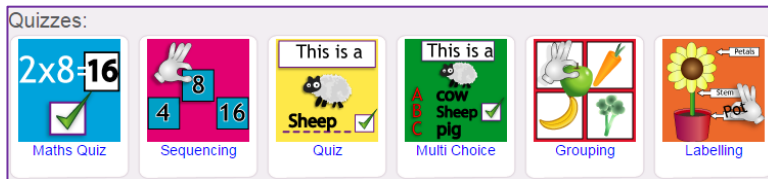
The one used in the example is the 'Quiz' with eight questions. The most appropriate quizzes for this activity are either 'Quiz' or 'Multi-Choice'. The Help videos within 2DIY will assist children in making their quiz if they have not used this tool before.

At their computers, the children should use 2DIY to create their own quizzes about how to use email safely. Encourage children to think of 'tricky' scenarios and decide upon the best thing to do.

The children should save this work into their work folders. As a way of sharing these documents, set up a display board or blog to which the work can then be shared. In the next lesson, they will learn how to attach their work to an email.

Lesson 5

Aim

- To add an attachment to an email.

Success criteria

- Children can attach work to an email.
- Children know what CC means and how to use it.

Resources

Note: If you have not set the pupil settings to KS2, pupils will not be able to attach work. See the Introduction section in this document for details of how to do this.

- In 2Email, create an imaginary user for the children to email. This could be the prime minister or maybe the Queen.

You need to be logged in as a teacher. Switch to Teacher Mode at the top of the screen and then click on Compose.
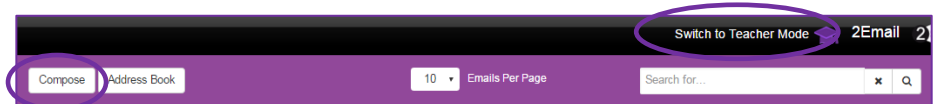
We are going to change who the email is from by creating a user. Click on the icon next to 'From:' and then click on 'Create Character' at the bottom of the pop-up.
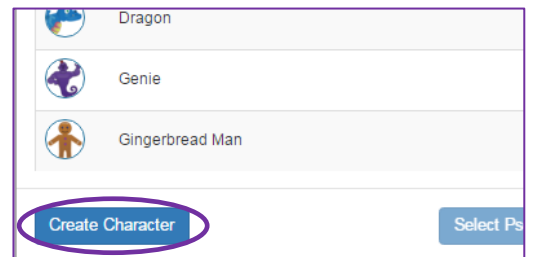
Write the name of the character, select a picture and then click on Use This character.
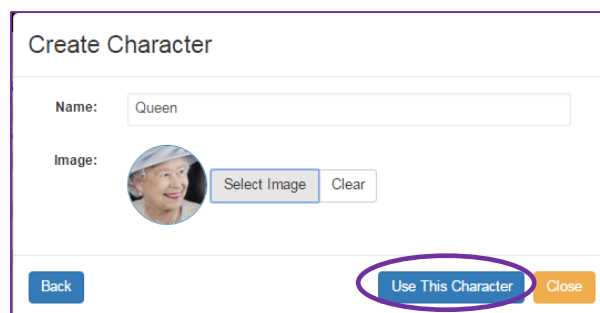
Send an email to all the children in the class. The text should explain to the children that the Queen wants to find out about email safety by playing your game.
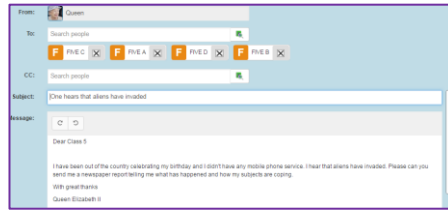
Dear Class 3

I have been out of the country, travelling around. I received some emails during my travels and I accidentally opened an attachment in an email that that I shouldn't have, and it wiped all my games off my computer. I cannot play Fractonio's Pizzeria, Bond Bubbles or do any coding with 2Code now. I had to borrow my son Charles' computer to send you this email. My grandson, William, says that you have a game that will help me to get safer at emailing; please can you send me the game to play?

With great thanks

Queen Elizabeth II

When the children reply to the email from the Queen it will be sent to your own inbox.

Activities

1. Tell the children to open the email that they have received from the Queen. Show the children how to attach their work by clicking on the **Attach Work** button at the bottom of the email.

2. Explain to the children that as well as replying to the Queen, you would like them to send the same quiz to a friend using CC. Explain that this is useful for sending the same email to lots of different people.

3. Children reply to the Queen and CC two friends.

4. Once they have finished, they can respond to any emails that they receive from other children in the class. They could also try creating some other work using different tools such as 2Publish or 2Animate, and then sending it to someone else in the class.

Lesson 6

Aim

- To explore a simulated email scenario.

Success criteria

- Children can read and respond to a series of email communications.
- Children can attach files appropriately and use email communication to explore ideas.

Resources

- This lesson makes use of the tool within 2Email called 2Respond Creator. If you are not familiar with this tool, which is found on the 2Email page (when logged in to Purple Mash as a teacher), use Section 5 (page 42) of the User Guide to create a scenario suited to your class topic or an area of interest to the class. The user guide gives some examples that can be easily recreated using the tool. Suggested texts for these are also given in Appendix 1 of this document:

    Dear Zookeeper
    Goldilocks' party planning
    Advice for house building
    Mystery of the stolen Crown Jewels
    Travelling friend in trouble

    This format also lends itself to creating emails from: 'Pharaoh', regarding aspects of ancient Egyptian life; emails from 'the future', asking the children about life and news in our times; and emails from a child in a different country with information about their country, asking for contrasting information about where your pupils live.

    The existing 2Respond Activities will give you other ideas, but it will be most enriching for the class to be involved in a scenario in which they are interested or have been studying.

Activities

1. 'Set the scene' for your chosen scenario and explain that the children will have received an email from (your chosen person) to which they need to respond appropriately. They are likely to then get further emails. You might need to explain the constraints of the 2Respond scenarios, in that the responses are set and therefore not specifically personalised by what they write in their own responses.

2. Children should open 2Email and there should be an email from the chosen person in their inbox.

3. Support the children in reading and responding to the emails at their own pace.

Appendix 1 – 2Respond Creator Scenarios

See the 2Email User Guide, Section 5 (page 42) for detailed information about creating these scenarios (or others) for your class. This text is merely a suggestion to get you started; please adapt to suit your own class and imagination!

Dear Zookeeper

Letters between pupils and the zookeeper. The initial scenario is that the child has been sent a pet by the zoo and they have returned the pet. The correspondence follows a sequence where the zookeeper emails regarding faults with the pets and about the next pet being sent to the child.

Email 1

Subject: Feedback request on your pet return.

Attachment: Photo of an elephant with a 'Sorry!' message.

Thank you for returning the pet elephant that we sent you.

I am very sorry that you felt he was too big. He really is a friendly fellow.

Please could you tell us about some of the problems that you had with keeping him as a pet?

We will try to think of a better pet to send you next.

Yours faithfully,

Mr. Zook (Zookeeper of London Zoo).

Email 2

Subject: Your new pet is on the way.

Attachment: Leaflet about giraffes (made using 2Publish), photo of a giraffe.

Thank you so much for your feedback.

Your new pet is on the way to you now. You might want to prepare for her arrival. I have attached a picture of her to this email and also a leaflet with care instructions.

Yours faithfully,

Mr. Zook (Zookeeper of London Zoo).

Email 3

Subject: A shorter pet in exchange.

Attachment: A picture of a tortoise.

I am so sorry to hear that your parents were angry about your giraffe breaking the ceilings and windows in your house and eating all the leaves in the neighbourhood. We will be sending your neighbour a new tree as compensation. We are just packaging up a shorter pet for you.

Please could you research what your new pet will need and send us a shopping list and we will buy the supplies for you.

Email 4

Subject: Urgent! Please be careful!

It has come to our attention that the packages that we sent out got muddled up and that you have been sent a rather dangerous lion in error! Please DO NOT OPEN THE BOX!

We are on our way to collect our lion, who was supposed to be on his way to China! If any damage has already been caused, please could you send us the bill and we will fix it.

PS If you could throw a raw steak or two into the box, Bernard would appreciate it!

Email 5

Subject: A happier pet.

The text should concern a complaint received about the grumpiness of the camel and a request for a list of desirable characteristics in a pet.

Emails 6+

The number of emails are up to you, but suggested pets include a snake (scary), monkey (naughty), frog (jumped away) and a puppy (perfect).

Mystery of the stolen Crown Jewels

In this scenario, the Crown Jewels have been stolen from the Tower of London. The chief detective writes to pupils to ask them to assist in the search for the thief; emails could contain clues that the children have to use, such as: a dropped map; a discarded train ticket; a shoe (glass slipper?); a photo; a mobile phone with photos on) etc., to suggest who the thief might be, as well as a description of the thief. Ask the children to draw a picture of the thief in 2Paint, attach it to an email and send it back. Also, using 2Publish, ask them to write a news report to be sent to the TV news or for a newspaper's front page.

Travelling friend in trouble

A classmate, who was in school last term, has written to the class as he has been employed by MI5 to track down a vital item. He could send each email while he is on his way to various places – asking for survival tips or giving information – such as the rainforest, the pyramids of ancient Egypt, outer space, the North Pole, a pirate ship, the Moon, inside a volcano or in a war trench. Children need to do some research for him and send back information. Perhaps he is in one place and needs to navigate to another, so children need to research and draw a map for him or work out a route that he could take? Places could be fictionalised or more realistic, but connected to class topics in Geography, ideally.

Goldilocks' party planning

Goldilocks is planning her birthday party and needs some help. Children could be sent a spreadsheet of costs and asked to calculate the total cost of the party. They could be asked to design the invitation using 2Publish. They could design a gift for Goldilocks using 2Design and Make. They could advise Goldilocks on which games to play, what food to serve and also who to invite – does the Big Bad Wolf get an invite? He might upset Red Riding Hood and the Three Little Pigs!

Advice for house building

In this scenario, the Big Bad Wolf is asking for advice about what to build his house out of. Obviously, the first choice is straw, then sticks, then bricks. Can children use 2Design and Make to design a home and then attach the design to an email?

Assessment Guidance

The unit overview for year 3 contains details of national curricula mapped to the Purple Mash Units. The following information is an exemplar of what a child at an expected level would be able to demonstrate when completing this unit with additional exemplars to demonstrate how this would vary for a child with emerging or exceeding achievements.

Assessment Guidance	
Emerging	With prompting, children can list a range of ways the internet can be used to provide different methods of communication. Using 2Connect (Unit 3.5 Lesson 1) they can identify the disadvantages and advantages of each method.
	With some support, children can open, respond and send emails to others in the class (Unit 3.5 Lesson 2. Point 4 & 7) and demonstrate a basic understanding of email conventions and safety (Unit 3.5 Lesson 3 & 4). They are aware of how to attach files to an email (Unit 3.5 Lesson 6).
	With support throughout, children will use 2Email and 2Quiz to develop their understanding and knowledge of email systems. Using the software, children will create a simple quiz with a limited number of questions (Unit 3.5 Lesson 4. Point 7) and attach this file in a guided situation (Unit 3.5 Lesson 5. Point 2) to an email. Children will demonstrate some understanding about how this information needs to be presented (Unit 3.5 Lesson 2. Point 8).
	With support, children understand the importance of staying safe (Unit 3.5 Lesson 3. Point 2) when using email and will partially demonstrate this knowledge during the unit. As part of a small guided group, children apply their knowledge of email safety through the creation of a quiz on staying safe when emailing (Unit 3.5 Lesson 4. Point 3).
Expected	Children can list a range of ways the internet can be used to provide different methods of communication. Using 2Connect (Unit 3.5 Lesson 1) they can explain and compare each communication method.
	Most children will be able to exchange email communications using 2Email. This will take the form of both simulated email communication scenarios and real email communication with their peers. (Unit 3.5 Lessons 2-6)
	Most children will be able to open and respond to an email, altering the size of the font, as well as the formatting of the text. They will be able to select a person from their address book and compose a suitable email to send them (Unit 3.5. Lesson 2 Points 4, 5 & 9). Children will be able to add attachments to an email they compose and use the CC functionality correctly (unit 3.5. Lesson 5 Points 1 & 3). They will recognise obvious errors such as spelling due to the inbuilt wizard and will use their editing skills to address such errors.
	Children understand the importance of staying safe (Unit 3.5 Lesson 3. Point 2) when using email and have demonstrated knowledge of this through the writing of class rules for their conduct when using email systems (Unit 3.5 Lesson 3 Point 5). Children apply their knowledge of email safety through the creation of a quiz on staying safe when emailing (Unit 3.5 Lesson 4. Point 3).
	In lesson 3, children can suggest why they need to seek permission before sharing photos.
	In lesson 1, children can refer to what they learnt in Unit 3.2 regarding Online Safety when suggesting the way to communicate appropriately online.

Assessment Guidance

	Children's email messages illustrate that they have taken on board messages about appropriate communication with a regard for their audience. In lesson 3, this forms part of the slideshow discussion., children include this as part of their guidelines for step 5.
	Most children will be able to evaluate and explain the effectiveness of different methods of communication and collate these in a concept map using 2Connect (Unit 3.5 Lesson 1).
Exceeding	Children can provide a comprehensive list of the range of ways the internet can be used to provided different methods of communication. Using 2Connect (Unit 3.5 Lesson 1) they can explain the benefits and drawbacks of each communication method and provide life scenarios where each one could be used.
	With ease, children open, respond and send emails to others in the class (Unit 3.5 Lesson 2. Point 4 & 7). They are not only able to demonstrate an understanding of email conventions and keeping safe but can explain why conventions and certain recognised positive behaviours are expected and the possible consequences of not abiding by them (Unit 3.5 Lessons 3 & 4). They know how to attach files to emails and can explain why we must be careful with attachments (Unit 3.5 Lesson 6).
	Children demonstrating greater depth will exhibit their ability to support others during this unit. Using the software, children will create a quiz and further resources (Unit 3.5 Lesson 4. Point 7) and attach these as multiple files (Unit 3.5 Lesson 5. Point 2) to an email in response to a fictional email from a well-known character. Children demonstrating greater depth can justify and explain why they have presented information in the way that they have (Unit 3.5 Lesson 2. Point 8).
	Children demonstrating greater depth, understand the importance of staying safe (Unit 3.5 Lesson 3. Point 2) when using email and can apply these principles to the related aspects of messaging. Children demonstrate their knowledge through taking an active role in the writing of class rules and quiz creation on appropriate conduct when using email systems and can expand on their points to explain their reasoning (Unit 3.5 Lesson 3. Point 5).