

PART 1: REVIEW/ASSESS step(s) from previous session: Beginning of session only

- Which step(s)? [see Progress Notes]
- Find Lesson plan sheets for review steps
- Find Part 2 set up [box in upper left hand corner]
- Find Part 2 Practice SAY
- Record performance

Step#:	Step#:	Step #:
<input type="checkbox"/> correct	<input type="checkbox"/> correct	<input type="checkbox"/> correct
<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect

If correct: Move on to 2.1
If incorrect: Model/practice until solid, then move on to 2.1

PART 2: MODEL/PRACTICE new step: Identifies the number of emails sent by each partner 2.1

Mouse Practice
F10

Model What you say/do:

1. Point to the picture (partner) at the top of the inbox.
2. **“(Partner’s name) sent (#) of email messages.”**
3. Repeats Steps 1 & 2 with each partner. Sometimes the number will be 0.

To change examples
F10

Practice SAY: “Tell me the number of emails sent by each partner.”

Record performance here:

If correct: Practice at least 4-5, more times, then go to Part 3
If incorrect: Model/practice several times until solid, then go to Part 3

PART 3: Practice Step 2.1 again (go back to Practice SAY after each of 3 short breaks). Review 1.7 during breaks.

Break	Practice	Break	Practice	Break	Practice
1	1	2	2	3	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If incorrect, see box above.

STEP: Click on SHUT DOWN (when session is over) MODEL PRACTICE

PART 1: REVIEW/ASSESS step(s) from previous session: Beginning of session only

- Which step(s)? [see Progress Notes]
- Find Lesson plan sheets for review steps
- Find Part 2 set up [box in upper left hand corner]
- Find Part 2 Practice SAY
- Record performance

Step#:	Step#:	Step #:
<input type="checkbox"/> correct	<input type="checkbox"/> correct	<input type="checkbox"/> correct
<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect

If correct: Move on to 2.1
If incorrect: Model/practice until solid, then move on to 2.1

PART 2: MODEL/PRACTICE new step: Clicks on picture, reads message, then clicks on **REPLY 2.2**

Mouse Practice
 F6
 Enter key

Model What you say/do:

1. "Follow the directions at the top of the screen for the first two steps."
2. "You will notice that the WRITE has been replaced by REPLY. That is because someone has sent you a message, so you reply to it."
3. Trainer completes the next two steps: click on the answer, then click on SEND
4. Repeat Steps 1 & 2 with other examples.

To change examples
 Examples change after clicking on SEND

Practice SAY: "Show me how you read and reply to an email."

Record performance here:

If correct: Practice at least 4-5, more times, then go to Part 3
If incorrect: Model/practice several times until solid, then go to Part 3

PART 3: Practice Step 2.2 again (go back to Practice SAY after each of 3 short breaks). Review steps 1.7 during breaks.

Break	Practice	Break	Practice	Break	Practice
1	1	2	2	3	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If incorrect, see box above.

STEP: Click on SHUT DOWN (when session is over) MODEL PRACTICE

Clicks on picture, reads message; clicks on **REPLY**, the answer, then **SEND**

2.3

PART 1: REVIEW/ASSESS step(s) from previous session: Beginning of session only

- Which step(s)? [see Progress Notes]
- Find Lesson plan sheets for review steps
- Find Part 2 set up [box in upper left hand corner]
- Find Part 2 Practice SAY
- Record performance

Step#:	Step#:	Step #:
<input type="checkbox"/> correct	<input type="checkbox"/> correct	<input type="checkbox"/> correct
<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect

If correct: Move on to 2.3
If incorrect: Model/practice until solid, then move on to 2.3

PART 2: MODEL/PRACTICE new step: Clicks on picture, reads message; clicks on **REPLY, the answer, then **SEND** 2.3**

Mouse Practice
 F6
 Enter key

Model What you say/do:

1. "Follow the directions at the top of the screen for the to complete all the steps for sending a message."
 (Resident completes all the steps, including clicking on SEND.)

2. "Great! Let's try it again."

To change examples
 Examples change
 after clicking on
 SEND

Practice SAY: "Show me how you would respond to the new email."

Record performance here:

If correct: Practice at least 4-5, more times, then go to Part 3
If incorrect: Model/practice several times until solid, then go to Part 3

PART 3: Practice Step 2.3 again (go back to Practice SAY after each of 3 short breaks). Chat or review steps 1.4 or 1.7 during breaks.

Break	Practice	Break	Practice	Break	Practice
1	1	2	2	3	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If incorrect, see box above.

STEP: Click on SHUT DOWN (when session is over) MODEL PRACTICE

Scrolls message using the down arrow, then combines with 2.1-2.3

2.4

PART 1: REVIEW/ASSESS step(s) from previous session: Beginning of session only

- Which step(s)? [see Progress Notes]
- Find Lesson plan sheets for review steps
- Find Part 2 set up [box in upper left hand corner]
- Find Part 2 Practice SAY
- Record performance

Step#:	Step#:	Step #:
<input type="checkbox"/> correct	<input type="checkbox"/> correct	<input type="checkbox"/> correct
<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect

If correct: Move on to 2.4
If incorrect: Model/practice until solid, then move on to 2.4

PART 2: MODEL/PRACTICE new step: Scrolls message using the down arrow, then combines with 2.1-2.3 2.4

Mouse Practice
F8
Enter key

Model What you say/do:

Isolated practice:

1. You, not the resident clicks on the partner with the new email.
2. **"This is a long message. I can't see all of it on the screen. In order to read the rest of the message, I move the mouse arrow down here (lower right hand corner) and click/hold on the down arrow to scroll the message." (demonstrate)**
3. **"Now, I can read the rest of the message."**
4. Repeat demonstration with fewer words. **"Move down, click/hold, scroll, read."**
5. **"Show me how you would scroll the message."** Resident practices scrolling down.

Sequenced practice:

6. **"Now that you know how to scroll down, let's put it together with the other steps."**
7. Demonstrate click on picture, read message, scroll down message, click on reply, click on answer, click on send.

To change examples
Change after clicking on SEND

Practice SAY: "Show me how you would respond to the new email."

Record performance here:

If correct: Practice at least 4-5, more times, then go to Part 3
If incorrect: Model/practice several times until solid, then go to Part 3

PART 3: Practice Step 2.4 again (go back to Practice SAY after each of 3 short breaks). Chat or review steps 1.4 or 1.7 during breaks.

Break	Practice	Break	Practice	Break	Practice
1	1	2	2	3	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If incorrect, see above.

STEP: Click on SHUT DOWN (when session is over) MODEL PRACTICE

Scrolls message using the up and down arrows,
then combines with 2.1-2.3

2.5

PART 1: REVIEW/ASSESS step(s) from previous session: Beginning of session only

- Which step(s)? [see Progress Notes]
- Find Lesson plan sheets for review steps
- Find Part 2 set up [box in upper left hand corner]
- Find Part 2 Practice SAY
- Record performance

Step#:

- correct
 incorrect

Step#:

- correct
 incorrect

Step #:

- correct
 incorrect

If correct: Move on to 2.5
If incorrect: Model/practice
until solid, then move on to 2.5

**PART 2: MODEL/PRACTICE new step: Scrolls message using up/down arrows, then
combines with 2.1-2.3 2.5**

Mouse Practice
F8
Enter key

Model What you say/do:

Isolated practice

1. You, not the resident clicks on the partner with the new email.
2. **"Now that you know how to scroll down to bottom of the message, I'll show you how to scroll up, in case you want to re-read parts of the message.**
3. **I move the mouse arrow up here (upper right hand corner) and click/hold on the up arrow to scroll back to beginning of the message."** (demonstrate)
4. **"Now, I can re-read parts of the message."**
5. Repeat demonstration with fewer words. **"Move up, click/hold, scroll up, reread."**
6. **"Show me how you would scroll to the beginning of the message."** Resident practices scrolling up.
7. **"Now try scrolling up and down."**
8. Resident practices scrolling up and down.

Sequenced practice:

9. **"Now that you know how to scroll up and down, let's blend these steps with the other steps."**
10. Demonstrate click on picture, read message, scroll up/down message, click on reply, click on answer, click on send.

To change examples
Changes after
clicking on SEND

Practice SAY: "Show me how you would respond to the new email. Once you get to the bottom, go back and re-read the beginning and middle parts."

Record performance here:

If correct: Practice at least 4-5, more times, then go to Part 3
If incorrect: Model/practice several times until solid, then go to Part 3

PART 3: Practice Step 2.5 again (go back to Practice SAY after each of 3 short breaks). Chat or review steps 1.4 or 1.7 during breaks.

Break	Practice	Break	Practice	Break	Practice
1	1	2	2	3	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If incorrect, see box above.

STEP: Click on SHUT DOWN (when session is over) MODEL PRACTICE

PART 1: REVIEW/ASSESS step(s) from previous session: Beginning of session only

- Which step(s)? [see Progress Notes]
- Find Lesson plan sheets for review steps
- Find Part 2 set up [box in upper left hand corner]
- Find Part 2 Practice SAY
- Record performance

Step#:	Step#:	Step #:
<input type="checkbox"/> correct	<input type="checkbox"/> correct	<input type="checkbox"/> correct
<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect

If correct: Move on to 2.6
If incorrect: Model/practice until solid, then move on to 2.6

PART 2: MODEL/PRACTICE new step: Scrolls message using the "thumb" (see screenshot), then combines with 2.1-2.3 2.6

Mouse Practice
 F8
 Enter key

Model What you say/do:

Isolated practice:

1. "A different way to scroll through message is to move the mouse arrow over the "thumb", then click/hold to move the thumb to scroll the message up and down."

(demonstrate)

2. "So, move to "thumb", click/hold, move up and down."

(demonstrate again)

(Resident practices moving up and down the message using the thumb.)

Sequenced practice:

3. "Now that you know how to scroll up and down with the thumb, let's blend this step with the other steps."

4. Demonstrate click on picture, read message, scroll up/down message with thumb, click on reply, click on answer, click on send.

To change examples
 Changes after
 clicking on SEND

Practice SAY: "Show me how you would respond to the new email. Use the thumb to scroll up and down."

Record performance here:

If correct: Practice at least 4-5, more times, then go to Part 3
If incorrect: Model/practice several times until solid, then go to Part 3

PART 3: Practice Step 2.6 again (go back to Practice SAY after each of 3 short breaks). Chat or review steps 1.4 or 1.7 during breaks.

Break	Practice	Break	Practice	Break	Practice
1	1	2	2	3	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If incorrect, see above.

STEP: Click on SHUT DOWN (when session is over) MODEL PRACTICE

PART 1: REVIEW/ASSESS step(s) from previous session: Beginning of session only

- Which step(s)? [see Progress Notes]
- Find Lesson plan sheets for review steps
- Find Part 2 set up [box in upper left hand corner]
- Find Part 2 Practice SAY
- Record performance

Step#:	Step#:	Step #:
<input type="checkbox"/> correct	<input type="checkbox"/> correct	<input type="checkbox"/> correct
<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect	<input type="checkbox"/> incorrect

If correct: Move on to 2.7
If incorrect: Model/practice until solid, then move on to 2.7

PART 2: MODEL/PRACTICE new step: Scrolls reader window message. 2.7

Mouse Practice
 F8
 Enter key

Model What you say/do:

Isolated practice:

1. The trainer, not the resident, clicks on the picture, then clicks on REPLY to show the reader and composer windows at the same time.
2. **“After clicking on REPLY, you may want to re-read the message to help you remember what to write about to your partner.”**
3. **“Even though the window is much smaller, you can still scroll the message using either the up/down arrows or the thumb.”** (demonstrate)
4. Resident practices scrolling reader window.

Sequenced practice:

5. **“Now that you know how to scroll up and down the reader window, let’s put this together with the other steps.”**
6. Demonstrate click on picture, read message, scroll down message with thumb, click on reply, scroll up/down message in reader window, click on answer, click on send.

To change examples
 Changes after
 clicking on SEND

Practice SAY: “Show me how you would respond to the new email. Include scrolling your partner’s message after you click on REPLY.”

Record performance here:

If correct: Practice at least 4-5, more times, then go to Part 3
If incorrect: Model/practice several times until solid, then go to Part 3

PART 3: Practice Step 2.7 again (go back to Practice SAY after each of 3 short breaks). Chat or review steps 1.4 or 1.7 during breaks.

Break	Practice	Break	Practice	Break	Practice
1	1	2	2	3	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If incorrect, see box above.

STEP: Click on SHUT DOWN (when session is over) MODEL PRACTICE