



Lesson Plan 16: Creating a Gmail Account

Lesson Overview: In this lesson, students will create, log in, and log out of a Gmail account.

Lesson Objectives

Students will:

- create a unique username and strong password for a Gmail account.
- sign up for a Gmail account.
- sign out and sign into a Gmail account.

Materials and Setup

Technology /Equipment

- An Internet- and audio-enabled computer, projector, and screen
- Student devices (laptops, tablets, desktop computers)

Supplies/Teacher Materials

- Whiteboard and markers

Student Handouts

- Handout 1: YouTube Video Transcript
- Handout 2: Creating a Gmail Account

Online Resources

- YouTube Video: [How to Create a New Gmail Account](#)

Instructional Tips

- **Key Vocabulary:** You may want to ask students to label a page in their notebooks for this lesson's key vocabulary and have them write down each of the words as you explain them as they are used in the context of the lesson. Ask students to write down the meaning of the word in their own language.
- **Keyboarding Practice:** Students will be using the keyboard for several of the lesson activities, so no additional practice is necessary for this lesson.

Standards

Adult English Language Proficiency Content Standard(s)

- 2.1. Participate in level-appropriate oral and written exchanges of information

CASAS Content Standard(s)

- L2.9: Comprehend specialized vocabulary (e.g., technical, academic)
- S2.9: Use specialized vocabulary (e.g., technical, academic)

Lesson 16: Creating a Gmail Account

- R1.1: Identify the letters of the English alphabet (upper and lower case)
- R2.1: Interpret common symbols
- W1.1: Write the letters of the English alphabet (upper and lower case)
- W4.5: Use specialized vocabulary (e.g., consumer, work, field of interest)

Seattle Digital Equity Initiative Skill(s)

- EF.8: Get an Email Account / Set up an email account
- EF.10: Create Safe Passwords / Password basics: creation, safe storage, resetting

Northstar Digital Literacy Standards for Essential Computer Skill(s)

- Internet Basics 1: Demonstrate knowledge of browsers and identify commonly used browsers
- Internet Basics 10: Identify address bar and demonstrate understanding of its functionality.
- Internet Basics 14: Identify and make use of common website interactions (e.g., play buttons, hyperlinks)

Key Vocabulary

- email
- verify
- verification code
- profile

Reinforced vocabulary: online account, address bar, dropdown menu, tab, button, icon, sign in/sign out, log in to/log out of, username, password, strong, symbols, lowercase, uppercase

ENGAGEMENT

- **Ask:** Who has an email account? (Take responses.) Who knows their email address? (Take responses.) Who knows their email password? (Take responses – it is typically that many students will not know their email password, especially if they only access email on their phones.)
- **Ask:** Why is it important to have an email account? (Write responses on the board. Bring out these reasons if students do not bring them up.) **Say:** You need one to set up your smartphone and to use most apps on your smartphone, to apply for most jobs, to shop online, to get notifications from local, state, and federal government, etc.)
- **Say:** Today you are going to sign up for a Gmail account. Does anyone already have a Gmail account? (Take responses.)
- **Say:** If you already have a Gmail account, you will create a new Gmail account today. You can use it just for school.

EXPLORATION

- **Say:** First, we're going to watch a video about creating a new Gmail account. We'll watch it several times. First, just listen.
- Play the YouTube Video: [How to Create a New Gmail Account](#) without stopping. (If desired, you can slow down the video by 25%; slowing it down more may distort the words.)

NOTES

Lesson 16: Creating a Gmail Account

EXPLANATION

- **Say:** Now, I will show you a transcript of the video. A transcript has the words that are in the video. (Distribute **Handout 1: YouTube Video Transcript.**)
- Let's read through the transcript. Read the transcript to students slowly. You can ask them to move their fingers along the words they hear as you slowly read. Stop after every section and ask if there are words they do not know. Explain what the words mean or allow students to get definitions in their own language from classmates or by using Google translate on their phone.
 - For students with at least NRS 2-3 reading skills, ask students to read to each other in pairs, with each person alternating the numbered sections.
 - For higher level students, ask students to volunteer to read a section or two each to the entire class.
- **Say:** Now, we'll watch the video again. I'll stop the video after each section on the transcript and we'll read the transcript again. (Play the video again. After each section of the video completes, stop the video. Students can read with you out loud (choral reading) or can follow as you read the transcript aloud that was just covered on the video.)
- **Say:** Now, we'll watch the video one more time. (Play the video again.)
- **Say:** Let's follow what the video says. Get out your notebook. Write down 3 usernames for your Gmail. You can use your name, lowercase and uppercase letters, numbers, periods, and underscores.
- **Say:** Now write a strong password. You can use one of the passwords that you worked on in our lesson on creating a strong password.
- **Say:** Finally, write down your cell phone number.
- Ensure that students have written down 3 possible usernames and a strong password. Ask them not to show their strong password to you or anyone else.

ELABORATION

- **Say:** Now, I will give you directions to follow to create a Gmail account. (Distribute **Handout 2: Creating a Gmail Account.**)
- **Say:** I will create a new Gmail account. You will follow me for each step in your handout. (Demonstrate each step on the handout. You will need to create a new email account using a username and password of your choice and your own cell phone number. After each step, ensure that students complete the steps. If you have students who have more advanced English and digital literacy skills, you may want to have them sit next to students with the same language who may need assistance.)
- As students finish, ask them to come write their name and their new Gmail address on the whiteboard. If you have advanced students who finish early, ask them to practice writing emails to each other.

Lesson 16: Creating a Gmail Account

- After all students have a Gmail account, tell students that they will now learn how to sign out and sign back into Gmail.
- Show students how to click on their profile icon to sign out of their account.
- Show students how to sign back into their Gmail account. Tell students NOT to save their passwords if this option appears. This is because they are using PUBLIC computers. Review the concept of public and personal computers.

EVALUATION

- Ask students to sign out of their email accounts and to close Google Chrome.
- Write these directions on the board and go over them with the students:
 - Open Google Chrome.
 - Go to gmail.com.
 - Sign in to gmail.com. Do NOT save your password.
 - Sign out of gmail.com.
- Observe students as they follow the directions. Do not assist unless necessary.

Differentiation Resources to Meet Diverse Learner Needs

- A great follow-up if time permits is to spend another lesson having students set up and/or access their email on their phones.
- Another follow-up is to have students send emails to you and other students. However, tell students not to open emails unless they are from people in the class until after you cover *Lesson 17: Staying Safe in a Digital World*.
- For the evaluation activity, if you have students who are very low literacy and you know they will struggle, go ahead and ask an advanced student to be their “teacher.” The advanced student will reinforce their own skills as they teach their classmate.
- If you have students who are all Spanish speakers, you can show or text the link to the Spanish-language video “Cómo crear una cuenta en Gmail” available on GCFLearn.org’s YouTube channel:
<https://www.youtube.com/watch?v=ugqTR7Heigg&list=PLQVijL9XTrQ20L4QuOjpwSUe1Vh78pEOM&index=5>
- If you have some students who are more advanced and can work independently to learn more about using Gmail, text them the link to Skillblox (<https://www.skillblox.org/> with the access code **LOFCLL**).
- Also in Spanish, there are 2 modules on how to use Gmail available at <https://www.skillblox.org/>. Use access code **RVPPAN**.