



## Digital Literacy III: The Internet & Beyond

### Unit 2 E-mail Communication

#### LAB 1 GMAIL (Instructor)

#### Explanation

In this lab, students will demonstrate knowledge of e-mail tools and features in Gmail to add contacts to an address book as well as send, respond-to, and organize e-mail messages.

#### Prompts

There are no prompts for this lab.

#### Assessment Rubric

CRITERIA	POOR 0-2	FAIR 3-5	GOOD 6-8	EXCELLENT 9-10	Score
Gmail Basics	Creates a new Google/Gmail account or logs in to an existing account	Meets the previous criteria and creates an automatic signature line	Meets the previous criteria and creates a vacation reply	Meets the previous criteria and adds the instructor as a contact	
Sending Messages	Accesses the Compose window, and sends an e-mail to the instructor with a relevant subject line and message text	Meets the previous criteria and is also able to format the font-type, size, bold, italic, underline, and color	Meets the previous criteria and is also able to include a numbered or bulleted list in the message text	Completes steps 5-9 in the lab procedure	
Reading Messages	Is able to access the Inbox, identify/locate, flag, and open new messages	Meets the previous criteria and completes step 12 in the lab procedure	Meets the previous criteria and completes steps 12 and 13 in the lab procedure	Completes steps 10-14 in the lab procedure. To receive a 10 students must know to scan the file before opening it	
Responding to E-mail	Is able to reply-to and forward an e-mail with an appropriate subject line and message text	Meets the previous criteria and is also able to mark an e-mail as SPAM	Meets the previous criteria and is also able to show message details	Completes steps 15-19 in the lab procedure	
Organizing and Managing Messages	At minimum, is able to delete the message from the Inbox; at maximum the message is also located and purged from the Trash folder	Meets the previous criteria, locates a forwarded message in the Sent folder, and archives the message	Meets the previous criteria, creates and applies a label, navigates to the label, and locates the message	Completes steps 20-25 in the lab procedure	





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