Lesson Plan, Windows 11 with JAWS Lesson 5

As you introduce this lesson to students be sure to let them know they should use the keyboard and not the mouse. Mouse users should be encouraged to hover the mouse over different objects to view available tooltips and for orientation but encourage them to use the keyboard as an alternative, and faster way to accomplish certain tasks.

Objectives & Outcomes

Students will be able to identify, describe, define, and/or perform the steps outlined below:

- Use the keyboard for basic Windows desktop navigation
- Find and use the Start Button
- Navigate through icons on the Taskbar
- Navigate through the Taskbar Corner Overflow area and System Tray

Materials Needed

- Internet access (optional)
- Computer with a full-sized keyboard (provide USB or wireless full-sized keyboards for any laptop computer users)
- Windows 11 installed
- Screen reader installed (JAWS, NVDA, etc.), optional but recommended for visual highlighting as well as voice output of control types
- Headsets
- Handouts (see below)

For this lesson, JAWS or other screen readers may be used if desired. If you plan to install JAWS ahead of time on computers in a lab setting, please review the *dSurf recommended JAWS settings for classroom environments* document for helpful suggestions.

If some participants choose not to use JAWS, advise them that they will hear JAWS speech output in the recordings of the instructor's PC. JAWS speech output from JAWS is to be viewed primarily as an auditory resource (i.e., a describer of the events happening on the PC) for the purposes of these lessons. However, the lessons are written from a keyboard-user perspective and work well with screen reading software. Participants who use or require screen reading software are encouraged to

participate and should be allowed to install the assistive technology of their choice, if possible.

Handouts

Prepare print, electronic, and/or braille copies of handouts for the class ahead of time:

- **Lesson text for Lesson Five** (accessible PDF – use on class PCs or print, etc.)
- **Vocabulary List for Lesson Five** (accessible PDF)

Opening to Lesson

The instructor should begin by asking the student or participants some broad questions about their experience with Windows 11 from a keyboard perspective, including:

- Why should one know some basic keyboard commands?
- Are there advantages to using keyboard commands in addition to the mouse?
- Besides the keyboard and the mouse, what other alternative input devices might a person need to use? Include discussion of the following devices:
  - Switches
  - Puff and sip
  - Track balls
  - Eye-tracking
  - Foot pedals
  - Joysticks
  - Etc.

If you have sample alternate input devices you can pass around use them now.

Give the students handouts as well as any other materials. Discuss the handouts in broad terms, and make sure to let the students know they will learn these terms during the lesson, and not to worry about them now other than to just get an overview.

Mention and read the definitions of four of the more common vocabulary terms, such as the following:

- Desktop list view
- Taskbar
- Taskbar corner overflow area
- System Tray

Discuss these in broad terms with the participants.

Body of Lesson

Make sure each student has a computer (with JAWS installed, optional) to use for the lessons.

Explain the assignment to students:

- Open lesson five and watch the video while reviewing the online notes or transcript for the lesson. Explain that they will have 15 minutes to view the YouTube video, which is [08:24] in length.
- After the time has elapsed, ask the students their impressions of the video and what they learned while watching it.
- Discuss the responses.
- Identify some of the tasks the students think they need to work more with.
- Have students list the positive benefits of knowing some basic keyboard commands and navigation when using Windows.
- Ask the students if they know anyone who uses alternate input devices and ask them to share their knowledge.

Independent Practice

Have each student follow the instructions in lesson five beginning with basic keyboard navigation using the **TAB** and **SHIFT+TAB** keys.

After exploring the overall navigation in the Windows 11 environment, work with the participants to find and use the Start button. Practice opening and closing the Start menu. Do not discuss the search feature at this time, as that is covered in lesson seven, *The Start Menu*.

Next, have the participants explore and navigate through the buttons in the Taskbar corner overflow area including the:

- Show Hidden Icons button
- System Tray buttons

Float around the room and assist those in need.

Closing

Thank the students for participating. Discuss the things they want to work on going forward. Engage them with a discussion of using the keyboard and other forms of input in Windows 11. Finally, encourage students to move on to lesson six when they are ready.