



Lesson Plan, Gmail Labels Using the Keyboard

As you introduce this lesson to students be sure to let them know they may use a mouse or the keyboard. Instructions are given for both techniques.

Objectives & Outcomes

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

- What labels are and how they are used
- Creating and adding labels to messages
- Nesting labels
- Adding color to labels
- Removing or deleting labels
- Searching with labels
- Creating a filter to move messages out of the inbox using a label

Materials Needed

- Internet access
- Computer with a full-sized keyboard (provide USB or wireless full-sized keyboards for any laptop computer users)
- 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. 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 lesson is written from a keyboard-user perspective and works 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** (accessible PDF - use on class PCs or print, etc.)
- **Vocabulary List** (accessible PDF - use on class PCs or print, etc.)

Opening to Lesson

The instructor should begin by asking the students or participants some broad questions about their experience with Gmail and their use of labels, including:

- How many items are in your Inbox on any given day?
- Do you keep items in your Inbox, or do you move conversations out of the inbox and into different labels? As a group discuss the two main inbox camps, clean vs. cluttered, and the advantages or disadvantages of each.
- Have you created labels in Gmail before, and if so, how did you use them?
- If you have used Gmail labels before, did you create sublabels?
- What do you perceive as the value of having colors associated with different labels?
- Have you used labels in Gmail search or in creating filters?

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 three of the more common vocabulary terms, such as the following:

- Label
- Filter
- Toolbar

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 the lesson and watch the video or video portions while reviewing the online notes or transcript for the lesson. Explain that they will have a given amount of time to view the part of the YouTube video for the lesson decided on (see times in the table below).

- After the time has elapsed, ask the students their impressions of the video and what they learned while watching it.
- Discuss the responses and answer any questions.
- Identify some of the tasks the students think they need to work more with.

Methodology

The total length of the video is almost forty-three minutes [42:45]. Some suggestions for your training, depending on time available, include:

A. Break up the lesson into one to six separate modules as follows:

Module Name	Approximate Video Length (Minutes)
Creating and Applying Labels begins at [01:14]	10.5
Mouse Drag and Drop with Labels begins at [11:35]	2.5
Nesting Labels - Creating Sublabels begins at [14:00]	4.5
Adding Label Colors begins at [18:35]	6.5
Removing or Deleting Labels begins at [25:02]	5.5
Search and Create Filters with Labels begins at [30:24]	12

B. Go through the entire lesson in one sitting with the whole group of participants. Allow time for breaks, including lunch, and plan for at least a full day.

Allow approximately two times the length of the video module(s) for practice for each participant. For example, if the video module is 4.5 minutes in length, allow approximately 10 minutes in addition to the 4.5 minutes for a total of about 15 minutes (in this example).

Independent Practice

Have each participant follow the instructions for either method A or B above, depending on your lesson plans.

Float around the room and assist those in need.

Video Chapter Times

YouTube Video, Gmail Labels Using the Keyboard

https://www.youtube.com/watch?v=PgQu6Kb3_mE

Total time of video [42:45].

[00:00](#) Introduction, Resources, and Objectives

Creating and Adding Labels

[01:14](#) Creating A New Label

[04:17](#) Adding Labels

[04:33](#) Add an Existing Label to a Message Received in a List View

[06:25](#) Add an Existing Label to an Open Message While Reading

[07:27](#) Add an Existing Label to a Message Received and Move it into that Label

[08:35](#) Add an Existing Label to an Outgoing Message During Composition

[10:15](#) Selecting Multiple Items Prior to Applying a Label

Mouse Drag and Drop with Labels

[11:35](#) Mouse Drag and Drop with Labels

[11:54](#) Drag an Existing Label to a Message in a List View

[12:38](#) Drag and Move a Message from a List into an Existing Label

[13:20](#) Remove a Label from an Open Message (Mouse Demo)

Nesting Labels

[14:00](#) Nesting Labels - Creating Sublabels, Create and Add a Sublabel to an Individual Open Received Message

[16:31](#) Create and Add a Sublabel To an Incoming Message in a List View

Adding Label Colors

[18:35](#) Label Colors in Gmail, RGB Values, 24 Choices

[20:09](#) Adding Color to Labels

Removing or Deleting Labels

[25:02](#) Removing or Deleting Labels

[25:33](#) Remove a Label From All Emails

[26:55](#) Delete a Label From a Message In a List View

[27:55](#) Delete a Label From Multiple Selected Messages in a List View

[29:03](#) Delete a Label From an Open Email

Search and Create Filters with Labels

[30:24](#) Search and Create Filters with Gmail Labels

[30:58](#) Search all Messages with a Certain Label

[33:04](#) Search for Words or Phrases Within a Label

[35:39](#) Clear Search Results in Gmail

[36:26](#) Using the Advanced Search Options with Labels

[36:55](#) Create a Filter to Move Messages Out of the Inbox and Add a Label

[42:07](#) Delete a Filter

Closing

Thank the students for participating. Discuss the things they want to work on in future training. Engage them with a final discussion of the benefits of using labels in Gmail.