



Digital Literacy Curriculum Resource

Module 6 Mobile Phones



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



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Learning Objectives

1. Use the home screen
2. Use the multi-touch screen
3. Connect to a WiFi network
4. Download apps
5. Add contacts

Pre-requisite Skills

- **Mouse and Navigating:** click, double click, drag and drop with a touchpad
- **Keyboarding:** basic typing
- **Online skills:** browsers, using the search bar, using keywords to search for information, check customer ratings and reviews

Preparation

- Read through the lesson outline and notes for the teachers
- Print the handouts for students
- Cut up strips for **Module 6-CLB 4-Digital Skill 3-Practice-Handout Connect to a WiFi Network Android & iPhone**
- Turn on the projector or the interactive whiteboard

Note about the lesson

- In the lesson, the --> symbol is used to give the answer when it is a part of the script. Otherwise, the word 'Answer' is used.
- **Vocabulary:** Do not spend time teaching lots of vocabulary. Demonstrate where things are on the phone and how they work.

Materials

- Phones (students bring their own)
- Handouts of the lesson activities
- Projector or interactive whiteboard for demonstrating the skills to students. If these are not available, use your phone, and/or enlarge the visuals for teaching.

Visuals

- Module 6-CLB 4-Digital Skill 3-Learn-Visual Connect to a WiFi Network
- Module 6-CLB 4-Digital Skill 4-Learn-Visual Download Apps
- Module 6-CLB 4-Digital Skill 5-Learn-Visual Add Contacts

Handouts

- Module 6-CLB 4-Digital Skill 1-Practice-Handout Use the Home Screen
- Module 6-CLB 4-Digital Skill 1-Your turn-Handout Use the Home Screen iPhone/Android
- Module 6-CLB 4-Digital Skill 1-Your Turn-Answer Key Use the Home Screen iPhone/Android
- Module 6-CLB 4-Digital Skill 2-Practice-Handout Use the Multi-Touch Screen
- Module 6-CLB 4-Digital Skill 3-Practice-Handout Connect to a WiFi Network iPhone/Android
- Module 6-CLB 4-Digital Skill 4-Practice-Handout Download Apps
- Module 6-CLB 4-Digital Skill 4-Your Turn-Handout Download Apps
- Module 6-CLB 4-Digital Skill 5-Practice-Handout Add Contacts

LESSON

Introduction to the Module

Maximum 5 minutes

Ask:

Do you use an iPhone? android?

(Have students raise their hands and count)

What do you do on your phone?

(e.g. call/play games/take pictures/use email/etc.)

DIGITAL SKILL 1

Approximate time:
40-75 min

Use the home screen

Information for the teacher:

This lesson does not include activating a new device. In android phones, this involves signing up with a Google email. In iPhones, students need to create an Apple ID.

Since each phone model is different and software always changes and updates, some icons/buttons in the lesson visuals may not look the same on students' devices. It is important to explain to students that they are still going to learn a lot by comparing their phones to the visuals.

Objectives

Students will be able to:

- identify the home screen layout
- identify built-in apps
- use the home button

Vocabulary

- **home screen** – main screen on the phone where you keep your favourite apps
- **mobile** – can be moved
- **mobile signal** – how strong the mobile network is
- **app/application** – a program on your device
- **status bar** – the area at the top of the screen that shows information about your phone – signal strength, internet connection, battery life, and the time
- **notification** – an alert that something is happening on your phone
- **dock/favourites tray** – the area at the bottom of the phone screen for the apps you use most often
- **download/install** – to copy information or a program from the internet to your computer/phone
- **home button** – a button at the bottom of the phone screen. It takes you back to the first home screen

Learn

Approximate time 15-25 mins

Gather students around one table with their phones. Ask students with iPhones to stand/sit on one side of the table, and students with androids on the other side.

Ask students to turn on their phones. Ask:

How do you turn on your phone? Is there a code? Do you use your finger? Your face?

Point to the home screen and say:

*You turn on your phone, you see this screen. This is the home screen.
Repeat: home screen.*

Point to app icons and ask:

What are these? --> These are apps. An app is similar to a computer

program. Each app can do a different thing.

A home screen has apps. You can have more than one home screen.

Move your finger from right to left across the screen. You will move to the next screen. Do it again and again. How many home screens do you have on your phone?

Now move the finger from left to right. Go back to the first screen

Teach/elicit:

Status bar

Point to the icons at the very top of the home screen. Elicit:

What is this? --> It's the time. What time is it?

What is this? --> It's WiFi connection

What is this? --> It's your battery life. How much is left?

What is this? --> It's the mobile signal. Repeat please: mobile signal.

Is it strong or not strong? How do you know?

(Answer: You can look at the number of bars).

Notifications

Information for the teacher: Notifications can look different for different apps. They can show up in the notification centre – the area at the top of the screen; as a number of new messages on the app icon itself; or as a pop-up banner.

Point to the different kinds of notifications on students' phones and ask:

What are these? --> These are notifications. Repeat, please: notification.

What does it mean? --> It tells you that something new is happening with your phone. You should do something. For example, check your messages, or call someone back.

Look at your phone. Do you have any new notifications? What are they? Where are they on the screen?

Built-in apps

Point to a few app icons; elicit:

What are these called? --> These are apps. Repeat, please: apps

When you buy a new phone it comes with some basic apps. You can use your phone right away.

Could you give me some examples of basic apps? (Answer: Most phones come with Phone, Messaging, Contacts, Camera, App Store, Maps, etc.)

Go over basic apps. Point to the apps and elicit:

What is this? --> Phone. What can you do? --> You can make phone calls.

What is this? --> Messaging. What can you do? --> You can send text messages.

What is this? --> Email. What can you do? --> You can read and send emails.

What is this? --> Browser. What can you do? --> You can open the internet.

What is this? --> Camera. What can you do? --> You can take pictures and videos.

What is this? --> Photos/MyPics. What can you do? --> You can see your pictures.

What is this? --> It's the Play Store (android)/ App Store (iPhone). What can you do? --> You can download. Download means to copy apps from the store to your phone. We are going to learn how to do it later today.

What is this? --> These are the Settings. You can change how your phone works. For example, WiFi connection, sound, battery, etc.

Dock / favourites tray

Point to the panel at the bottom of the phone screen. Explain:

These are the apps you use very often, your favourite apps.

When you move from one home screen to the next one, the favourite apps always stay at the bottom. You can change the apps any time.

Home button

NB: The home button is at the bottom of the screen on most android phones, and it is outside of the screen on iPhones. The button may look different, but the location is always the same – bottom centre.

Point to the home button and explain:

This button always takes you back to the first home screen.

It's the home button. Repeat: home button

Have students point to the home button on their phones. Ask:

What does it look like on your phone?

Reiterate/Review: Students use their phones to answer the teacher's questions. Ask:

Where is the home screen? Or Show me the home screen.

(Students point on their phones).

Show me apps. Show me your favourite apps. etc.

Practice

*Approximate time:
15-25 min*

Divide the students into pairs, making sure they use the same kind of device (android/iPhone). If you have an odd number of students in either group, they can also work in groups of three. Say:

Let's practice.

Please find a partner and sit together. Bring your phone with you.

Student A: Read the questions from this paper. (Give each pair a copy of the Module 6-CLB 4-Digital Skill 1-Practice-Handout Use the Home Screen)

Student B: Use your phone to find the answers.

When you finish, please switch.

Circulate and support as necessary.

Your turn

*Approximate time:
10-20 min*

Distribute Module 6-CLB 4-Digital Skill 1-Your Turn-Handout Use the Home Screen iPhone/android and have students fill in the blanks by looking at their phones.

Students who finish early can check with a partner.

Alternatively, Student A can point to the phone screen and ask Student B:

What's this? --> It's the Home button, etc.

Enlarge and post the Module 6-CLB 4-Digital Skill 1-Your Turn-Answer Key Use the Home Screen iPhone/Android around the room and have students self-correct.

DIGITAL SKILL 2

Use the multi-touch screen

Approximate time:
25-50 min

Information for the teacher:

Most gestures work similarly on iPhones and androids.

Objectives

Students will be able to:

- use basic gestures to interact with the phone touch screen
- close a running app

Vocabulary

- **tap** – to ‘click’ on the touchscreen
- **zoom in/out** – to make something bigger/smaller
- **drag** – to scroll in any direction on the touch screen
- **pinch** – to open or close your thumb and forefinger
- **swipe** – to move your finger across the screen to open the next photo, page, etc.

Learn

Approximate time:
15-30 min

Gather the students with their phones around one table. Try to keep the android and iPhone users on either side of the table. Say:

How do you use the phone screen? --> With your fingers.

Let's learn basic moves.

Tap

Point to MyPics/Photos app on the phone screen and ask:

I want to open this app. What do I do? --> I tap. Tap is like a mouse click.

Use tap to open an app or click on a button.

Demonstrate – open MyPics/Photos/Gallery app. Tap the Home button to exit the app. Open the app again. Demonstrate a few times.

Double tap

Say:

My screen is so small. I want to see the picture more closely.

How can I zoom in?

(Use gestures to help students understand the concept of zooming in)

--> I can double tap. Tap on the picture quickly two times. It gets bigger.

Let's try that. (Demonstrate).

Double tap on the picture one more time. Does it get smaller again?

This is called zoom out.

Demonstrate a few times.

Drag

Say:

Double tap on the picture again.

Now my picture is big. I want to see the person's face. How can I move to the face? --> Put your finger on the screen. Do not lift it.

Move your finger in any direction, and your screen will follow.

Demonstrate and say:

I can move the screen left and right. On some apps, I can move it up, down, and around.

Pinch

Say:

There is one more way to zoom in or out (make something bigger or smaller).

Show your thumb and index finger. Move them apart and ask:

Bigger or smaller? --> Bigger. Zoom in.

Close the fingers and ask:

Bigger or smaller? --> Smaller. Zoom out.

Let's try with a photo. Zoom in. Zoom out. (Demonstrate)

Try on your phone. Zoom in. Zoom out.

Swipe

Elicit:

How can I see the next picture? --> I move my finger from right to left. This is called swipe.

How can I go back to the first picture again? --> I swipe from left to right. (Demonstrate a few times).

Try it on your phone. Swipe to the left. Swipe to the left again. Go back to the first picture.

Explain how to **close a running app**. Ask:

How do you go back to the home screen now? --> Tap the Home button.

Is the MyPics/Photos app closed now? --> No. It is still open on my phone.

Is it ok? --> Maybe. But when we have too many apps open, the phone becomes slower. The battery life becomes shorter.

iPhone

To close an app on an iPhone, quickly press the home screen button twice. Swipe right or left to look through the apps that are opened now.

To close an app, swipe up from the bottom of the screen. The app closes.

If you want to close all apps, use two or three fingers and swipe up several times.

Android

Android phones can work differently. On some phones, press the Home button to see the list of opened apps. Let's try that. Do you see a list?

On others, there is a special button to the right (or left) of the Home button. It may look different. Do you have that button on your phone? --> Tap it.

Do you see a list of opened apps?

Look at students' phones. Find a phone where the list of recent apps is laid out vertically. Show the phone to the class. Say:

Look: app, app, app.

(Use gestures to show the apps are organized vertically).

Swipe up. Find the app you want to close.

Swipe to the right. The app closes.

Now find a phone where the recent apps are laid out horizontally. Show the phone to the class. Say:

Look: app, app, app.

(Use gestures to show the apps are organized horizontally).

Swipe left. Find the app you want to close.

Swipe up. The app closes.

Ask:

Do you want to close all apps? Find the 'Close all' button at the bottom of the screen.

Have students try closing a running app on their phones. Say:

Now you try. Close one app.

Close another one.

Now close all opened apps.

Touch and hold

Explain:

If you want to move an app around the home screen, add it to your favourites, or delete it from the home screen, touch and hold it.

Have students follow along on their phones. Say:

Let's try that. Touch and hold. What do you see? --> On androids, a small menu pops up. On iPhones, apps start to move from side to side

(Use your hand to demonstrate how apps jiggle).

It means you can move the app now.

Don't lift your finger. Try moving the app around. Put it in another place. Now take it back.

Let's try again. Now try to bring an app to the next screen. Touch and hold. Start moving your finger to the right. Don't stop. Do you see the next screen? Move your finger there. Is there space on the screen?

Put the app into the empty space. No space?

Keep moving to the right to see the next screen.

Now let's take it back to the first screen.

iPhone:

When you finish working with the app, press the Home button. The apps will stop moving.

Practice

*Approximate time:
15-25 minutes*

Divide the students into pairs or groups of 3, making sure they use the same kind of device. **Module 6-CLB 4-Digital Skill 2-Practice-Handout Use the Multi-Touch Screen.** Have students follow the instructions on their phones.

Say:

Please work together.

Read step one and show your partner how to do it on your phone.

Do all the steps.

Switch.

DIGITAL SKILL 3

Connect to a WiFi network

Approximate time:
25-40 min

Information for the teacher: WiFi can be accessed through phone Settings App. There are two ways to get there:

- 1 From the Settings app (Similar for iPhones/androids)
- 2 From the Control Centre (iPhone) that can be accessed by swiping from the bottom of the screen up; From the Quick Control Panel (android) that can be accessed by swiping from the top of the screen down, or from the bottom upwards, depending on the phone model.

In this lesson we will focus on opening the Settings app from the home screen.

Objectives

Students will be able to:

- locate the Settings app
- turn on/off WiFi
- connect to WiFi networks

Vocabulary

- **WiFi** – wireless connection: no cables are needed to connect your device to the internet
- **secure** – safe, protected
- **password** – a secret word or combination of letters, numbers and symbols you use to sign into your email or other account

Learn

Approximate time:
10-20 mins

Ask students:

Do you often use the internet on your phone? Is it expensive?

Explain:

In many public places you can use the internet for free.

This free connection is called WiFi.

When you are in a new place, you need to connect to WiFi.

Next time you are in that place, your phone will connect automatically.

NB: Some phones may have an 'Auto reconnect' checkmark that needs to be checked off in order for the phone to connect to the network next time.

Let's learn how to connect to WiFi.

Turn on WiFi

Use a phone to teach students how to turn on WiFi. Alternatively, project Module 6-CLB 4-Digital Skill 3-Learn-Visual Connect to a WiFi Network. You will need the first three pages for this demonstration.

Explain:

First, find the Settings app on your phone.

Tap the Settings app. It opens.

Android: Find Connections. Tap it. Find WiFi.

iPhone: Find WiFi. Tap it.

To the right of WiFi, there is a button. Tap it to turn the WiFi on or off.

When you turn it on, your phone will look for networks.

Project the above visual on the board (the first three pages) and have students practice turning WiFi on/off. Say:

Let's try it. Turn on your phone.

Find the Settings app on the home screen. Tap it, etc.

Connect to a WiFi network

Use a phone to teach students how to connect to a WiFi network. Alternatively, project **Module 6-CLB 4-Digital Skill 3-Learn-Visual Connect to a WiFi Network**. You will need the last page for this demonstration.

NB: The screenshots for the visual are created with an android phone, but iPhone screens will look very similar.

Explain:

When you turn on WiFi, your phone automatically looks for WiFi networks. Tap WiFi to see the list. Tap the network you want to connect to. A small lock symbol means the network is secure (safe), and you need a password. Public networks (e.g. a coffee shop or an airport) don't need a password. Your phone will connect automatically. Next, open an internet browser and click the 'Accept' button. Please be careful with public networks. Remember, your personal information is not secure. Never do online banking or online shopping on public networks. Let's connect to a secure network. Tap the name of the network. Enter the password. Some android phones have an 'eye' icon to the right. Tap this icon. It shows the password you have typed. Now you can check your password. Finally, tap the 'Connect' or 'Join' button.

Practice

Approximate time:
15-20 mins

Cut up handout **Module 6-CLB 4-Digital Skill 3-Practice-Handout Connect to a WiFi Network iPhone/Android** into strips. Make enough sets of strips for every pair of students. Place students into pairs, making sure they use the same kind of devices. Give each pair a set of paper strips. Have students sequence the strips. Enlarge and put on the board two uncut copies of the handout (one for iPhones, and one for androids). Allow the students to come up to the board and self-check. If there is extra time left, have students do a peer dictation with the strips: one student reads, the other one follows on his/her phone.

DIGITAL SKILL 4

Approximate time:
45-75 min

Download apps

Objectives

Students will be able to:

- locate the app store
- search for apps
- identify ads
- differentiate between paid and free apps
- know if the app is safe
- download and install an app
- locate the downloaded app
- uninstall an app

Vocabulary

- **app/application** – a program on your device
- **download** – to copy information or a program from the internet to your

computer/phone

- **search bar/box** – a rectangular space on the web page where you type words to look for something on the website
- **search results** – a list of web pages when you search for information online
- **advertisement/ad** – a picture or text trying to persuade people to buy a product or service
- **rating** – a number of stars that customers gave the product/service
- **install** – to put a program/app on your computer/phone
- **uninstall** – to delete a program/app from your computer/phone

Learn

Approximate time:
15-30 minutes

Ask students:

What is an app? --> It's a program that can do one specific thing.

What is your favourite app?

Explain:

Your phones come with some basic apps, such as a clock, phone, messaging, etc.

Sometimes we want to get more apps. Have you ever downloaded apps to your phone? Where can you get them? --> Just like in real life, you need to go to a store. On iPhones – App Store; on androids – Play Store.

There are thousands of free apps and also paid apps.

Project the visual **Module 6-CLB 4-Digital Skill 4-Learn-Visual Download Apps** and teach students how to download apps.

Locating the App Store/Play Store

Say:

Let's look for a good dictionary app.

First, find the App Store or the Play Store on your phone.

Next, tap the app to open it.

You will see a very busy page. Don't worry, you don't need to look at each picture or read each line. Just find the search bar. On android phones it is at the top of the screen. On iPhones click on the Search icon in the bottom right corner.

(Point to the magnifying glass icon or draw one on the board)

Next, type the name of the app if you know it. Or type a keyword 'dictionary'.

Press the Search button or symbol on the keyboard

(Point to the magnifying glass icon).

Remind students that just like with any internet search, **ads and sponsored content** is going to show at the top of the search result page. Point to the ads on the visuals. Elicit:

What are these? --> These are ads. These companies paid money to be on top.

Are all of these apps dictionaries? --> Not all.

Look under the ads to find other search results.

Paid and free apps

Point to the price at the bottom of the android search result image of the visual.

Say:

Some apps are not free. You need to buy them. These apps don't have ads in them.

Free apps have ads in them.

Sometimes a free app will have extra services that you can buy.

Choosing a safe app

Say:

Most apps are good, but some apps are not. What can bad apps do? (Wait for the students to respond) --> They can sell your personal information or put a virus on your phone.

Some apps are safe, but they just don't work so well.

How can you choose a safe and a well-working app?

There are many things you can look at.

Explain how to get more information about an app. Refer to the 'Choosing an app' page of the visual.

(NB: The screenshot is taken with an android phone. iPhone search results might look slightly different). Say:

How do you know if you can trust the app?

First, you can look at user ratings – the number of stars other people gave the app.

Tap the app to get more information about it.

Check how many people downloaded the app.

10 people? 10 thousand? 10 million?

How many people wrote reviews (stories) about the app?

Scroll down to read some user reviews – what people say about the app.

You can usually just read titles. What do people like about the app?

What was wrong with the app? (e.g. Too many ads? Too slow? etc.)

Also, the app may ask to see your contacts, photos, etc. Sometimes it is ok, but sometimes not. For example, if I download Skype, does it need my contacts? --> Yes. How about a dictionary? --> No.

Downloading an app

Say:

Android: To download the app, tap the Install button.

iPhone: For free apps, tap the GET button. For paid apps, tap the price.

Locating the downloaded app

Say:

Now the app is on your phone. How do you find it?

Explain:

Android:

It is not on one of the home screens. You need to see all apps to find it. To do that, tap the home button. Then, swipe up from the bottom of the screen. Now, swipe from right to left to get to the last screen. You will find the app there.

iPhone:
You can find it on the last home screen.

Uninstalling an app

Say:
I downloaded the app, but I don't like it. How can I delete it?

Android:
Find the app on the phone. Touch and hold it. Choose Uninstall from the menu. Then tap Ok.

iPhone:
Find the app on the phone. Touch and hold it. Press X, then Delete. Finally, tap the Home button.

Practice

*Approximate time:
15-20 min*

Divide the students into pairs. Give one enlarged image from **Module 6-CLB 4-Digital Skill 4-Practice-Handout Download Apps** to each pair, and one page with questions.
Have students work together to answer the questions about the two apps. When finished, discuss with the group which app they would trust and why.

Your turn

*Approximate time:
15-25 minutes*

Distribute **Module 6-CLB 4-Digital Skill 4-Your Turn-Handout Download Apps**.
Have students follow instructions to download the app on their phone. When finished, students can delete the app.

DIGITAL SKILL 5

*Approximate time:
25-45 min*

Add contacts

Information for the teacher:

The information saved in Contacts is used by other apps, such as messaging or email. When you start typing in the information in these apps, the app will pull information from the Contacts.

Objectives

Students will be able to:

- add new contacts into the contact list
- search contacts
- edit contacts
- delete contacts

Vocabulary

- **contact** – the people whose names, telephone numbers, addresses, etc. you keep, for example on your mobile phone
- **edit** – to correct

Learn

*Approximate time:
10-20 minutes*

Ask students:
*Do you have a lot of contacts on your phone?
What information do you save in Contacts?
Name? Phone number? Email? Address?*

You can save all of these in your Contacts. Let's learn how to do it.
If you have a smaller group, gather the students around one table and show how to add new contacts on the phone. Alternatively, project **Module 6-CLB 4-Digital Skill**

5-Learn-Visual Add Contacts on the board. Remind students that while each phone may look a little different, they just need to learn how things work in general and what is possible to do.

Add a new contact

Tell students:

There is an app on your phone for contacts. The name of the app can be different on different phones. What is it called on your phone?

(Answer: iPhone: the Phone; Android: People / Contacts)

Tap the app to open it.

An extra step for iPhones: At the bottom of the screen, tap Contacts.

Point to the Plus icon on the screen and ask: What does it mean? -->

It means add. Tap it and you'll see a new contact form.

Scroll down to see all fields.

You can enter a person's first and last name, one or more phone numbers, email address, home address, etc.

When finished, press Save / Done.

Search contacts

Explain:

To see your contacts, you can scroll down your list.

Or you can search the contact list. To do that, click in the search bar and start typing the person's name. You don't need to type the name completely. Your phone will show you names starting with the letters you have typed. (Demonstrate)

When you see the name you need, tap it.

Point to the phone icon, messaging and email icons. Elicit:

I tap here. What happens? --> I call this contact.

How about here?

Edit contacts

Tell students:

From here, you can also edit (change) the contact.

Some phones have an Edit button, others – an Edit icon (it looks like a pen).

On some phones, you need to tap the Menu button (it looks like three dots).

Change / add the information, then tap Save/Done.

Delete contacts

Android:

To delete a contact, tap the Menu button (it looks like three dots).

Tap Delete, and Delete once again.

iPhone:

To delete a contact, tap the Edit button in the top right corner.

Next, scroll all the way down. Tap Delete, and Delete once again

Practice

*Approximate time:
15-25 min*

This is a guided activity.

Give the **Module 6-CLB 4-Digital Skill 5-Practice-Handout Add Contacts** to each student.

Dictate the instructions below pausing after each step, and have students follow along on their phones. Facilitate as needed / engage volunteers if you have them. Project/Print out the visuals from the Learn activity if you feel your students need extra support.

Dictation

Part one:

- You have a new friend John. Let's add him to your contact list.
- First, find the Contacts app on your phone. Tap it to open.
- iPhone: At the bottom of the screen, tap Contacts.
- Tap the New Contact button (+). (Draw a plus on the whiteboard)
- Look at the paper. Type the contact information: first and last name, mobile phone number, work number, email address.
- Tap Save/Done.
- Finally, tap the Home button.

Walk around and check if everyone has been able to add the new contact.

Part two:

- John has changed a job and he now has a new work phone number. Let's change it.
- Open the Contacts app again.
- Tap in the search bar. Start typing 'John'.
- Tap John Gables' contact.
- Tap the Edit button.
- Delete the old work phone number. Type the new work phone number. Tap Save/Done.

Walk around and check if everyone has been able to edit the information.

Part three:

- John has moved to another country. Delete his contact.
- Tap the Menu/Edit button. Tap Delete, then Delete again.

Closing

What have you learned today?

Review the skills learned and practiced in this workshop. Ask concept-check questions. For example:

Where are the apps located on your phone? --> On the home screen.

How many home screens do you have? (Answers will vary)

Which button returns you to the first home screen? --> Home button

Where is it located? --> Bottom centre

Etc.

What are you going to do to practice on your own?

Have students say what they will do for independent practice before next session. e.g.

Do the Extra Practice Activity online.