

Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Digital Competences	
Topic 3 Title: Online file storage – Google Drive	
Lesson Plan 45 – Add and edit questions	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to add and edit questions.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/ Materials	<ul style="list-style-type: none"> • Handout 1
Main Tasks	<p>1. Task 1: Open a Google Form</p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Form - exercise 1' (10 mins)</p> <p>2. Task 2: Understand how to add questions</p> <p>2.1 Adult trainers should show the students how to add questions into the Google Form (25 mins)</p> <p>2.2 Adult trainers should explain to students all the different questions types of Google form (25 mins)</p>

	<p>2.3 Adult trainers should provide a handout to students (see Handout 1) which includes all the questions they need to add into the Google Form (15 mins)</p> <ul style="list-style-type: none">• Multiple Choice• Dropdown• Linear scale• Date <p>2.4. All students should apply all the changes into the Google Form (25 mins)</p> <p>3. Task 3: Wrap-up (10 mins)</p>
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HANDOUT 1: Understand how to add questions

Question Type	Question Name	Options
Multiple choice	Question 1	<ol style="list-style-type: none"> 1. Google Slides 2. Google Docs 3. Google Sheets 4. Google Forms
Dropdown	Question 2	<ol style="list-style-type: none"> 5. Google Slides 6. Google Docs 7. Google Sheets 8. Google Forms
Linear scale	Question 3	1 -5 <ol style="list-style-type: none"> 1. Google Slides 2. Google Docs 3. Google Sheets 4. Google Forms
Date	Question 4	

HANDOUT 2: Understand how to edit title and description
