

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

<b>Module Name: Digital Competences</b>	
<b>Topic 4 Title: Google Calendar &amp; Google Contacts</b>	
<b>Lesson Plan 51 – Edit a Google calendar</b>	
<b>Duration: 90 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is to provide all the necessary information to students how to share the Google Calendar, delete a calendar and change the calendar colour.
<b>Target Group</b>	Adults (especially women)
<b>Facility/ Equipment</b>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Internet access</li> <li>• Projector</li> <li>• White board</li> </ul>
<b>Tools/ Materials</b>	
<b>Main Tasks</b>	<p><b>1. Task 1: Log in to the Google account</b></p> <p>1.1 All students should log in to the Google account <b>(15 mins)</b></p> <p><b>2. Task 2: Understand how to share the Google Calendar</b></p> <p>2.1 Adult educators need to explain to all students how to share a Google calendar <b>(25 mins)</b></p> <p><b>3. Task 3: Understand how to edit permissions rights</b></p> <p>3.1 Adult educators need to explain to all students how to change permissions rights <b>(25 mins)</b></p> <ul style="list-style-type: none"> <li>• Sell all event details</li> <li>• Make changes to events</li> </ul>

	<ul style="list-style-type: none"><li>• Make changes and manage sharing</li></ul> <p>3.2 All students should share the calendar named 'FINE2WORK Calendar' with their trainer <a href="mailto:chrystalla@emphasyscentre.com">chrystalla@emphasyscentre.com</a> with permissions rights 'Make changes to events' <b>(15 mins)</b></p> <p><b>4. Task 4: Understand how to remove a Google calendar</b></p> <p>4.1 Adult educators need to explain to all students how to remove a Google calendar <b>(25 mins)</b></p> <p>4.2 All students should remove the calendar of interest 'Christian Holidays' <b>(10 mins)</b></p> <p><b>5. Task 4: Understand how to remove a Google calendar</b></p> <p>5.1 Adult educators should explain how to change the calendar colour of a Google calendar <b>(25 mins)</b></p> <p>5.2 All students should change the calendar colour to 'Cherry blossom' <b>(15 mins)</b></p> <p><b>6. Task 6: Wrap-up (10 mins)</b></p>
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