

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

| <b>Module Name: Digital Competences</b>                   |   |
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| <b>Topic 3 Title: Online file storage – Google Drive</b>  |   |
| <b>Lesson Plan 47 – Edit questions and view responses</b> |   |
| <b>Duration: 90 minutes</b>                               |   |
| <b>Aim</b>  | The main goal of this lesson plan is to provide all the necessary information for adult learners how to add section in the Google Form, view and download responses.  |
| <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: Open a Google Form</b></p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Form - exercise 1' <b>(10 mins)</b></p> <p><b>2. Task 2: Understand how to add section</b></p> <p>2.1 Adult trainers should show the students how to add section into the Google Form <b>(15 mins)</b></p> <p>2.2 Adult trainers should explain to how to add section between the 2<sup>nd</sup> and 3<sup>rd</sup> questions <b>(15 mins)</b></p> <p>2.3 All students should add the section into the Google Form <b>(25 mins)</b></p> |

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|  | <p><b>3. Task 3: Understand how to view responses</b></p> <p>3.1 Adult trainers should show the students how to view responses of the Google Form <b>(25 mins)</b></p> <p>3.2 All students should view the responses of the Google Form <b>(15 mins)</b></p> <p><b>4. Task 4: Understand how to download the responses</b></p> <p>4.1 Adult trainers should show the students how to download the responses <b>(25 mins)</b></p> <p>4.2 All students should download the responses <b>(15 mins)</b></p> <p><b>5. Task 5: Wrap-up (10 mins)</b></p> |
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