

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

| Module Name: Digital Competences | |
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| Topic 3 Title: Online file storage – Google Drive | |
| Lesson Plan 15 – Introduction to online file storage and Google Drive | |
| Duration: 60 minutes | |
| Aim | The main goal of this lesson plan is an introduction session to online file storage and Google Drive. At the end of this session students will understand what Google Drive is and the main features of Google Drive. |
| Target Group | Adults (especially women) |
| Facility/ Equipment | <ul style="list-style-type: none"> Classroom Internet access Projector White board |
| Tools/ Materials | |
| Main Tasks | <p>1. Task 1: Introduction to online file storage and Google Drive</p> <p>1.1 Start this task with a video for the learners to understand what online file storage is https://www.youtube.com/watch?v=478TDzL1b3E&ab_channel=SuperSchoolhouse n (3 mins)</p> <p>1.2 Start this task with a video for the learners to understand what Google Drive is https://www.youtube.com/watch?v=wKJ9KzGQg0w&ab_channel=Google (2 mins)</p> <p>1.3 Discussion questions for both videos (15 mins)</p> <ul style="list-style-type: none"> What online file storage is What Google Drive is How Google Drive works |

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| | <p>2. Task 2: Google Drive's main features</p> <p>2.1 Discuss with the whole class the main features of Google Drive (15 mins)</p> <ul style="list-style-type: none">• Real-time synchronization• Work with iOS and Android• Integrated with external applications such as QR Code, mind map etc.• Allows to store documents up to 1.02 million characters, spreadsheets up to 5 million characters, presentations up to 100 MB and Google Sites up to 20000,000 characters per page <p>3. Task 3: Wrap-up (10 mins)</p> |
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