

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 17 – Files and folders	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to create and upload files and folders.
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: How to create folders into Google Drive</p> <p>1.1 Adult trainers should show the students how to create folders into Google Drive (15 mins)</p> <p>1.2 All students need to create 3 folders named ‘Work’, ‘Family’, ‘Personal’ (see Handout 1) (25 mins)</p> <p>1. Task 2: How to upload files into Google Drive</p> <p>2.1 Adult trainers should add to the local drive of each student two files named ‘File 1’ as a PDF file and ‘File 2’ as a Word Document (10 mins)</p>

	<p>2.2 Adult trainers should show the students how to upload files into Google Drive (15 mins)</p> <p>2.3 All students need to upload the first file into the 'Family' folder and the second file into the 'Work' folder (25 mins)</p> <p style="text-align: center;">2. Task 3: How to upload folders into Google Drive</p> <p>3.1 Adult trainers should add to the local drive of each student a folder named 'Upload this folder' (10 mins)</p> <p>3.2 Adult trainers should show the students how to upload folders into Google Drive (15 mins)</p> <p>3.3 All students need to upload the folder 'Upload this folder' into the Google Drive (25 mins)</p> <p style="text-align: center;">3. Task 4: Wrap-up (10 mins)</p>
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HANDOUT 1: How to create folders into Google Drive

FOLDER 1:

‘Work’

FOLDER 2:

‘Family’

FOLDER 3:

‘Personal’