

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

<b>Module Name: Digital Competences</b>	
<b>Topic 3 Title: Online file storage – Google Drive</b>	
<b>Lesson Plan 42 – Add collaborators</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 duplicate and delete a Google Form. Additionally, this lesson plan aims to inform students how to add collaborators into the Google Form.
<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 duplicate a Google Form</b></p> <p>2.1 Adult trainers should show the students how to duplicate a blank Google Form <b>(25 mins)</b></p> <p>2.2. All students should duplicate the blank Google Form and named it 'FINE2WORK Training Copy' <b>(10 mins)</b></p> <p><b>3. Task 3: Understand how to delete a Google Form</b></p>

	<p>3.1 Adult trainers should show the students how to delete a Google Form <b>(15 mins)</b></p> <p>3.2. All students should delete the form named 'FINE2WORK Training Copy' <b>(10 mins)</b></p> <p><b>4. Task 4: Understand how to add collaborators</b></p> <p>4.1 Adult trainers should show the students how to add collaborators a Google Form <b>(15 mins)</b></p> <p>4.2. All students should add collaborators the trainers:</p> <ul style="list-style-type: none"><li>• <a href="mailto:chrystallaa.th@gmail.com">chrystallaa.th@gmail.com</a></li><li>• <a href="mailto:fine2workproject@gmail.com">fine2workproject@gmail.com</a> <b>(15 mins)</b></li></ul> <p><b>5. Task 5: Wrap-up (10 mins)</b></p>
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