

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 46 – Edit questions	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to duplicate, delete and set required a question
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: Open a Google Form</p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Form - exercise 1' (10 mins)</p> <p>2. Task 2: Understand how to duplicate a question</p> <p>2.1 Adult trainers should show the students how to duplicate a questions into the Google Form (25 mins)</p> <p>2.2 Adult trainers should explain to how to duplicate the 1st question – Multiple Choice Question (15 mins)</p> <p>2.3 All students should duplicate the 1st question into the Google Form (25 mins)</p>

	<p>2.4 All students should rename the duplicated question to 'Question 1 – Multiple choice' (10 mins)</p> <p>3. Task 3: Understand how to delete a question</p> <p>3.1 Adult trainers should show the students how to delete a question into the Google Form (25 mins)</p> <p>3.2 Adult trainers should explain to how to delete the question named 'Question 1' (15 mins)</p> <p>3.3 All students should delete the 1st question (15 mins)</p> <p>4. Task 4: Understand how to set required a question</p> <p>4.1 Adult trainers should show the students how to set a specific question as a required question (25 mins)</p> <p>4.2 All students should set all the questions as required (15 mins)</p> <p>5. Task 5: Wrap-up (10 mins)</p>
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