

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 47 – Edit questions and view responses	
Duration: 90 minutes	
Aim	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.
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 add section</p> <p>2.1 Adult trainers should show the students how to add section into the Google Form (15 mins)</p> <p>2.2 Adult trainers should explain to how to add section between the 2nd and 3rd questions (15 mins)</p> <p>2.3 All students should add the section into the Google Form (25 mins)</p>

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