

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

Module Name: Digital Competences	
Topic 4 Title: Google Calendar & Google Contacts	
Lesson Plan 51 – Edit a Google calendar	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information to students how to share the Google Calendar, delete a calendar and change the calendar colour.
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: Log in to the Google account</p> <p>1.1 All students should log in to the Google account (15 mins)</p> <p>2. Task 2: Understand how to share the Google Calendar</p> <p>2.1 Adult educators need to explain to all students how to share a Google calendar (25 mins)</p> <p>3. Task 3: Understand how to edit permissions rights</p> <p>3.1 Adult educators need to explain to all students how to change permissions rights (25 mins)</p> <ul style="list-style-type: none"> • Sell all event details • Make changes to events

	<ul style="list-style-type: none">• Make changes and manage sharing <p>3.2 All students should share the calendar named 'FINE2WORK Calendar' with their trainer chrystalla@emphasyscentre.com with permissions rights 'Make changes to events' (15 mins)</p> <p>4. Task 4: Understand how to remove a Google calendar</p> <p>4.1 Adult educators need to explain to all students how to remove a Google calendar (25 mins)</p> <p>4.2 All students should remove the calendar of interest 'Christian Holidays' (10 mins)</p> <p>5. Task 4: Understand how to remove a Google calendar</p> <p>5.1 Adult educators should explain how to change the calendar colour of a Google calendar (25 mins)</p> <p>5.2 All students should change the calendar colour to 'Cherry blossom' (15 mins)</p> <p>6. Task 6: Wrap-up (10 mins)</p>
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