

Digital Literacy (21st Century Literacies)
G Suite- 2
Lesson Plan

<u>Objective:</u> Participants will be able to understand and use Google Slides, Google Calendar and Google Forms	
<u>Total Time:</u> 90 Minutes	
<u>Materials Required:</u> Computer lab with projector and screen, computers for students with internet connection	
<u>Instructor Note:</u> After understanding and using Google Drive, Docs and Sheets in the previous session, participants will now learn about other google tools like Slides, Calendar and Forms. These sessions should work as a starting point to make these tools a part of participants' lives.	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	5 Minutes
<u>Opening Activity :</u> Ask Students to log into their Google Drive Encourage them to ask questions, if they found anything difficult in the previous session	5 Minutes
<u>Discussion, Demonstration and Practice: Google Slides</u> Demonstrate the following steps and ask students to do the same on their computers:- <ul style="list-style-type: none"> ● Open a new google slide in your drive ● Give it a title ● Go through various templates ● Create a two slide presentation using insert options ● Add your friend to your slide and both of you work simultaneously ● End the activity by asking students the similarities and differences between MS PowerPoint and Google Slides 	20 Minutes

<p><u>Discussion, Demonstration and Practice: Google Calendar</u></p> <ul style="list-style-type: none"> ● Ask students if they have ever heard about or used Google calendar ● Engage them in a discussion to ensure they know the use of Google calendar ● Using projector, demonstrate the following steps- <p>1 . Create an event Invite your friends to a party Change the colour of this even to ‘Basil’ Set the time as 4-6:45 pm on your birthday</p> <p>2. Set a reminder to the following Add birthdays (up to 5) To send a formal email on google group</p> <p>3. Set up Tasks (strike them out tomorrow/Today) (e.g., simple tasks like eating healthy)</p>	20 Minutes
<p><u>Discussion, Demonstration and Practice: Google Forms</u></p> <ul style="list-style-type: none"> ● Start a Google form ● Give it a title ● Change the google forms theme ● Add some common questions like Name, Place, Education, Rating scale opinion questions ● Make certain questions compulsory ● Add new section and description ● Copy the sharing link and ask participants to fill the form ● After they have submitted the form, demonstrate how to see the response sheet and summary ● After participants have seen these steps, ask them to do the following activity:- <ul style="list-style-type: none"> - Ask students to sit with their group members - Ask them to create a feedback survey for the programme - The survey should contain atleast 5 questions - After 10 minutes, each group will give their form link to the other group to collect feedback. Example- Group A will send their link to Group B, Group B to Group C, Group C to Group A - As the outcome of this activity, each group would have created a form and all the students would have filled in the form created by other groups 	25 Minutes
<p><u>Closing:</u></p> <ul style="list-style-type: none"> ● Ask each group to tell 3-5 uses or advantages of using any Google tool ● Each group will just talk about 1 tool and it’s uses ● Trainer will ensure that advantages of each google tool have been discussed 	10 Minutes

<ul style="list-style-type: none"> ● Encourage students to ask questions if they found any difficulty understanding any topic ● Use quiz questions from the student handbook to check for their concept understanding 	
<p><u>Closing Protocol:</u></p> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session ● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session ● Click pictures of the artefacts for documentation 	5 Minutes

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