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| **Part 2** – **session planner** | | | | | |
| **Course** | | Digital Matters: Live Learn and Work in a Digital World Learner Engagement Activity Program (LEAP) 6-8 SCH Term 4 2020 COVID Impacted | | | |
| **Teacher** | | TBA | | | |
| **Session dates** | | | **WHAT to learn** | **HOW to learn** | **Review and changes** |
|  | | | Include employability, numeracy and literacy skills. Indicate acknowledgement activities | | |
|  | | | What will your learners  know and be able to do? | How will you deliver, judge  progress and evaluate? | How is it going?  What adjustments are needed? |
| **1** |  | | Face To Face Session  90mins  Welcome, orientation to venue – toilets,office,emergency procedures etc  Find out what device the student will be using/or provide the learner with a loan device/data if applicable    Determine students current skills and individual learner learning needs  by completing Pre Survey  Set the learner up with a suitable email to address to receive online content  Demonstrate how to download Zoom with an introduction on basic functions.  Assist with setting up other applications the learner may need for personal/study such as Google Classroom, Moodle, Skype etc | Tutor to provide welcome, orientation  Tutor to discuss Pre Survey  learner to either fill out Pre Survey by themselves or with Tutor assistance  Tutor facilitated demonstration of a skill supported by notes or work sheets uploaded to Google Classroom (or similar)  Take away work should be short tasks designed to take around 10 minutes  Resources: Use Zoom Guide created by Churchill Neigbourhood House and Pre Survey |  |
| **2** |  | | Online Session  60mins - 90mins  What is digital literacy?  What are the benefits of being digitally enabled?  Differences between digital devices.  What is digital media?  Examples of digital media and the major digital media companies eg Amazon, Google, Facebook | Catch up on digital successes/issues and or review of take away work from the previous week  Tutor facilitated demonstration of a skill supported by notes or work sheets uploaded to Google Classroom (or similar)  Resources: Be Connected https://beconnected.esafety.gov.au/topic-library  Take away work should be short tasks designed to take around 10 minutes |  |
| **3** |  | | Online Session  60mins - 90mins  Finding, using and evaluating digital information.  What is a digital footprint and why is it important?  Using internet browsers and search engines - to search for training, employment, online shopping etc  How do you know if a site is trustworthy?  How to search the web safely  Managing your personal security/privacy  Creating secure passwords, antivirus software | Catch up on digital successes/issues and or review of take away work from the previous week  Tutor facilitated demonstration of a skill supported by notes or work sheets uploaded to Google Classroom (or similar)  Take away work should be short tasks designed to take around 10 minutes  Resources: To see how secure your password is: https://www.my1login.com/resources/password-strength-test/  Resources: Be Connected https://beconnected.esafety.gov.au/topic-library  Resources: Employment Sites to create online profiles for applying for jobs |  |
| **4** |  | | Online Session  60mins - 90mins  Social media platforms - Facebook, LinkedIn, Instagram  Social media safety.  How to use social media to connect with people, find employment or promote your business. | Catch up on digital successes/issues and or review of take away work from the previous week  Tutor facilitated demonstration of a skill supported by notes or work sheets uploaded to Google Classroom (or similar)  Take away work should be short tasks designed to take around 10 minutes  Resources: Be Connected https://beconnected.esafety.gov.au/topic-library |  |
| **5** |  | | Online Session  60mins - 90mins  Microsoft Suite:  How to create, save into and rename folders  Open Word document, format - basic use of fonts,underline, bold, italics, save, print, delete and restore  Regularly used file formats eg PDF, Word DOC, JPEG, mP4  Excel spreadsheets:  create and format for budgeting pruposes  PowerPoint:  create and format for presetantions at school/work  Creating and sharing online content, this could be resumes, invitations, flyers etc  How to save onto removable storage - external hard drive/USB | Catch up on digital successes/issues and or review of take away work from the previous week  Tutor facilitated demonstration of a skill supported by notes or work sheets uploaded to Google Classroom (or similar)  Take away work should be short tasks designed to take around 10 minutes  Resources: Be Connected https://beconnected.esafety.gov.au/topic-library    Resources: Office Cheat Sheets https://support.microsoft.com/en-us/office/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e | . |
| **6** |  | | Online Session  60mins - 90mins  Steps for further learning or training, Q & A session.  Guest speaker from TAFE/Skills & Jobs Centre to identify pathways for further study. | Catch up on digital successes/issues and or review of take away work from the previous week  Tutor facilitated demonstration of a skill supported by notes or work sheets uploaded to Google Classroom (or similar) |  |
| **7** |  | | Follow Up | If needed offer ongoing support to learners for any other issues that may come up after course is finished |  |
| **8** |  | |  |  |  |
| **9** |  | |  |  |  |
| **10** |  | |  |  |  |
| **11** |  | |  |  |  |
| **12** |  | |  |  |  |