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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 Session90minsWelcome, orientation to venue – toilets,office,emergency procedures etcFind 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 needsby completing Pre SurveySet the learner up with a suitable email to address to receive online contentDemonstrate 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, orientationTutor to discuss Pre Surveylearner to either fill out Pre Survey by themselves or with Tutor assistanceTutor 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 minutesResources: Use Zoom Guide created by Churchill Neigbourhood House and Pre Survey |       |
| **2** |       | Online Session60mins - 90minsWhat 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 weekTutor 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-libraryTake away work should be short tasks designed to take around 10 minutes  |   |
| **3** |       | Online Session60mins - 90minsFinding, 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/privacyCreating secure passwords, antivirus software | Catch up on digital successes/issues and or review of take away work from the previous weekTutor 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-libraryResources: Employment Sites to create online profiles for applying for jobs   |       |
| **4** |       | Online Session60mins - 90minsSocial 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 weekTutor 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 Session60mins - 90minsMicrosoft Suite:How to create, save into and rename foldersOpen Word document, format - basic use of fonts,underline, bold, italics, save, print, delete and restoreRegularly used file formats eg PDF, Word DOC, JPEG, mP4Excel spreadsheets:create and format for budgeting pruposesPowerPoint:create and format for presetantions at school/workCreating and sharing online content, this could be resumes, invitations, flyers etcHow 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 weekTutor 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 Session60mins - 90minsSteps 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 weekTutor 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 |       |
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