

Week 1 LESSON PLAN

This lesson plan is meant to guide the 1st session of the intro to digital literacy course at the IRC Spokane, WA.

Goal: Complete the pre-assessment with participants to establish a baseline and help participants identify personal goals for their enrollment. Begin covering course topics. You should discuss basic computer skills (charging and turning on the device, etc.), internet connectivity, and internet browsers.

Preparations

Before the 1st session, print out enough pre-assessments for each adult participant. Ensure the participant's computer is set up and labeled with their name. Do not connect it to Wi-Fi, yet. You will do this with the client during session one when you discuss connecting to the internet.

Materials Needed

- Participants' Laptops
- Pre-Assessment

Lesson Outline

Duration	Guide	Remarks
10 minutes	Guide participants through the pre-assessment to establish a baseline that will be used to measure progress at the end of the course.	If you don't have a translated copy, give the assessment verbally & record answers on an English copy.
50 minutes	Guide the client(s) through the content for Class #1. Gauge their understanding and allow them to set the pace for how quickly you move through the topics.	Allow clients to ask questions and feel free to address topics related to the ones outlined in this lesson, as they come up. *Do not do things for clients. Rather, coach them on how to do things, themselves. e.g., don't log in for them.

Notes

After the session, start a new Client Tracker for the participant (one tracker/family). Fill out the client information, record any usernames and passwords created, and note the topics covered during session 1. Also be sure to save the pre-assessment for the clients' file.