

Week 2 LESSON PLAN

This lesson plan is meant to guide the 2nd session of the intro to digital literacy course at the IRC Spokane, WA.

Goal: Review topics from Week 1. And continue covering course topics. You should cover topics related to email. If a participant does not have an email account or does not know if they do, help them navigate to gmail.com and create a new account. Then help them practice logging in, and teach about the basic functionalities of their inbox.

Preparations

Before the 2nd session, review the course content to ensure you are comfortable with it. Also, think of a few questions to help assess participants' retention of course topics from week 1.

Materials Needed

- Participants' Laptops

Lesson Outline

Duration	Guide	Remarks
10 minutes	Review topics from week 1.	Ask questions that require participants to demonstrate understanding of topics from week 1. Ask them to demonstrate their ability to perform tasks covered last week.
50 minutes	Guide the client(s) through the content for Class #2. 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, update the client tutoring tracker and record any usernames and passwords created.