

Week 3 LESSON PLAN

This lesson plan is meant to guide the 3rd session of the intro to digital literacy course at the IRC Spokane, WA.

Goal: Review topics from Week 2. And continue covering course topics. You should cover topics related to Zoom. If a participant does not have a Zoom account or does not know if they do, help them navigate to zoom.us and create a new account. Help them practice logging in and connecting to a meeting.

Preparations

Before the 3rd session, review the course content to ensure you are comfortable with it. Also, using your own personal Zoom account, create a meeting invitation and email it (including the meeting ID and passcode) to the participants' email address. During the lesson, you will walk them through connecting to the scheduled meeting via the emailed link and by entering the ID and passcode in their Zoom dashboard.

Materials Needed

- Participants' Laptops
- Your own personal Zoom account (if you do not have one, notify IRC contact)

Lesson Outline

Duration	Guide	Remarks
10 minutes	Review topics from week 2.	Ask questions that require participants to demonstrate understanding of topics from week 2. Ask them to demonstrate their ability to perform tasks covered last week.
50 minutes	Guide the client(s) through the content for Class #3. 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.