# LESSON PLAN 5

| Introduction to digital content |
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| **Topic 3: Integrating and re-elaborating digital content** |
| **Lesson Plan 5 – How to work with online software** |
| **Duration: 45 minutes** |

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| **Aim** | Students will learn how to use several software that are used to work online. They will learn how to upload their content there and how to share it with others. |
| **Target Group** | Adults (seniors) |
| **Facility/ Equipment** | <ul><li>Classroom</li><li>Internet access</li><li>Projector</li><li>White board</li><li>A laptop or tablet for each student</li></ul> |
| **Tools/ Materials** | <ul><li>Handout 1</li></ul> |
| **Activities** | **1. Task 1. Google Drive**<br><br>1.1. Introduce the participants to Google Drive. Show them how to create an account in Google Drive, and how to access it from mobile devices or computers, using this link.<br><br>1.2. Show the participants all the features that the program has. Using the tutorial below, know and learn everything about Google Drive! Follow the path to become an expert<br><br>https://www.google.com/intl/en-419_ALL/drive/using-drive/<br><br>**2. Task 2. Dropbox**<br><br>2.1. Introduce the participants to Dropbox. Show the participants this Quick Start Guide to learn about Dropbox. |

2.2. Show the participants how to use Dropbox by using the tutorial below. The participants will learn to navigate through the program and use every feature it has.

https://edu.gcfglobal.org/en/dropbox/getting-started-with-dropbox/1/

3. **Task 3. OneDrive**

3.1. Look at the Home Page to learn about Onedrive

3.2. Show the participants how to use Onedrive. Use the tutorial below to learn everything about Onedrive, the participants will become experts!

https://edu.gcfglobal.org/en/onedrive/getting-started-with-onedrive/1/

4. **Task 4. Final Project**

4.1. Give students **see Handout 1.**

1) The instructions for the learners are to use a computer or smartphone to create:
- a word document to present themselves

- a PowerPoint presentation with some photos/infographics/video/audio about them and their hobbies, jobs, experiences in life, music preferences, etc.

- an excel file with some relevant data about their lives (n. of marriages, n. of children, n. of degrees, n. of travels outside the country, etc.)

2) Set up a common online space to share the content they have created

3) Create groups and assign a person of the group. Tell them to choose one of the pieces, read it and try to guess who could be the author.

5. **Task 5. Wrap-up (5 min)**

# HANDOUT 1: Final project

Task 1: Use a computer or smartphone to create:

- a word document where you present yourself

- a PowerPoint presentation where you speak about you and show some photos/infographics/video/audio about you or your hobbies, jobs, experiences in life, music preferences, etc.

- an excel file where you list some relevant data about your life (n. of marriages, n. of children, n. of degrees, n. of travels outside the country, etc.)

Task 2: You can share the content in a common online space that the instructor has created

Task 3: Create groups. Assign one person to be the reader and choose one document. It can be from one person of the group itself or from the other groups. The reader will read the description, without telling the name of the person, and the others have to guess who the person is.