

## LESSON PLAN 7

<b>Module Name: Information and Data Literacy</b>	
<b>Topic Title: Online File Storage – Google Drive</b>	
<b>Lesson plan 7 – Creating a Google Account and operating on Google Drive</b>	
<b>Duration: 65 minutes</b>	
<b>Aim</b>	The aim of this lesson plan is to familiarise participants with online storage, especially how to operate and Google Drive and to assist them in creating a google mail.
<b>Target Group</b>	Adults (seniors)
<b>Facility/Equipment</b>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Internet access</li> <li>• Laptop/Tablet/Smartphone</li> <li>• Projector</li> <li>• White board</li> </ul>
<b>Tools/Materials</b>	
<b>Activities</b>	<p><b>1. Task 1: Online Storage (5 mins)</b></p> <p>1.1. Explain what is an Online Storage and what are the advantages of using it. Describe what Google Drive is (as presented in the training materials)</p> <p><b>2. Task 2: Creating a Google account</b></p>



2.1. Show the students the following video on how to create a Google account: [https://www.youtube.com/watch?v=ArZpwBl\\_z10](https://www.youtube.com/watch?v=ArZpwBl_z10) **(6 mins)**

2.2. Ask students to create a Google account on their laptop/tablet/smartphone (if they don't have one already) and assist them while creating it. **(20 min)**

### **3. Task 3: How to use Google Drive (25 mins)**

3.1 Show the students the following video, on how to use Google Drive: <https://www.youtube.com/watch?v=P7555XlfHgs>

3.2 Perform on your computer and show the students on the projector, how to use Google Drive:

- How to log in into the Google Drive using my Google account
- How to navigate into the 'Google Drive'
- How to create folders
- How to upload 'Files and/or Folders'
- How to:
  - a) Open a document
  - b) Move a document
  - c) Add to favorites
  - d) Rename a document
  - e) Manage versions of a document
  - f) Make a copy
  - g) Download a document
  - h) Remove a document
- How to:
  - a) Open a folder
  - b) Move a folder
  - c) Add to favorites
  - d) Rename a folder
  - e) Change colour
  - f) Download a folder
  - g) Remove a folder
- How to apply the main sharing settings:
  - a) Share a document/folder with others
  - b) Get a sharable link

### **4. Task 4: Wrap-up (10 mins)**

4.1. Conclusions/questions on the whole module

