

## Get Your Folks Online Beginners Lesson Plans

### Lesson Plan 1 - (1 Hour approx.)

#### Welcome and Introduction



##### Goals

- make students feel comfortable
- give students an idea about what they will be doing

##### Suggested Actions

- **Ask** your student what they hope to get out of the lessons
- **Explain** how the lessons will work
  - You will **explain**
  - They will **try it** out
  - Then they can **practice**
- **Reassure** your student that you won't move on until they are comfortable with what they have learnt

##### Resources/Notes

- See Student Notes **Chapter 2**


#### Your Computer



##### Goals

- Help students recognise typical computer components
- Give students easy starting exercises

##### Suggested Actions

- **Introduce** the computer/laptop and its components e.g. 
  - the tower
  - the monitor/screen
  - the keyboard
  - the mouse
  - the on/off switch

**Activity** - name the parts above and ask your student to point to them and switch on the computer

**Introduce** the desktop, icons and the start button, if working on a Windows machine. If working on a Mac introduce the dock by moving the cursor down to the bottom of the screen.

**Explain** that to get into anything on the computer you need to use a mouse

##### Resources/Notes

- Use Your Student Notes **Chapter 3**

**Note:** Explain that the start button takes you into everything on the computer – the icons on the desktop are shortcuts to things you use most e.g. Internet

## Using the Mouse



### Goals

- To help students use a mouse so they can control the computer

**Tip:** To increase the size of the text on the screen, using the **ctrl** key and the **+** sign in Widows or **CMD** and **+** sign on a MAC

### Remember

- **Explain...**
- **Let them try it**
- **Practice...**

### Suggested Actions

- Explain** what a mouse is and how to hold the mouse

*Activity - practice using the mouse*

- move it gently around the desktop
- introduce the cursor
- point at an icon - watch what happens
- click the start button and explore the menu
- explain that you use a mouse to select things by pointing & single-clicking or double-clicking

*Activity - choose a mouse exercise from p16 of the student notes or got to [www.mouseprogram.com](http://www.mouseprogram.com)*

### Resources/Notes

- See Students Notes **Chapter 4**

**Tip:** for students struggling with the mouse, go into the **Control Panel**, select mouse, and reduce the speed

**Help:** If your student **right-clicks** the mouse by accident, ask them to **left-click** anywhere on a blank part of the screen

## Using the Keyboard



### Goals

- Introduce students to the keyboard

### Suggested Actions

**Explain** the function of different keys:

- shift key
- backspace key
- space bar
- enter key
- @ key
- number keys

**Open** a text document (Notepad, Word or Open Office)

*Activity - do the keyboard exercises on page 22 of the student notes*

### Resources/Notes




- See your Student Notes **Chapter 5**

**Note:** When you enter text the cursor changes into a flashing line

## Lesson Plan 2 - (1 ½ hour approx.)



### The Internet

Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none"> <li>To help students understand how the Internet works</li> <li>To help students find a website using the address bar</li> </ul> <p><b>Explain the Terms</b></p> <ul style="list-style-type: none"> <li>Internet</li> <li>World Wide Web</li> <li>web address</li> <li>Internet browser</li> <li>address bar</li> <li>homepage</li> <li>link</li> <li>browser buttons</li> </ul>	<ul style="list-style-type: none"> <li><b>Explain</b> that the Internet is a worldwide network of computers all connected to each other</li> <li><b>Explain</b> that when you connect to the Internet you have access to the World Wide Web which is like a library full of pages of information</li> <li><b>Explain</b> that when you go to a library you 'browse' through books, you can find or explore pages on the Internet using an Internet browser</li> <li><b>Explain</b> to your student where the Internet browser is located on the computer</li> </ul> <p><i>Activity - click on the icon to connect to the Internet</i></p> <ul style="list-style-type: none"> <li><b>Explain</b> when the web page opens that this is called the homepage</li> <li><b>Explain</b> that the homepage is like the front cover of a book it also has lots of other pages inside</li> <li>To go to other pages you have to click on a link</li> </ul> <p><i>Activity - go to a website</i></p> <ul style="list-style-type: none"> <li>if you want to visit a website and already know the address, you can type it in on the address bar</li> <li>explain that every single page on the World Wide Web has a unique web address e.g. <a href="http://www.ageaction.ie">www.ageaction.ie</a></li> <li>click on the address bar, type the address <a href="http://www.ageaction.ie">www.ageaction.ie</a> and press the enter key</li> <li><b>Explain</b> that you are now on the homepage of the Age Action website</li> </ul>	<p><b>Internet Terms</b> See Student Notes <b>Chapter 6 &amp; 7</b></p> <div data-bbox="1082 987 1394 1429" style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-top: 20px;"> <p><b>Internet Browser Icons</b></p> <ul style="list-style-type: none"> <li> Internet Explorer</li> <li> Mozilla Firefox</li> <li> Google Chrome</li> </ul> </div> <div data-bbox="1082 1464 1442 1899" style="border: 1px solid red; border-radius: 15px; padding: 10px; margin-top: 20px;"> <p><b>Address Explained</b></p> <p><b>www</b> = World Wide Web</p> <p><b>ageaction</b> = name of website</p> <p><b>ie</b> = website is located in Ireland</p> </div>

**Remember**

- **Explain...**
- **Let them try it...**
- **Practice...**



## Explore Websites

### Goals

- Introduce students to different websites

### Suggested Actions

- **Recap** on what you have covered and check that your student is comfortable with what they have learnt

*Activity - explore the Age Action website*

- go to [www.ageaction.ie](http://www.ageaction.ie)
- explore the Age Action homepage
- move up and down the page using the scroll bars
- click on the link to **Charity Shops** to go to this page

**Explain** the Internet browser buttons

- home
- back
- forward

**Ask** your student to click on the different buttons

Spend some time exploring any of the following websites:

- [www.checktheregister.ie](http://www.checktheregister.ie)
- [www.gov.ie](http://www.gov.ie)
- [www.irishtimes.ie](http://www.irishtimes.ie)
- [www.youtube.com](http://www.youtube.com)

### Resources/Notes

See Student Notes **Chapter 8**

#### **Tips:**

has your student noticed that the cursor has changed from an arrow to a hand?



## Search Engines

### Goals

- Help students understand how to search for information on the web

### Suggested Actions

- Explain what a search engine is and why you use one

*Activity - use an Internet browser*

- Ask your student to open the Internet browser
- When the home page appears ask them to type the address

## Lesson Plan 2 – Introduction to the Internet

- Reinforce student keyboard and mouse skills

- [www.google.ie](http://www.google.ie) in the address bar
- Explore and explain the Google search page

### **Activity - find a website**

- Ask your student to type the words 'Dublin Zoo' into the search box and click on Google Search button
- Explain the search results page
  - No. of results (links)
  - Results and their addresses
- Use the scroll bar to see more results
- Ask your student to click on any of the links to view the web page
- When finished, ask your student to click on the back browser button to go back to the page of results

### **Activity - find the opening hours of Dublin Zoo**

- click on the link to the Dublin Zoo website from the Search results page
- click on the Visitor Info link to discover what time the zoo opens

**Ask** your student what other information they would like to search for and spend some time exploring

**Recap** on what you have covered so far and check that your student is comfortable with what they have learned

## Lesson Plan 3 (1 hour approx.)



### Introduction to email

#### Goals

- Set up a Gmail account

#### Suggested Actions

- Introduce students to email

#### Explain

- email stands for electronic mail
  - sending an email is like posting an electronic version of a letter
- when you send your email, it usually arrives at its destination in seconds
- just like a house address everyone has a unique email address
- you have to create an email account so that you can send and receive mail

#### Activity - set up a Gmail account

- ask your student to go to [www.google.com](http://www.google.com) and click on the Gmail tab
- when Gmail opens explain the Gmail page and help your student to **Create an Account**
- set up their Gmail account following the steps in **Chapter 9** of the student notes
- explain that they will only need to create an account once, then they will be able to login with their username and password to send and receive email

#### Resources/Notes

- See Student Notes **Chapter 9**

**Hint:** For tips on how to create passwords see

[www.google.com/security/passwords](http://www.google.com/security/passwords)



## Sending & Receiving Emails and Attachments

### Goals

- Familiarise students with checking their inbox
- Help students to add an attachment to an email

### Suggested Actions

- Recap on what you have covered so far and check that your student is comfortable with what they have learnt
- Ask your student to log in to their Gmail account

#### *Activity - send an email*

- click on **Compose mail**, in the **To:** box ask them to type in your email address
- explain the subject line and type a subject e.g. My first email
- show your student where to type their email message
- click on the **Send** button to send the email
- show your student how to check their sent items
- reply to your student's email

#### Explain

- the inbox and check to see if they have received your email
- how to open a received email
- how to get back to the inbox

#### *Activity - send an email with an attachment*

- ask your student to send an email with an attachment, see student notes **page 59**

### Resources/Notes

See Student Notes  
**Chapter 9**

#### Note:

Explain to students to only open emails from sources they trust to safeguard

#### Remember:

Praise your student and remind them of what they have achieved

## Lesson Plan 4 (1 ½ hours approx.)



### Revision – Web Browsing

#### Goals

- Check that students are comfortable with what they have learnt
- Practice skills learnt

#### Suggested Actions

##### Remind your student

- about what they covered in the **Explore Websites** lesson
- open a website by typing a website address in the address bar
- navigate a website (scroll, use links & browser buttons)

*Activity - carry out the "Browse the Internet" exercises in the student notes*

#### Resources/Notes

See Student Notes– Revision – Web Browsing

##### Remember

- **Let them try it**
- **Help if they need it**
- **Practice**

### Revision – Search the Internet



#### Goals

- Check that Students are comfortable with what they have learnt
- Practice skills learnt

#### Suggested Actions

##### Remind your student

- about what they covered in the **Search Engine** lesson
- how to search the Internet
- how to find information on the Internet

*Activity - carry out the "Search the Internet" exercises in the student notes*

#### Resources/Notes

See Student Notes – Revision - Search the Internet



## Revision – Using Email



### Goals

- Check that students are comfortable with what they have learnt
- Practice skills learnt

### Suggested Actions

**Remind** your student about what they covered in the email lessons

- Creating an email
- Sending an email
- Adding an attachment to an email

**Activity** - carry out the "Using email" exercises in the student notes

### Resources/Notes

See Student Notes – Revision - Email