Newark & Sherwood CVS

Let's Connect Lesson Plan

Six Sessions of Digital Enablement Content (iPad Focus)

Topic and Presentation	Learning objectives	Notes
Lesson 1 – Video Calling in Microsoft Teams or Zoom	1. Learn how to create an instant Teams call 2. Learn how to create a scheduled Teams call 3. Learn in call features and be able to use share screen	• It's important to note that Microsoft teams looks very different from desktop to iPad. Even on the different generations of iPad the interface can look very different. It's important to keep training flexible so that it can personalised to each person and each device. • The same applies to Zoom, there is a presentation on how to use Zoom also.
Lesson 2 – iPad Apps	1. Learn about apples pre-installed apps 2. How to save documents on your Apple files app 3. How to save emails to your Apple files app 4. Learn about Apple Pages, Numbers, and keynote. 5. Open keynote to explore the features, wrote a title, add a picture, or drawing and save to Apple files 6. Create an instant teams call and share the presentation you have just made.	• Highlight the apps that come preinstalled. Often people don't know their options when it comes to iPad features. A full list of the iPad apps is on the presentation. • Explain the purpose that each app serves • The tools used in Apple productivity apps are extremely similar. Teaching pages is sufficient in getting a feel for using each app. • Practice on video calling and sharing screen is important. Incorporate wherever possible.
Lesson 3 – iPad Navigation	1. Learn how to download apps 2. Learn how to rearrange apps on the home screen – Hold	• Gage your users' level of digital understanding. It is often best to go back to basics so that

	down until they vibrate 3. Learn how to customise the pull-down menus 4. Learn how to access your notifications 5. Learn the layout on settings, How to check storage, WIFI, etc. 6. Learn how to airdrop images or files to other Apple Users	everyone is on the same page. • Downloading organising and deleting apps is important for users to feel in control of their digital space. • Shortcuts will make iPad use both easier and more efficient. • Whenever issues arise on an iPad it is important that the user knows to check their settings app first. As this is where a lot of the issues can be viewed and then corrected.
Lesson 4 – Microsoft 365	1. How to access files from Microsoft 365 2. How to access the different Microsoft apps through 365 3. How to create a Word document, Add text, change font, change colour, align text, add image and save 4. Learn how to create a blank excel sheet. Create a row of numbers and use a simple formula (one of the pre-sets). 5. Learn how to create a PowerPoint presentation, add slides, add titles, add pictures and save. 6. Learn how to present the PowerPoint and how to exit.	• Microsoft is the most commonly used productivity program. Being able to create and edit documents is important from a professional aspect. • It opens doors to be able to interact with others collaboratively • It's important to determine what is important to teach each individual. If they have little use for excel they should know the basics but don't focus the whole session on creating tables and graphs. I would suggest focusing on Word as it has the most versatility. I would focus on PowerPoint if they are looking to share their screen in meetings.
Lesson 5 – Social Media	1. Learn what types of social media are available to use	• It's important to highlight that there are a multitude of different options when

	2. Learn the different purposes of each social media 3. With a focus on Facebook, how to interact with other users and the platform 4. Safety whilst being online	it comes to social media, but that the user should only learn social media that suits their aim. • There are different reasons to use social media. Determine whether the user means to develop a personal or professional presence. • People will have valid worries about online safety. It is important to highlight safety measures but leave the decision up to the individual.
Lesson 6 – Online presence	1. How to run social media for a group or brand 2. How to create graphics for an online page 3. Do's and don'ts of representing a brand 4. How to set a simple webpage (paid)	• Running social media for a group comes with different protocol. The user should know how to alter an online presence to suit a brands image. • It's important to highlight that research and a plan should be created if the user will be running an online group page. • Using images to promote events is more effective than text. • The user should be shown examples of good graphics, they should also know that it is a skill that will be built with time. • Canva is a great free tool to create graphics.