

Lesson Plans for teachers which will be used for the MeLDE ACADEMY.

Module Name: Online Communication & Collaboration	
Topic Title: Professional Collaboration	
Lesson Plan 2 – Online Collaboration Workshop	
Duration: 60-70 mins	
Aim	This lesson aims to provide students with first-hand experience of collaborating online and allow them to familiarize themselves with an easy to use and a well-known tool for sharing and collaborating, Google Docs.
Target Group	Secondary School Students
Facility/ Equipment	<ul style="list-style-type: none"> ➤ Classroom ➤ Projector ➤ Laptops ➤ Internet Access ➤ White Board
Tools/ Materials	<ul style="list-style-type: none"> ➤ Handout for <i>Activity 2</i> – Instructions ➤ Create a spreadsheet before class for <i>Activity 1</i> and add three (3) columns under the heading ‘Name’, ‘Age’. After this, invite students with their google email before the lesson – if students do not have a google email account, ask them to create one beforehand for the purpose of the lesson.
Main Activity	<p>1. Introduction (10 mins) Explain to your students what Google Docs is and what are some of its functionalities in terms of collaboration (working together on spreadsheets, word documents, presentations etc.).</p> <p>2. Activity 1 (20 mins) Using the online spreadsheet created, ask your students to fill out their data under the headings. Data can then be analyzed, averaged, charted and explored to illustrate to your students how they could collaborate on online spreadsheets.</p>

	<p>3. Activity 2 (30 mins) Split your class into groups of 2-3, and share the activity handout provided with instructions. Provide support to each group as required and comment on their work online in real time through Google Docs comments and chat.</p> <p>4. Wrap it up and Reflection (5 mins)</p>
Assessments	Test - Multiple Choice, True/False, Matching