

Lesson Title: 1.1 Introduction to Course

Time: 1 hour

Resources Required: 1. Course Package (e.g. has a USB with all the course files on it; has all the hard copies of course texts, documents and toolkits in it). 2. ZOOM (for all learners). 3. Smartware (desktops; laptops; tablets) and Internet.

Learning Goal: To introduce learners to the course and the module called ‘School and Career Guidance 1’.

Lesson Plan Sequence

Allotted Time	Activities
20 minutes	<p>Introduction to Learning Platform</p> <ul style="list-style-type: none">• Show learners (using the SHARE SCREEN option on ZOOM) how to MUTE their audio and video. Ask them to do this now to ensure that no one gets kicked out of the ZOOM class (e.g. the video is especially important to turn off as it can cause this to happen if their internet or WIFI is unstable).• Show the learners HOW to use the CHAT and REACTIONS functions on ZOOM. Do this by continuing to share your screen and showing them. Ask them to pick a REACTION if they can hear you clearly. Ask them to use the CHAT function by typing in their names, communities and current role.• Now, share and review the Agenda Map for this class by copying/pasting into the CHAT. Ask the learners to give you a REACTION when they have read it. <u>Agenda Map</u>• Course Package and Reminders• Course Outline and Reminders
20 minutes	<p>Course Package and Reminders</p> <ul style="list-style-type: none">• Ask the learners to open up their Course Package and take out their USBs and course texts/documents/toolkits. When they have done this ask each learner to UNMUTE themselves to let you

	<p>know verbally that they are ready to move on. Ask them to MUTE themselves again.</p> <ul style="list-style-type: none"> • Review the contents of the Course Package and provide a bit more detail about the contents for Module 1 (especially the Learner Handbook). • Share with them these important reminders: <ul style="list-style-type: none"> ○ All learners have all the materials they will need for this course in the Course Package. However, they will need their Smartware (e.g. desktops, laptops, tablets) always, headphones and Internet access. ○ Share the text to speech link for reviewing/reading documents (very easy to use) and ask them to BOOKMARK it or keep it as a FAVOURITE in their web browsers. - https://www.naturalreaders.com/online/ ○ Review ZOOM protocols – mute audio when not speaking; if you have unstable WIFI or internet then turn video off (as this can contribute to instability); put your questions in the CHAT. ○ Remind them that attendance and punctuality is to be 100% to be successful in the course. However, you will record all ZOOM classes for yourself and students if an emergency comes up. • Look to the CHAT and answer any questions.
20 minutes	<p>Course Outline and Reminders</p> <ul style="list-style-type: none"> • Ask the learners to pull up the Course Outline on their own SMARTWARE. Ask them to UNMUTE and let you know verbally when they have the Course Outline ready and on their own screens. Ask them to MUTE again. • Share your own screen and pull up the Course Outline. Review the modules and the assignments that are embedded in these

	<p>modules. Reemphasize that this is WHY 100% attendance and punctuality is critical.</p> <ul style="list-style-type: none">• Let them know that every class is highly interactive and will have the learners listening, viewing, researching and sharing in a variety of formats.• Ask the LEARNERS to use a REACTION to show they have heard you.• Look to the CHAT and answer any questions.
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