

Session Plan: Using Online Forms

Session overview & objectives:

This session will provide those new to online forms with the skills to fill in forms, and explain the different elements on online forms eg. text entry fields and radio buttons. The objective is to learn how to fill in online forms and practise this using online and offline activities

Suggested session length:

90 minutes

Activities:

Practise Activity 2: Book club registration form. This can be downloaded from the Be Connected website.

Practise Activity 2 : On all the devices used in this session, bookmark the following link:

<https://forms.gle/CPT89wiCiN7Pf2Qf6>

This form was created with Google Forms, but there are other free online tools to create forms if you want to tailor the form to your learner group.

Tip: Each learner will need to have access to an internet-connected device to complete this session.

Section	Timing	Activity	Assessment	Resources
Beginning the session	10 minutes	<p>Discuss Learning objectives</p> <p>Starter question: Have you used an online form before?</p>	<p>For those who haven't used an online form before, consider pairing them up with learners who have used an online form for the Warm up activity.</p> <p>If none of the group have used online forms, consider demonstrating the warm up activity to the group.</p>	
Practise Activity 1	10 minutes	<p>Book club registration (paper form)</p> <p>Hand out copies of Activity 1 to the learners and ask them to complete this offline activity. Explain that this form replicates an online form, and some of the questions might ask them to register for something.</p> <p>*If learners have concerns about privacy, reassure them that they can make up an email address/ postal address for the purpose of this exercise.</p>	Walk around the room and see if learners/pairs need any extra support.	Using online forms

Section	Timing	Activity	Assessment	Resources
Core course material	35 minutes	Help learners to get to Be Connected: Using online forms course.	Walk around to monitor learner progress through the course.	Be Connected - Using online forms
Practise Activity 2	25 minutes	<p>Direct learners to Activity 2 (which should be bookmarked on their devices).</p> <p>Ask learners to fill in the online form as many times as they need to to practise.</p>	This form doesn't collect any personal information but allows learners to practise using an online form.	https://forms.gle/CPT89wiCiN7Pf2Qf6
Session review	10 minutes	<p>Ask the learners:</p> <ul style="list-style-type: none"> • What was the easiest part of the session, and what was the hardest? • Can everyone fill in a form online? • When they fill in a form with personal details what should the website address start with? • What should they do if they select something by mistake in a list? 	This is a chance for learners to reflect upon what they've learnt in this session, and a chance to share how they've found it with the rest of the group.	

Suggested next steps:

1 | Practise makes perfect

The best way to practise is through filling in more online forms. How about creating practise forms with an online tool for learners to try?

2 | Be Connected courses

When learners feel more confident filling in online forms, they may want to learn about shopping online in More online skills.