

Session Plan: Practice online forms

Delivery mode:

Face to face

Session overview:

This session will focus on practicing how to fill out online forms.

Learning objectives:

At the end of this session, learners will be able to:

- Understand what an online form is and some examples of when they may need to use them
- Identify different elements of an online form including text fields, drop down lists, radio buttons and checkboxes
- Practice filling out different elements of an online form including drop down lists, radio buttons and checkboxes

Suggested session length:

This session should run for approximately 65 minutes. The facilitator to schedule breaks as required.

Prior knowledge

This session is designed for learners who:

- Have some basic clicking, tapping and typing skills on a smart phone, laptop or tablet

Facilitator tip:

- Set up a projector (and presentation if needed) ahead of time
- Ahead of the session, ask your learner to make sure their devices are charged.
- To help with the flow of the session, send the [Be Connected course: What are online forms?](#) link to learners ahead of time.

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Topic	Timing	Activity	Assessment	Resources
Introduction & welcome	10 mins	Facilitator to: • Introduce themselves • Learners to introduce themselves • Icebreaker: Use this as an opportunity to understand your learners skills and confidence on online activities. Ask your learners to raise their hand if they have	All learners engage	Refreshments Laptop / PC Notepad / Pens Whiteboard / marker pens

Topic	Timing	Activity	Assessment	Resources
		done any of the following. Add your own examples relevant to your community. Raise your hand if you have: • Played a game on a smart or tablet that involved tapping or swiping • Typed in the search bar to look for a video on YouTube • Explain how these activities are similar to filling out an online form. Introduce the session and the learning goals.		
Discussion	20 mins	On a big screen, project the Be Connected course: What are online forms? Explore the course content together and the different elements of an online form. Demonstrate how to complete the activities in the course on the big screen. Tip: Remind your learners about what you discussed in the icebreaker. A lot of the things	Learners engage in the discussion.	Be Connected course: What are online forms?

Topic	Timing	Activity	Assessment	Resources
		they already do online involve tapping and typing! Ask your learners if they have any questions.		
Break	10 mins	Take a break! Prompt your learners to stretch their legs		
Online activity: Be Connected course.	20 mins	Time to practice! Ask your learners to open the Be Connected course: What are online forms? on their own devices and complete the practice activities themselves. Extension activity: Ask learners to go to the games and practice area on the Be Connected website and complete the Type text in a field for computers or Using the onscreen keyboard for mobile device practice activities.	Learners engage individually.	Laptop/PC Projector Be Connected course: What are online forms?

Topic	Timing	Activity	Assessment	Resources
		Tip: Some learners may need extra support with the online activity. Remember to always ask if they have any questions or need more information. Facilitator to take breaks when needed.		
Reflection and close	10 mins	Recap the key points. Ask the learners if they have any questions. End the session.	All learners participate Asking questions will demonstrate their understanding of the material.	