

Assure Lesson Plan
MEDT 6401
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Google Forms

Learner Assessment

The learners will be administrative assistants working in various departments at a school for children with special needs. They have moderate computer skills including knowledge of the internet and Microsoft Office programs. They have not been exposed to Google Docs/Forms in the workplace, but may use them in their personal lives.

State Objective

When given the login, password, specific questions in a usable format, and access to a computer and the internet, the administrative assistants will be able to create a new Google docs form with at least 2 different question types 90% of the time.

Select Media

Lab computers, internet access, link and login/password to Google Docs demo site, SmartBoard and projector for the teacher's lesson.

Utilize Media

The learners will be at their own computers (1:1 ratio), have access to the documentation necessary for participation, and able to view the teacher's demonstration.

Learner Participation

The learners will open the Google Docs link and login using the provided information. They will then open the spreadsheet assigned to them and create a new form. The learners will then manipulate one of the default questions on the form and then add another question of a different type (Text, Paragraph Text, Multiple Choice, Check Boxes, Choose from a List, Scale), using their own wording or using the wording provided by the teacher. They will then save the forms for use in future lessons.

Evaluation

The teacher will visually note which students are having difficulty during the lesson. The teacher will view all forms after they are saved and follow up with students who had difficulty. The teacher will send a Google form to the students asking for feedback on the lesson.