#### **Lesson 2 - Suggested Lesson Guide**

*Updated 7-2025*

| **Duration** | **Content** | **Notes** |
| --- | --- | --- |
| 2 min. | Welcome | Provide a general welcome and an overview of the goals of the session. Review the Norms. |
| 5 min. | Review | Have the participants turn on their devices and get ready for the session. |
| 15-20 min. | Email basics | - Have the participants log into their email  - Show the participants how to open the email you sent them and reply to the email.  - Show the participants how to create an email and send an email to the email address they brought with them. If they forgot or need one, have them create a new email and send it to you.  - You can have them use the [Google Mail Resources](https://drive.google.com/drive/folders/1nc7qmPaC9TMMwp_AX5vn4LI1Bp8H8qvn). (located in Content Resources - Google).  - If participants are familiar with email basics, have them further customize their device.  [iPad Basics](https://drive.google.com/drive/folders/1-Bu2NbJ-Vlyz0_yg5wB9rhj5FK2Gq_Pk) - <https://tinyurl.com/ipadbasicsresources>  [Chromebook Basics](https://drive.google.com/drive/folders/1bAMQis231a3KkyXY39LgBD1Dlvv51qaR) - <https://tinyurl.com/chromebookbasicsresources> |
| 20 min.\* | Google Chrome | The purpose of this activity is to offer the basics of how to search the Internet. Keep in mind this is just an introduction and we will be building upon search skills.  - Show the video [How to Use Chrome](https://www.youtube.com/watch?v=a1HLhseDOCY)  - Give the participants time to explore on their own and do the [Scavenger Hunt.](https://docs.google.com/document/d/1foHt-YOIoqHJe9ex95rFV2lGXzDv4xGfDsh7fP08wbA/edit?usp=drive_link) Alternatively or additionally, you could lead the class through a group Trivia Quiz provided in the presentation slides  - Debrief with them. Did they experience any difficulties? |
| 5 min. | Introduction to being a Good Digital Citizen | - Ask the group what it means to be a good digital citizen. Write their answers on chart paper.  - Show the brief video [Being a Good Digital Citizen](https://www.youtube.com/watch?v=ju9aOc2MLyo). |
| 5-10 min. | Break |  |
| 10 min. for the creation of the manifesto  10 min. for presentation  5 min. for discussion | Good Digital Citizen Manifesto | - Divide the participants into groups of 3. Have them create what they think would be good rules and behaviors in an online environment and create a manifesto. Have them write it on large post-it note paper.  - Have each group present their manifesto.  - Provide the opportunity for discussion if there are any questions, comments, or concerns. |
| 35 min. | Internet Safety | - Provide an introduction to Internet safety and why it is important. Have a general discussion based on the slide. 5 min.  - Using their newly garnered search skills, have participants search and document [10 Ways to Keep Your Information Safe](https://docs.google.com/document/d/1R1k0C3Z-0F5VkkDBrvgA075avXbuRS3zm1i_n8BQx_g/edit?usp=drive_link). 20 min. If they are stuck or aren't comfortable with search yet, have them go to the[How to Stay Safe Online](https://www.reviews.org/internet-service/how-to-stay-safe-online/) resource.  - Using chart paper or whiteboard, have the participants report out their findings. Do a round robin where a participant adds one, and then another participant adds one, etc. until all have been given. 10 min. |
| 5 min. | Final Showcase Explanation | - This is a way for the participants to share what they learned.  - Participants will be able to choose whatever they wish in any format. |
| 5 min. | Wrap-up | Provide any information needed to answer any questions and prepare participants for next session. |
| **2 hr. 12 min.** | **Total Time** |  |

*\*Longer if including optional tutorials or activities*