**Lesson 4 - 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. |
| 5 min. | Review | Have the participants turn on their devices and get ready for the session. Ask if any questions arose since the last session. |
| 20 min. | Warmup and Practice | Have the participants review the work they did last week, ask questions, and spend time refreshing their knowledge.  - [Google Docs](https://edu.gcfglobal.org/en/googlespreadsheets/creating-google-docs/1/)  - [Google Sheets](https://edu.gcfglobal.org/en/googlespreadsheets/) (start with step 8)  - [Google Slides](https://edu.gcfglobal.org/en/googleslides/) (start with step 8)  - [Google Forms](https://edu.gcfglobal.org/en/google-forms/) |
| 30 min.\* | Protecting Devices | Go over the information for protecting their device and spend time doing this on their device. Walk them through each piece. Please note there are steps that you are going to have to show them as there are differences between iPad and Chromebooks  - [Play video](https://www.youtube.com/watch?v=6mMZFoXbKqI)  - Using Public WiFi  - Tips  - Tips to Create a Strong Password - Run through these tips and demo how to use a [password generator](http://strongpasswordgenerator.com/) if time allows.  - [Google Phishing Quiz](https://phishingquiz.withgoogle.com/) & [Banking Scam Quiz](https://www.banksneveraskthat.com/scam-quiz/) -Decide to do one or both of these optional quizzes, depending on the interests of your cohort.  - Is This Email Legitimate? - Questions to assess whether an email is spam or from a legitimate sender |
| 5-10 min. | Break |  |
| 10 min. | Evaluating Online Information | Discuss how there are nefarious websites and need to check for viability. Show the [Judging Online Information](https://edu.gcfglobal.org/en/digital-media-literacy/judging-online-information/1/) video and use slide deck. |
| 20 min. | Evaluating Online Information Practice | - Hand out the Evaluating Websites handout.  - Have the participants choose a website (e.g., news, online shopping, etc.)  - Go through the [Evaluating Websites](https://docs.google.com/document/d/1YERxyTCKv6H2oXrNTXWfvLOmPoGz--f7MwPMuVB87p4/edit?usp=drive_link) to determine if this is a reliable site.   * [Alternate Activities](http://tinyurl.com/evaluate-info) - Participants can browse through resources that cover important digital literacy topics such as fact-checking, sponsored content, clickbait, and infinite scrolling. |
| 5 min. | Discuss Activity | - Was your site reliable? Why or why not?  - What questions do you have? |
| 30 min. | Basic Email and Internet Privacy and Security | Topics include:  - Creating strong passwords  - Browser security  - Spam and Phishing  - Checking validity (e.g., don't give out your banking information because they are going to give you $50m)  - Direct them to the [Internet Safety](https://drive.google.com/file/d/1azomqCP27IRZqt4bORoQpPJIGsdFG6Gz/view?usp=drive_link) to explore these topics on their own |
| 10 min. | Showcase Presentation | Have participants work on their showcase presentations and ideas. |
| 5 min. | Wrap-up | Provide any information needed to answer any questions and prepare participants for next session. |
| **2 hr. 27 min.** | **Total Time** |  |

*\*Longer if including optional tutorials or activities*