

# Session Plan: Using a Search Engine

## Session overview:

This session will introduce learners to search engines. As well as learning from the Be Connected: Using the search engines course, learners will have the opportunity to search for information themselves using a practical activity. Throughout the session, make sure that you are on hand to support learners if needed, as this could be their first time using a search engine.

## Objectives:

The objective of this session is to demonstrate the ability to find information using a search engine, learn about different images and files and how to download them, and how to search for information on a website.

**Suggested session length:** 90 minutes

## Activities:

There are 2 downloadable activities for this session on the Be Connected website. Print enough copies for each learner in the session.

- Activity 1 - Download the PDF [Computer practice activity - Changing computer settings](#)
- Activity 2 - Download the PDF [Using search engines activity and answer sheet](#). Print enough copies for each learner and print each page separately ie: Separate the questions (page 1) from the answers (page 2).
- Activity 3 is an online activity- [Completing online forms](#)

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

Section	Timing	Activity	Assessment	Resources
<b>Introduction</b>	5 mins	<p>Welcome everyone to the session and ask learners to complete the CaptureIT Sign-in form.</p> <p>Discuss the learning objectives and have a group discussion:</p> <p><b>Ask learners:</b> What do you do now if you need to find something out? Have you ever used a search engine before?</p>	<p>Be mindful of those in the group who said that they hadn't used a search engine before. They may need extra one-to-one support during this part of the session.</p>	<p><a href="#">Sign in sheet</a></p>
<b>Core course material</b>	35 mins	<p>Help learners get to the Be Connected website, and ask them to start the topic:</p> <p>Be Connected: Using search engines</p>	<p>Walk around the room to monitor learner progress. Allow learners to progress through the course at their own pace.</p>	<p><a href="#">Using search engines   Free Online Course   Be Connected</a></p>
<b>Activity 1 Changing computer settings</b>	20 mins	<p>Give each learner a copy of Using a Computer Activity - Changing computer settings</p>	<p>If learners find it hard to complete the practice activity, suggest they revisit the Be Connected course or offer some one-to-one support.</p>	<p><a href="#">Computer practice activity - Changing computer settings</a></p>

Section	Timing	Activity	Assessment	Resources
<b>Activity 2</b> <b>Using search engines</b>	20 mins	<p><b>Using search engines activity</b></p> <p>Hand out copies of the question page of the search activity. Once learners have completed the questions, check their answers.</p> <p>Hand out answer sheets to each learner. Go through the answers as a group, discussing any wrong or different answers.*</p> <p>Some of the answers from this quiz are subjective (eg. largest lake question) - explain to learners, Google can help you find answers, but doesn't tell you the answer.</p>	<p>This activity works well in pairs, especially where learners are less confident. Walk around and monitor progress. Give learners a 5-minute reminder to help them keep track of the time.</p> <p>If learners don't finish the activity, and have access to their own devices at home, they can take this sheet home to practice. Check if anyone wants to do this before going through the answers with the group.</p>	<a href="#">Using search engines activity and answer sheet</a>
<b>Activity 3</b> <b>Completing online forms</b>	25 mins	<p>Direct learners to Activity 3 (which should be bookmarked on their devices).</p> <p>Ask learners to fill in the online form as many times as they need to practice.</p>	<p>This form does not collect any personal information but allows learners to practice using an online form.</p>	<a href="#">Completing online forms</a>
<b>Session review</b>	10 mins	<p>Once the learners have finished the activity, ask</p> <ul style="list-style-type: none"> <li>● What did they find easy and what did they find hard?</li> <li>● Check the quiz answers.</li> </ul>	<p>This is a chance for learners to reflect upon what they have learnt and to demonstrate their skills to you.</p>	<p>Seek feedback on your session.</p>

## Suggested next steps:

- Practise makes perfect: Encourage learners to keep practising searching the internet, perhaps in relation to a hobby or interest.
- Be Connected courses: Once learners are confident using search engines, they might want to learn about using email or using online forms.
- Learner resources: If learners don't manage to finish the activities in this session, they could be useful to practice with at home.