



London Borough of Hounslow

Hounslow Adult & Community Education Course Information Sheet

Course Title	Course Code	Day/s	Time	Start Date	End Date
Digital Skills for Online Learning	MZ235OPA	Tue, Thu	9.00 - 11.00	24/11/20	17/12/20

This course will equip you with the technical skills required to access our online courses using the G-Suite for Education.

You will learn how to access and use the Google Meet app to attend and follow live lessons. We will show you how to join and navigate your way around Google Classroom, a very popular online learning platform widely used by many educational institutions. You will gain the practical skills you need to access, edit and submit assignments from your desktop PC, laptop, tablet or smartphone. You will also learn how to send and receive emails, including attachments with the G-mail app and how to carry out basic Internet searches with the Google Search engine.

You will track your progress by accessing your online learning plan (ILP), at the start and at the end of the course. You will respond to questions and feedback in the Google Classroom.

By the end of the course you will be able to:

- Know how to get online safely using your devices with Google Meet and access Google Classroom
- Open, edit and submit assignments in Google Classroom.
- Compose, send and receive emails and send/share a file or photo as an attachment.
- Know how to carry out basic Internet searches safely and effectively.

What is required to attend the course?

- This is a course for people with basic skills using a computer, laptop or smartphone to access the Internet.
- An Internet enabled device is required to attend the course with a reliable Internet connection and a generous data plan if accessing the Internet through mobile data.

Technical Requirements for our Online Courses:

- Access to the internet with camera and microphone.

- You must know how to independently access Google Suite Apps - access to a Chrome Browser or Download Phone Apps to access Google Meet, Google Classroom and Google Docs.
Link to download Chrome: <https://www.google.com/chrome/>
- A **hace.ac.uk** account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).
- You must check your hace.ac.uk regularly and accept the invite to Join the Google Classroom a day before your class starts.

This course might be free/discounted for you please check your eligibility here:

- <https://www.hace.ac.uk/courses>

After this course you will be able to:

- Enrol onto another Adult Learning course.

Who can I contact for further information?

- For employment support, please visit <http://www.hace.ac.uk/employment-support>
- For more information please call 0208 583 6000