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| **DATE:** | 3/01/2019 | **TUTOR** | Dikshant  Bhim | **LESSON LENGTH:** | 6 Hours | **LESSON N0:** | *1 of 2* |
| **TRAINING GOAL** | | | | | | | |
| Introduce to Back-end section of the Easy! Appointments which is a highly customizable web application that allows customers to book their appointments online from anywhere and anytime. It allows us to sync our data using google calendrer, we can use it for other services and its and open source project so you can download it and install it to use it. | | | | | | | |
| **LEARNING OUTCOMES:** By the end of the lesson students will be able to: | | | | | | | |
| * Explain how Easy! Appointments is used. * Explain the way of installing and configure Easy! Appointments. * Explain how to log in and out off Easy! Appointments. * Explain how to add new customer and how to edit them. * Explain how to add new services and how to edit them. * Explain how to add new users and how to edit them. * Explain how to add new appointments and how to edit them. | | | | | | | |
| **LESSON BREAKDOWN & DELIVERY METHODS:** Describe student/teacher activities. Consider logical progression and application of skills.   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Introduction to Paper  Introduction the schedule for today.  Hand over the booklet of the documentation to students.  Students need their own PC. | WHAT STUDENTS WILL DO:  Students will have an idea about Easy! Appointments and how to use it for the basic use in their life. They will read the booklet to learn about the first day’s work for the class. If they have any problems on it they need to consult and get help from the tutors. | | | | | | | | | |
| LESSON – Add or delete boxes as required   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Installing and configuring Easy! Appointments. | WHAT THE TUTOR WILL DO:   * Show everything to the students in the screen what they have to do and let them learn everything on their own. | WHAT STUDENTS WILL DO (to achieve the learning outcome):   1. Listen to the tutor properly and learn everything that they teach them. 2. Students have to ask question if they need to. 3. Students need to learn the booklet. 4. Student have complete their work. | |  |  |  |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Log in and out of Easy! Appointments | WHAT THE TUTOR WILL DO:   * Show how to log in and out of the easy! Appointments to the students. * Help students if they have any problems. | WHAT STUDENTS WILL DO (to achieve the learning outcome):   * Read the booklet properly. * Learn what the tutor says. * Ask if needed. * Complete lab. |      |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Add a new customer and edit them. | WHAT THE TUTOR WILL DO:   * Show them how to add new customers and edit them. * Help students if they have any problems. | WHAT STUDENTS WILL DO (to achieve the learning outcome):   * Read the booklet properly. * Learn what the tutor says. * Ask if needed. * Complete lab. |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Add a new service and edit them. | WHAT THE TUTOR WILL DO:   * Show them how to add new service and edit them. * Help students if they have any problems. | WHAT STUDENTS WILL DO (to achieve the learning outcome):   * Read the booklet properly. * Learn what the tutor says. * Ask if needed. * Complete lab. |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Add a new user and edit them. | WHAT THE TUTOR WILL DO:   * Show them how to add new user and edit them. * Help students if they have any problems. | WHAT STUDENTS WILL DO (to achieve the learning outcome):   * Read the booklet properly. * Learn what the tutor says. * Ask if needed. * Complete lab. |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Add a new appointment and edit them. | WHAT THE TUTOR WILL DO:   * Show them how to add new appointments and edit them. * Help students if they have any problems. | WHAT STUDENTS WILL DO (to achieve the learning outcome):   * Read the booklet properly. * Learn what the tutor says. * Ask if needed. * Complete lab. | | | | | | | | | |
| **RESOURCES:** (List the materials you will require for your lesson) | | | | | | | |
| * The booklet provided by the tutor. * Their own pc. * Access to easy appointments. | | | | | | | |