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| **DATE:** | 4/03/2019 | **TUTOR** | David Cartmen | **LESSON LENGTH:** | 6 Hours | **LESSON N0:** | *1 of 2* |
| **Introduction** | | | | | | | |
| Easy!Appointments is a highly customizable web application that allows your customers to book appointments with you via the web. Moreover, it provides the ability to sync your data with Google Calendar, so you can use them with other services.  **Training Goal**  Guide user how to use back end section of easy appointment | | | | | | | |
| **LEARNING OUTCOMES:** By the end of the lesson students will be able to: | | | | | | | |
| * Explain how to install and run easy appointment. * Explain what easy appointment is? * Explain why is easy appointment needed? * Explain the different features of easy appointments like; * How to input and save a new customer to the system * How to log in and logged out from the back-end section of easy appointment * How input and save a new service to the system * How to make categories * How to assign new service provider to the system * How to assign new secretaries to system | | | | | | | |
| **LESSON BREAKDOWN & DELIVERY METHODS:** Describe student/teacher activities. Consider logical progression and application of skills.   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Introduction to Paper using power point slides  Introduction the schedule for today  Give lab’s documents to students  Show the proper guideline to students in the operation of easy appointment | WHAT STUDENTS WILL DO:   * Students should pay full attention towards the lecture and should submit the hand over assessment in time. Similarly, Students will follow the guideline shown by the tutors and should complete the handover duties and incase of any obstacles in the work then they can take a help of tutor to fix it | | | | | | | | | |
| LESSON – Add or delete boxes as required   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  How to log in and logged out of back end section of easy appointment | WHAT THE TUTOR WILL DO:  Give lab 1 document  Show a guideline of log in and log out | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Read the instruction of lab 1 document  Watch the guideline shown by tutor carefully  Complete the lab in time | | SPECIFIC LEARNING OUTCOME:  How to input and save a new customer to the system | WHAT THE TUTOR WILL DO:  Give lab 2 document    Show a guideline of log in and log out | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Read the instruction of lab 2 document  Watch the guideline shown by tutor carefully  Complete the lab in time | | SPECIFIC LEARNING OUTCOME:  How to input and save a new service to the system | WHAT THE TUTOR WILL DO:  Give lab 3 document    Show a guideline of log in and log out | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Read the instruction of lab 3 document  Watch the guideline shown by tutor carefully  Complete the lab in time |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  How to assign new service provider to the system | WHAT THE TUTOR WILL DO:  Give lab 4 document    Show a guideline of log in and log out | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Read the instruction of lab 4 document  Watch the guideline shown by tutor carefully  Complete the lab in time |      |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:  How to assign new secretaries to system | WHAT THE TUTOR WILL DO:  Give lab 5 document    Show a guideline of log in and log out | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Read the instruction of lab 4 document  Watch the guideline shown by tutor carefully  Complete the lab in time | | SPECIFIC LEARNING OUTCOME:  How to make categories | WHAT THE TUTOR WILL DO:  Give lab 6 document    Show a guideline of log in and log out | WHAT STUDENTS WILL DO (to achieve the learning outcome):  Read the instruction of lab 6 document  Watch the guideline shown by tutor carefully  Complete the lab in time | | | | | | | | | |
| **RESOURCES:** (List the materials you will require for your lesson) | | | | | | | |
| Labs   * Lab 1 * Lab 2 * Lab 3 * Lab 4 * Lab 5 * Lab 6   Easy appointment official website | | | | | | | |