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| **DATE:** | 25/04/2019 | **TUTOR** | Zaine David Woolf | **LESSON LENGTH:** | 8 Hours | **LESSON N0:** | *1 of 2* |
| **Introduction of Essay! Appointments**  Easy! Appointments is a highly customizable web application that allows customers to book appointments with via online anywhere and anytime. Moreover, it provides the ability to sync your data with Google Calendar, so you can use them with other services. It is an open source project and you can download and install it **even for commercial use**. Easy! Appointments will run smoothly with existing website, because it can be installed in a single folder of the server and of course, both sites can share the same database. Learn more about the project in the Features page. | | | | | | | |
| **TRAINING GOAL** | | | | | | | |
| Introduce to the Easy! Appointments back-end section. | | | | | | | |
| **LEARNING OUTCOMES:** By the end of the lesson students will be able to: | | | | | | | |
| * Explain the purpose of Easy! Appointments application. * Explain how to install and configure Easy! Appointments. * Explain the following important functionalities of Easy! Appointments. * How to log in and log out from the Easy! Appointments back-end section. * How to insert and save a new customer to the system. * How to insert and save a new service to the system. * How to assign new service provider to the system. * How to assign secretaries to the system. * How to create categories. | | | | | | | |
| **LESSON BREAKDOWN & DELIVERY METHODS:** Describe student/teacher activities. Consider logical progression and application of skills.   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Introduction to the lesson using PowerPoint slides.  Introduction the schedule for today.  Hand over the lab’s documents to students.  Make a timely routine throughout the lab session.  Have their own PC setup to a larger monitor in the room and go through the steps with the students, to set an example for them to follow. | WHAT STUDENTS WILL DO:  Students will follow the tutor’s example through the session so that they can see  all the steps required to complete any administrative duties and if any mistakes are made they can ask for the tutors assistance to fix the problem. Any problems that arise can be shown and fixed to the rest of the class. | | | | | | | | | |
| LESSON – Add or delete boxes as required   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * How to log in and log out from the Easy! Appointments back-end section. | WHAT THE TUTOR WILL DO:   * Hand out lab 1 document * Show an example on the big screen of login in and out | WHAT STUDENTS WILL DO (to achieve the learning outcome):   1. Read through the lab 1 instructions carefully. 2. Watch the tutor demonstration. 3. Ask questions if needed. 4. Complete the lab session. | | SPECIFIC LEARNING OUTCOME:   * How to insert and save a new customer to the system. | WHAT THE TUTOR WILL DO:   * Hand out lab 2 document * Show an example on the big screen of login in and out | WHAT STUDENTS WILL DO (to achieve the learning outcome):   1. Read through the lab 2 instructions carefully. 2. Watch the tutor demonstration. 3. Ask questions if needed. 4. Complete the lab session. |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * How to insert and save a new service to the system. | WHAT THE TUTOR WILL DO:   * Hand out lab 3 document * Show an example on the big screen of login in and out | WHAT STUDENTS WILL DO (to achieve the learning outcome):   1. Read through the lab 3 instructions carefully. 2. Watch the tutor demonstration. 3. Ask questions if needed. 4. Complete the lab session. |      |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * How to assign new service provider to the system. | WHAT THE TUTOR WILL DO:   * Hand out lab 4 document * Show an example on the big screen of login in and out | WHAT STUDENTS WILL DO (to achieve the learning outcome):   1. Read through the lab 4 instructions carefully. 2. Watch the tutor demonstration. 3. Ask questions if needed. 4. Complete the lab session. | | SPECIFIC LEARNING OUTCOME:   * How to assign secretaries to the system. | WHAT THE TUTOR WILL DO:   * Hand out lab 5 document * Show an example on the big screen of login in and out | WHAT STUDENTS WILL DO (to achieve the learning outcome):   1. Read through the lab 5 instructions carefully. 2. Watch the tutor demonstration. 3. Ask questions if needed. 4. Complete the lab session. | | SPECIFIC LEARNING OUTCOME:   *  How to create categories | WHAT THE TUTOR WILL DO:   * Hand out lab 6 document * Show an example on the big screen of login in and out | WHAT STUDENTS WILL DO (to achieve the learning outcome):   1. Read through the lab 6 instructions carefully. 2. Watch the tutor demonstration. 3. Ask questions if needed. 4. Complete the lab session. | | | | | | | | | |
| **RESOURCES:** (List the materials you will require for your lesson) | | | | | | | |
| Printed handouts (Labs)   * Handout Lab 1 * Handout Lab 2 * Handout Lab 3 * Handout Lab 4 * Handout Lab 5 * Handout Lab 6   Computers   * Each student will be on their own PC   Access to the internet  Easy!Appointments official website | | | | | | | |