Easy!Appointments Training Plan

Plan designed by Tom and Jesse

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# Class Information

## Date

20.12.2019

## Tutor(s)

Jesse Hyde and Tom Templeton

## Lesson Length

1 Hour

# Learning Goal / Objectives

This classes learning goal is to have our students comfortably and confidently use Easy!Appointments without and aid for the tutors or provided documentation. To achieve this students must be able to:

1. View customers information and make changes if required
2. View different users calendars and work schedules
3. View different services calendars
4. Create, edit and delete a service
5. Create, edit and delete a service category

# Requirements for Lesson

* Internet access
* PC’s for students to use
* Web application running smoothly on all PC’s within classroom/computer lab
* All students to attend

# How It Will Be Taught

1. This training session will be done within a classroom environment with computers supplied.
2. The class will be briefed by the tutors about what the web application does and how it works.
3. A hand out will be provided with documentation about how to achieve the lessons objectives.
4. The class will go through the documentation and two tutors will be walking around ready and available for questions and help.
5. After all students have completed reading through their documentation, the documentation will be taken away.
6. Students will perform exactly what they have just done, but without help from the document.

# How to Judge the Learning Goal Has Been Achieved

Take document away. One by one assess users ability to achieve objectives without guidance.