Mini-Lesson Plan

Instructor/Facilitator	Christine Salek

Date	**October 29, 2023**

Lesson topic	How to make accessible Google Docs
Audience	Anyone who wants to learn how to make a Google Doc accessible, so students or other adults
Learning objective(s)	After this lesson, learners will be able to… ● Identify Google Docs tools that contribute to making a document accessible.
Differentiation	● Participants can follow along as I demonstrate on screen or test out tools in their own Google Doc. ● To account for a learning curve in adding images, text, etc., I will provide an editable Google Doc for participants.
Resources required	● Computer with internet access ● Google account
Total estimated time	8 minutes

Timing (Duration)	Task name (Briefly - What is the focus of the activity?)	Teaching activity (What are you doing?)	Learning activity (What are learners doing?)	Learning checks (How will you know that learning is taking place?)
2 minutes	Intro to document outline	Sharing link to Google Doc, discussing document outline	Opening Google Doc via link shared in Zoom chat	N/A
2 minutes	Headings	Quick intro to headings; demo how to add headings	Navigating text styles dropdown in Google Doc	Question about heading styles
2 minute	Alt text	Quick intro to alt text; demo how to add alt text to images	Adding alt text to a provided image	Question about alt text examples
2 minutes	Links	Quick intro to accessible links; demo how to add links	Adding a link to prewritten text	Question about which text can become a link

Adapted from: https://www.youtube.com/watch?v=1o8uE6AE4AM