

LeCAP Introduction - Lesson Plan

Aim: To get students started with their LeCAP applications
To overcome any initial difficulties

Preceding lessons: Before this lesson, students should have covered:

- The range of choices available;
- The National Qualification Framework
- Sources of information;
- Use of CourseFinder;
- Individual learning plans/Progress file.

Preparation: Before lesson - Check with IT technician that enough computers are working for one per student. Print username and passwords. View the PowerPoint presentation in advance. View a student form on the 'practice' site (www.lecap-leics.org/practice) to familiarise yourself with the instructions and help.

Introduction:

1. Using the PowerPoint presentation or Dummy student to demonstrate the program (10 min)

Points to emphasise:

- Read instructions
- Remember username and password or change them to something you can
- Use the 'Save' buttons frequently
- Check statements for good English
- Seek advice about course choices

2. Distribute copies of 'LeCAP Guide for Students - On-line'

3. Distribute usernames & passwords

4. Allow students to work at their own pace

5. Login to your own home page and list all the students so that it's quick to view forms, unlock accounts or change passwords

6. Respond to questions and monitor progress

Some answers may be in:

- The students or tutors on-line help pages;
- The Tutor's Guide to LeCAP;
- The LeCAP Process Explained;
- FAQ on the www.connexions-leics.org/staffroom .

Follow-up: Students can access their forms from any Internet connection. Check that all students have facilities for this and arrange access time at school for those that do not. Ensure students know whom to come to if they need advice on use of LeCAP or choice of courses.