

Tech Teach – Digital Literacy Curriculum

Literacy
LINK
Niagara

A graphic of a blue pencil with an orange eraser and a blue chain-link design on its body, positioned diagonally to the right of the word 'Niagara'.

Overview

This draft Mentor/Tutor curriculum allows a learner to work one-to-one with a tutor to learn and explore digital tools. Many of the activities may also be suitable for learners in small groups.

Using the curriculum

Mentors and Learners can choose which modules to complete. It is recommended that each module be completed from start to finish and in its entirety as activities build on previous lessons.

At the beginning of each unit there is a chart that identifies

- the targets/desired outcomes of the unit
- how the unit relates to employment (if this is a goal of the learner)
- questions/discussions to introduce the learner to the topic

When a learner has completed a module, they can complete an exit assessment to earn a certificate of completion. They can schedule this by emailing operations@literacylinkniagara.ca or calling 905-401-0878.

Notes to Mentors/Tutors

This curriculum has been written in a way that it can be read or paraphrased during meetings with your learner. It is recommended that you try each lesson and activity before meeting with your learner.

It is ok not to know all of the material. Be honest with your learner if something is new for you. You are a guide to support and help direct someone's learning.

If you have additional tips or tricks, share them with your learner. Please share all suggestions on the evaluation forms that will be sent to you throughout this process.

Each learner has been given a notebook. They are not required to do any writing, but may choose to write down the answers to questions that come up during the process.

Contents

Overview	2
Using the curriculum	2
Notes to Mentors/Tutors.....	2
Contents	3
Module 1– Social Media	5
Lesson: What is social media?	6
Activity – Social Media Scavenger Hunt	7
Lesson: Creating a profile on Facebook.....	9
Activity: Your face on Facebook	10
Lesson: You tweet, you don't Twitter	12
Activity: I thought it was called a number sign!	14
Lesson: Beyond Social Networking	15
Activity: You using YouTube.....	16
Lesson: Who are you online?	18
Activity: Google you!.....	19
Lesson: Winning at Pinning!	21
Activity: Pin to Win.....	23
Lesson: Wiki Wiki What?	24
Activity: The ups and downs of wiki love.....	25
Lesson: Blog = web log	28
Activity: BlogCatalog	29
Module 2 – Internet/Web-browsing	30
Lesson: What is the Internet?	31
Activity: Matchy Matchy	32
Lesson: Smart Searching.....	34
Activity: Searching Scavenger Hunt	35
Lesson: Who said that?	36
Activity: Searching for the Source.....	37
Lesson: Delivered to your Door.....	38
Activity: When a Deal isn't a Deal.....	39
Lesson: Cookies you can't Eat	40
Activity: Emptying the cookie jar	41
Module 3 – Tablet/Smartphone Use and Applications	42
Lesson: A little of the unknown	43
Activity: Explore your device.....	44
Lesson: Downloading	45
Activity: Downloading an app	46
Lesson: Technology talks.....	48
Activity: Think to Sync!	49

Lesson: Streaming.....	50
Activity: Listening live	51
Lesson: Talk to me	52
Activity: Siri (not Simon) says.....	53
Module 4 – Google Docs.....	54
Lesson: What is Google Docs?	55
Activity: Create a Google Account	56
Lesson: Creating a document	57
Activity: Build on your document	58
Lesson: Using a Template.....	59
Activity: Tem "play"	60
Lesson: When Microsoft Office looks in the mirror	61
Activity: The Three Musketeers.....	62
Lesson: Where is it?	63
Activity: Keeping it organized.....	64

If you have a question about the lesson/activity or the mentoring experience, please email operations@literacylinkniagara.ca or call 905-401-0878.

Module 1– Social Media



Target of this unit

- To help you understand the purpose of social media
- To help the you gain social media skills to help reach their goals



Employment Link

Social Media is being used as a means of communication and marketing by most employers



Connecting experience with learning

Ask the learner about the last time they sent someone a personal letter or made a personal phone call. How did they feel doing it? What were they comfortable sharing? How would that change if they were sharing it on a social media platform?

Lesson: What is social media?

Social Media is a term you have probably heard often. But if asked to describe what it actually is, many people would not have a clear answer.

Let's work together to find out.

What does media mean? (Brainstorm with your learner.)

Media - the means of communication (such as radio and television, newspapers, and magazines) that reach or influence people widely

What do you think social media means? (Brainstorm with your learner.)

Social Media - uses web-based technologies to make communication interactive

Can you name some types of social media tools? (Brainstorm with your learner.)

- Facebook
- Twitter
- YouTube
- Instagram
- Blogs
- Foursquare
- Online Gaming
- Wikis
- Others?

Discuss the following types of people and how they might use social media.

- a) Business Person
- b) Teacher
- c) Teenager
- d) Mother with young children
- e) Senior

Activity – Social Media Scavenger Hunt

Visit the following applications on a computer or tablet. Your mentor can help you navigate the application.

Describe each one and include

- **who** might use the application
- **how** they may use it
- **what** privacy concerns you might have

Facebook		
Who?	How?	What?

Twitter		
Who?	How?	What?

YouTube		
Who?	How?	What?

Wikipedia		
Who?	How?	What?

Lesson: Creating a profile on Facebook

(adapted from Literacy Link Eastern Ontario – Digital Technology How To Sheets)

Almost everyone, every organization and every company has a Facebook page. Some even have it for their pets! If you don't have a profile, now is the time to dive into the world of Facebook. If you already have an account, update or add to your profile, change your picture or adjust your privacy settings.

- 1) Go to www.Facebook.com
- 2) Fill out the required information in the "Sign Up" box located on the main page.
- 3) Click "Sign Up".
- 4) Follow the instructions on the screen through the steps below
Step 1: Find Friends - can be done through Hotmail, Gmail, etc.
Step 2: Profile Picture - done by taking one with a webcam hooked up to your computer or by finding a file on your computer.
Step 3: Profile Information - fill in your education, relationships, favourite thing, etc.
- 5) Verify your account by going to your email service and clicking on the "Get Started" button in your inbox.

You have created a profile page. This is different from a page associated with a group or company. You have full control over your page including what others see.

Each learner has been given a book to take notes. It is recommended that you write down your username and password for any tools you access in this book. You may also choose to store it in your phone.

Activity: Your face on Facebook

Now that you have a Facebook profile, let's spend some time exploring the site. Find and describe the purpose of the

- globe
- smiley face
- two silhouettes
- padlock

Click on the padlock. Work with your mentor to change your security/privacy settings based on what you're comfortable with.

Directed exploring – review these steps

(adapted from LLEO – Facebook 201)

- 1) The search bar is located in the top center of the screen. If you want to find someone or something in particular you can locate it through the search bar. Adding your own location information narrows down search results.
- 2) You can go back to check on your profile's features at any time. Do this by clicking on "Your Name" in the top right hand corner of the screen.
- 3) In the top menu bar, there are 3 symbols. The symbol showing 2 people is your friend requests. The conversation bubbles are your inbox and can also be used to send direct messages. The globe is your notifications and shows you when someone has interacted with you (for example, a tag in a picture, a comment on your wall, etc.)
- 4) The main news feed, which is the home page, will have all the updates from friends, liked pages and groups. Comments can be added on anything by pushing "enter".

To finish off the lesson, write a short "post" on your wall about joining Facebook. If you post something and change your mind, you can click

on the drop down arrow on the right upper edge of the post box. Select “Edit post” or “Delete”.

Lesson: You tweet, you don't Twitter

(adapted from Literacy Link Eastern Ontario – Digital Technology How To Sheets)

“Tweeting” means you are communicating to the world using Twitter. Celebrities, sports teams, and food companies have Twitter accounts. Some celebrities have over 80 million followers waiting for them to tweet about their daily activities. Tweets are a maximum of 140 characters.


You don't have to tweet often to find Twitter interesting. Some people choose to follow news agencies, local community organizations and politicians. As more and more people tweet, Twitter is often the fastest way to get information.

If you are ready to sign up, complete the following steps.

1. Go to www.twitter.com.
2. Enter the required information in the boxes displayed on the home page and click “sign up”.
3. Follow the on-screen tutorial. You can “follow” pages of interest to you, and connect with friends through email services such as Hotmail, Gmail or Yahoo by clicking “search contacts”.
4. To use all of the features on the website, you must confirm your account. Check your email inbox for a conformation email from Twitter, and click on the link provided. If there is no email, wait a few minutes and check back or request it be re-sent on Twitter. This option can be found in the yellow drop-down menu at the top of the screen.

Once you've activated your Twitter account, you will have access to the many features it has to offer. These features include tweeting, hashtags, and keeping up- to-date on all your favourite celebrities, family and friends. If you want more guides to help you get started, go to YouTube and search “How to use Twitter” or “Twitter Tutorial – Getting Started”.

Cheat sheet – Tweet Speak

Word/Symbol	Means	Example
@	The @ sign is used to call out usernames in Tweets. People will use your @username to mention you in Tweets, send you a message or link to your profile.	"Hello @JaneDoe!"
#	A hashtag is any word or phrase immediately preceded by the # symbol. When you click on a hashtag, you'll see other Tweets containing the same keyword or topic.	#wethenorth #MondayMotivation #NationalHotDogDay
Retweet, RT	A Tweet that you forward to your followers is known as a Retweet. Often used to pass along news or other valuable discoveries on Twitter, Retweets always stay the same as they were originally tweeted.	

Activity: I thought it was called a number sign!

used to mean number sign. Now they call it a hashtag! Use the information below to tweet about each of the descriptions below. You can write them in the box or tweet them using your new account. Try to use the @ and # symbols in as many as you can.

The last movie you saw	
A community issue	
The weather	
Your favourite restaurant	
A friend or family member	

Lesson: Beyond Social Networking

Many people think of social media as a way to connect with friends, colleagues and old classmates. This is actually only a piece of social media known as social networking. Other types of social media include

- Collaborative projects - sites that allow people to work together to create materials – example - Wikipedia
- Blogs and microblogs – informal journal that is regularly updated typically written and maintained by one person or group – example – Twitter (microblog)
- Content communities – sites where people connect and share materials around a certain topic or media type – example - YouTube
- Virtual worlds – online sites where users interact to create and build a virtual environment using avatars (made up characters), may or may not include a game component– example – World of Warcraft

Discuss which types of these tools have you used before? What do you know about each one? Who would be most likely to use and benefit from these tools?

Activity: You using YouTube

YouTube is a content community where people upload videos for others to watch. You may have heard of YouTube stars. These are ordinary people who have found fame uploading videos about themselves and their hobbies. Advertisers use YouTube to promote new products and services. Marketers use it to test new movie trailers or songs with their audiences.

The nice thing about YouTube is that you don't have to have an account to use it. You can easily create an account like Facebook or Twitter, but it's not necessary to use the content. Benefits to having an account include being able to follow a user and getting updates when they upload new videos. You can save videos to watch in the future. It's up to you if you choose to create an account, but it isn't necessary for this exercise.

Let's open YouTube. Go to www.youtube.com.

On the home page you will find the most popular videos. These are the videos people are watching right now. They are "trending". Trending videos are broken down into categories. The most popular video right now is the largest screen on the page. Find the following information about it and fill it in below.

Title	
Length	
Views	
Creator	
When it was uploaded	

This information is available for every video on the site. It's important to look at the creator of each video you watch to determine if it's a source you can trust. Remember anyone can put almost anything on the Internet and no one ensures the information is true.

You can click the picture to open the video in a new page. Once on the new page, you will most likely watch a short advertisement before your video plays. You can click on the broken rectangle on the bottom right corner to open the video in full screen. To get out of full screen, click escape (esc) on your keyboard.

What did you think of the video? Did you like it? Why or why not? Do you think it makes sense that it was viewed so many times?

Go to the top of the screen and use the search bar to look for a video that may interest you.

Ideas for searching

- (a) Cats in hats
- (b) A favourite song
- (c) A new movie trailer
- (d) Cute babies
- (e) Food hacks

Lesson: Who are you online?

Many people are concerned about having a profile online. They want their privacy. But in a world that is so digital, not having an online identity can raise flags for employers or colleagues. Some estimates show that more than half of employers look into their potential employees up online before hiring them.

Before the Internet, most people had two lives, work and home. Now these often blend together. It is important to think about what you put on your personal social media pages and how that could affect your professional life. Remember, once you put it out there, you don't own it. Even with strict privacy settings, you may still want to consider the impact of an emotional statement or a picture of you in an unflattering situation.

Discuss examples with your learner.

Activity: Google you!

The correct way to describe the way we all use the Internet is to “search” for something. But let’s be honest, most of us “Google” it.

Go to www.google.ca. Type in your name.

What comes up? Visit the first 5 links and fill in the information in the chart below.

	1	2	3	4	5
Is it about you?					
What’s the site?					
What impression would it give to an employer? Family member? Friend?					

--	--	--	--	--	--

Are you satisfied with your online identity based on your Google search?
Why or why not?

Ways to create or modify your online identity

- (a) Change your privacy settings on social networking sites
- (b) Write a book review on www.chapters.ca
- (c) Write a product review on a mainstream retailer website
- (d) Learn to blog or tweet

Lesson: Winning at Pinning!

There was a time when most people saved or “bookmarked” web links that they needed for later on their Internet browser. Today, many people prefer to “pin” these sites. In a nutshell, Pinterest allows you to save web links using pictures instead of characters. It also allows you to search for similar links or “pins” through their site. When saving or “pinning” you can sort the information into virtual boards that they can customize into useful categories.

Let’s set up a Pinterest account so we can explore more. (Instructions adapted from Real Simple -<http://www.realsimple.com/work-life/technology/how-to-use-pinterest>)

1. Sign Up

Go to [Pinterest.com](https://www.pinterest.com) and join now.

When you sign up, you’ll have the option to link either your [Facebook](#) or [Twitter](#) account with your Pinterest account. Why should you consider connecting? It’ll make it easier for you to find your friends, family members, and favorite blogs and brands to follow on Pinterest. If you prefer to start with just your e-mail address, you can always connect your social accounts later.

2. Create Your Profile

When you create your account, think about the other social accounts you have. Try to stick with the same username if you already have a [Twitter](#) or [Instagram](#) account. That will make it easier for anyone who follows you to find you on Pinterest. It also helps to use the same profile photo—that way people know it’s you.

3. Check Your Settings

Once your account is active, the first thing you should do is take a look at your email settings. Luckily, Pinterest’s options are straightforward and easy to understand. Choose settings that work for you and remove unnecessary emails if you find them annoying.

To find settings, press your name in the top right. Press the gear icon beside the edit profile icon. Click edit settings.

4. Explore

Take some time exploring the site. You can’t break it. 😊

How to Pin

1. Install the Pin It Button

The easiest way to add content from any site is to add the "Pin It" button by clicking the addition symbol at the bottom right of your web browser. Or visit the "[Goodies](#)" page on Pinterest to learn how to install it. You can also add pins via the Pin It button on your favorite sites. It will usually be close to the [Facebook](#) and [Twitter](#) share buttons.

2. Add a Pin

To add a pin to one of your boards, click on either the "Pin It" button in your bookmark bar or on the website you're reading.

A screen will pop up asking you to select the image you want to pin (if there's more than one photo on the page), after selecting the image you'll get another window to create the pin. You'll do two things in this window—choose which board to add the pin to and write a description of the image you're pinning.

Select the board using the drop down menu in the window. If you want to add your pin to a new board, you can create one directly from the drop down menu as well.

Once you've selected the board, write a description of your pin—something to help you remember why you added it to your boards.

3. Create a New Board

To create a new board on your account, click the "Add +" button in the upper right-hand corner of your main Pinterest page. This is the page of your boards, not the home page. Select the option to "Create a Board." Give your board a descriptive name. The category options are set by Pinterest, so select whichever is closest or choose "other" if there isn't a name that fits.

Activity: Pin to Win

Create a board on Pinterest. It may be for recipes, Do-it-yourself (DIY) crafts, vacation destinations or another interest. Use the lesson to help walk you through the steps.

Lesson: Wiki Wiki What?

Have you ever used Wikipedia to find out information about a certain topic? Wikipedia houses information about almost everything. The second half of its name, “pedia”, comes from encyclopedia. But what does the “wiki” mean?

A “wiki” is a website that allows its users to add, design and structure its content. Some wikis are closed or private. They can only be accessed and edited by users given permission by an administrator. Employers may use a “wiki” to allow their employees to work on documents together. Others, like Wikipedia, are open to everyone and can be used and modified by anyone.

Go to en.wikipedia.org. Click on “About Wikipedia” on the left hand column. Read the overview.

Explore. Using the box in the upper right corner, search for

- the place you were born
- a celebrity
- a vegetable

Activity: The ups and downs of wiki love

While Wikipedia has made it clear they are the key player on the block, there are other open forum wikis out there. Visit the sites and fill in the information in the chart below.

Wikipedia en.wikipedia.org	
List 3 pros to using the site	
List 3 cons to using the site	
Who is the target audience? Would you use the site?	

Urban Dictionary urbandictionary.com	
List 3 pros to using the site	
List 3 cons to using the site	
Who is the target audience? Would you use the site?	

Foodista foodista.com	
List 3 pros to using the site	
List 3 cons to using the site	
Who is the target audience? Would you use the site?	

Lesson: Blog = web log

A blog is basically an online journal. They are almost always written informally about the author's life. Some people choose to blog about specific hobbies – like gardening, cooking or crafting. Others choose to blog about their status in the world – like a stay at home mom, parent with young kids, empty nester or single in the city.

You don't have to be a blogger to appreciate blogs. Many people "follow" certain bloggers because they like their view or the materials they provide. Some of the best and easiest recipes come from stay at home mom bloggers. ☺

There are 3 main sites that provide blogging platforms

1. Wordpress – has free and paid options for hosting depending on how much you want to customize your blog design
2. Blogger – free and linked to Google
3. Tumblr – half blog, half social networking site

Blogs are often stand-alone websites, but sometimes they are part of a larger site. Retailers are often including blogs as part of their marketing campaigns. They use them to show how real people use their products and services. Can you think of a site that does this?

Activity: BlogCatalog

BlogCatalog is a site that organizes blog links in categories to help you connect to blogs you might find interesting.

Visit www.blogcatalog.com.

The main page features different categories of blogs. Each category is labeled directly on the picture of the blog it is describing.

Scroll down the page and find a blog that looks interesting to you.

Click on the picture to open the link to the blog website. The link will open on a new page in your browser.

Take a look at the layout and answer these questions.

1. What's different between this page and other websites?
2. What is the writing style? Is it formal? Friendly? Easy or hard to follow?
3. If you liked this blog and wanted to get updates, how would you do that?

Close this page and return to BlogCatalog. Scroll to the top of the page and click on the menu title "Catalog." This will take you to the "Browse catalog" page. Scroll down to see all the categories of blogs you can find through the website. Click on a category that interests you.

You will be taken to a page that lists all the blogs in this category. Unlike the home page, these show blog titles, not post (article) titles. Choose one and work with your mentor to explore the site.

Module 2 – Internet/Web-browsing



Target of this unit

- To help you understand how to use the Internet safely
- To help you gain browsing skills to help reach your goals



Employment Link

Web browsing is used to find information in most workplaces



Connecting experience with learning

Ask the learner about the last time they used the yellow pages (phone book). Have them walk through the steps they would take to find specific information. Introduce web browsing as an alternative to a phone book. What steps will they take?.

Lesson: What is the Internet?

Videos are an entertaining way to learn! Go to [youtube.com](https://www.youtube.com) and search History of the Internet by Life Noggin. Watch the video.

Activity: Matchy Matchy

Draw lines to match the terms to their definitions. (adapted from GCFLearnFree, Introduction to Internet Safety, <http://www.gcflearnfree.org/internetsafety/introduction-to-internet-safety/1/>)

Virus	email chain letter that warns of impending viruses and tries to scare users into forwarding and continuing the email
Phishing	technique used to redirect a legitimate website's traffic to another illegitimate website in order to gain access to a user's personal information
Hoax	keeps visitors from leaving a website by locking them into a window, opening multiple windows on the desktop, or launching their website in a window that can't be closed
Spam	self-replicating program that is designed to infect a computer by rapidly spreading from one file to another, sometimes causing great harm
Mousetrapping	mail or instant message scams that are disguised to look like official communications from a legitimate website
Clickjacking	collects information about users without their knowledge, often to track browsing habits and to create pop-up advertisements

Pharming	unsolicited email or junk mail
Spyware	technique that tricks users into clicking on a malicious link by adding an invisible link over what appears to be a legitimate web page

Lesson: Smart Searching

You can find pretty much everything and anything on the Internet. Amazing eh? Until you need to search for something specific. Then you Google something and 2,887,999 links appear. How can you quickly and efficiently find the information you are looking for?

You can get better results by

- putting quotes around your search terms to tell the search engine to find a specific phrase just the way you wrote it like “Martha’s Top Ten Apple Pie Recipes”
- using the minus sign (-) to tell the search engine what terms to leave out – example – if you are looking for pie recipes but hate apples you would type “pie recipes -apple”
- leaving out punctuation since its ignored
- leaving out common terms like **a** and **the** since its often ignored unless it’s a title – For the movie the Fast and the Furious you would type “Fast Furious”
- using base words so relevant pages aren’t excluded – example – run instead of running, dog instead of dogs
- searching a specific site using a search engine – if you want to find blenders at Canadian Tire you type “site:www.canadiantire.ca blenders”
- searching for similar sites by using the related function - “related:www.youtube.com” can be used to find sites similar to YouTube

Activity: Searching Scavenger Hunt

Use your new searching skills to answer the following questions using www.google.com. Remember it's not the answer that matters, it's how you found it.

1. 1,024 Gigabytes is equal to one what?
2. Which city is located both in Asia and Europe?
3. Who was the author of "The Amityville Horror" published in 1977?
4. In what city does SpongeBob SquarePants live?
5. What is a group of owls called?
6. What is a traditional fermented Korean side dish made of seasoned vegetables and salt?
7. A puggle is a cross between which two dog breeds?
8. The Roman numeral "D" stands for what number?

Lesson: Who said that?

There was a time where the first place we got information was from the evening newspaper. Then it was from a news broadcast. Now it's often from whoever got to Twitter fast enough.

In a world moving so fast, it can be easy to forget that not all information is rated equal. Just because someone said it first, doesn't mean they got it right or are telling the truth.

A great example is the "microwave your spoon" hoax. Popular on the Internet, it encouraged people who wanted to quickly remove ice cream from the carton to microwave their metal spoon for thirty seconds. There was a spike in broken microwaves.

It can be hard to tell fact from fiction on the Internet. But using the following steps can help you analyze online information:

- Read the URL (weblink)

 - Is spelling correct?

 - Does the title fit with the site?

- Examine the content

 - Is it written in an appropriate format?

 - Does it have factual support?

- Ask about the Author

 - Is there a description of their connection to the topic?

- Look at the Links

 - Are there more links to connect the user with more information about the topic?

 - Do these links seem legitimate?

Activity: Searching for the Source

Open an Internet browser and search for “Top Internet Hoaxes.” Visit the first 5-10 sites. Answer the following questions

1. What about these stories made so many people believe them?
2. Were there any clues that these weren't real? What were they?
3. Which story was the hardest to believe?
4. Which story seemed most believable?

Lesson: Delivered to your Door

(adapted from GCFLearnFree, Protecting Your Financial Transactions, <http://www.gcflearnfree.org/internetsafety/protecting-your-financial-transactions/2/>)

Before sending any sensitive or financial information online, you want to know that you are using a secure site. Secure sites make sure all information you send is encrypted—or protected—as it travels across the Web. The https address heading and your browser's security symbol are two signs indicating you are on a secure site.

Web addresses either begin with http or https. If the address is https, the information you send to it is protected. It will look like gibberish if seen by cybercriminals.

Your browser will use a security symbol or lock to show that the website is a secure site. As seen in the examples below, the look of each browser's symbol can be slightly different, and it is usually located in the address bar.

There are 6 steps you can take to protect yourself when shopping online.

- 1) Research the company or seller
 - a. Does the company/seller have a brick and mortar storefront?
 - b. If ordering from Etsy or another third party shopping site, does the seller have reviews or references?
- 2) Closely examine the product
 - a. Does it look like it is good quality?
 - b. Does it match its description?
- 3) Understand the terms and costs
 - a. What is the refund policy?
 - b. Who is responsible for the return costs?
 - c. Is there a restocking fee?
 - d. Can it be returned to a brick and mortar store?
- 4) Pay with a credit card – this can help with refunds and security issues
- 5) Save and print a record of the transaction
- 6) Enjoy your purchase!

Activity: When a Deal isn't a Deal

Choose a store that you know like Chapters or Canadian Tire. Find their website using Google.

Go through the first 3 steps in the lesson.

Choose a website with multiple sellers like etsy.com or ebay.com. Select a product off the home page. Go through the first 3 steps in the lesson.

Lesson: Cookies you can't Eat

(adapted from GCFLearnFree, Staying Safe While Browsing, <http://www.gcflearnfree.org/internetsafety/staying-safe-while-browsing/4/>)

Did you know that your actions and what you click on might be tracked when you browse the Internet? Sometimes it is done for website efficiency, other times it's used to collect data to personalize your experience, and in some cases it's used for spying or cybersnooping.

Here are a few examples

A website places a cookie on your computer to remember certain data so it can run smoother when you go back to the site. It may remember your preferences, history or even your password.

Websites like Amazon, eBay, and Netflix collect data about your preferences. This way they can make suggestions to you for products or movies they think you might like.

Ever wonder why an ad keeps popping up for you to buy that dress or power tool you were “googling” last night? It’s not the universe telling you to buy it. Google tracks and analyzes activity to provide data to companies.

Some governments may collect data about your online activity in case it is needed for criminal investigations or national security purposes.

Read the fine print. Sometimes when you sign up for a new social media site or email campaign, you are giving permission for a company to collect your data.

If you share a computer, other people can spy on your activity by reviewing your browsing history.

Most malware or spyware is used to track and obtain sensitive information. This could be credit card numbers and bank account passwords that can be used for identity theft crimes.

It is important to have be aware of this tracking and practice safe browsing habits.

Activity: Emptying the cookie jar

Cookies can be great! They can save you time and help remember preferences on sites you visit often. They can also be not so great, when you aren't aware of what, who, or how your information is being tracked.

How you manage and delete cookies from your computer depends on the browser you use. Internet Explorer, Firefox, Safari and Google Chrome all have different methods.

For this activity, you will be searching YouTube to help find the information for your browser.

- 1) Determine which browser you are using
- 2) Go to youtube.com
- 3) Search "Manage Cookies (browser name)" or "Clear Cookies (browser name)"
- 4) Choose a video
- 5) Follow the steps

Module 3 – Tablet/Smartphone Use and Applications



Target of this unit

- To help you understand how to use a Tablet or Smartphone
- To help you gain skills necessary to navigate applications



Employment Link

Many business are creating their own apps or using applications for human resources management



Connecting experience with learning

What websites do you visit frequently?

Do they you if an app exists for the site? What would look different about it?

Lesson: A little of the unknown

When personal computers entered workspaces and home environments, they required little to no intuition. Directions were “step-by-step.” Since they couldn’t do much, they were used for clear purposes.

Today we use computers differently. One person may use it to shop, balance their chequebook and connect with others socially. Another may use it for career purposes, to gather data using surveys, create reports or design marketing materials.

Add the fact that we now have mini handheld devices that are faster, smarter and become more intuitive every few minute, our use of technology has changed. We enter into a relationship with technology that is unique, limitless and somewhat scary.

Technology should work for you. Unless you drop it, immerse it in water or leave it outside too long in the sun or snow, you probably won’t break it. This module will help you navigate your “mini” computer and all the “apps” or applications that can make your life easier, more fun or more connected.

Activity: Explore your device

Go to YouTube.com and search for a video about your device. Try terms like “how to Microsoft Surface” or “learn iPad”. Choose a video to watch to learn more about your device.

Explore your device. Answer the questions below.

- 1) How do you turn the device on? How do you turn it off?
- 2) How do you browse the Internet?
- 3) Is there a calendar?
- 4) What is 18×63 ? Use your device to figure it out.
- 5) How do you change the picture on the background screen?

Lesson: Downloading

You may have heard the terms “uploading” and “downloading.” What do you think they mean?

Uploading means that you take something like a picture or document and you transfer it to another device, computer or network. You may upload a picture onto a social media site or upload a video of your pet singing a song to YouTube.

Downloading means that you choose a picture, document or other media type from another device, computer or network to transfer onto your personal device. You may download a song from iTunes, a movie from a website or an app.

An app is a computer program that runs on mobile devices like a tablet or smartphone. Your tablet or phone may come with preloaded apps. These may include email apps, calendar apps and Internet browsing apps. You can also download apps. Some cost money, while many are free.

For the most part, apps breakdown into two camps: Apple and Android. While many apps are available on both platforms, some are limited to one or the other. The type of app you can download depends on which type of device you have. Apple products use apple apps while all others use Android apps. Which type of device do you have?

Activity: Downloading an app

Let's download an app. You can try Flipp, a flyer/coupon app that is available on all platforms or another app of your choosing. Choose the directions below depending on whether you have an Apple or Android device.

Apple (adapted from PC Advisor, How to Download and Install an App on iPhone or iPad, <http://www.pcadvisor.co.uk/how-to/mobile-phone/how-download-install-app-on-iphone-or-ipad-3267397/>)

Step one

From your device, find the 'App Store' icon and tap it to access the store. You can browse the 'Featured' and 'Top Charts' categories to find an app you like the look of. Alternatively, use the Search button at the bottom of the screen to look for specific apps. As you type, the app store will offer suggestions. You can choose one of those or continue typing.

Step two

The App Store will display a list of matching apps. Simply tap an app to see a further description of it. You can then tap the 'buy' or 'get' button, which is displayed on the right-hand side of the app description screen to download it. You'll be prompted to enter your iTunes password. Once it downloads, you can click open.

Step three

A new icon of the app you're downloading will be displayed on your device's home screen, along with a progress bar. Once the download is complete, the app is available to use.

Android (adapted from PC Advisor, How to Download and Install Apps on an Android Device, <http://www.pcadvisor.co.uk/how-to/mobile-phone/how-to-download-and-install-apps-on-an-android-device-3267411/>)

Step one

Find the Market app. If there is an icon labeled 'Market' on the home screen, tap it. If not, open the Applications menu and scroll until you see the Market app, then tap it. The Android Market application will run.

Step two

Now you can search for your app. Tap the magnifying glass icon at the top right of the screen then start typing the name of the app. Hit enter. A new window opens and it lists a lot of different apps.

Step three

Tap the name of the app and the application window opens. You can see information about it. Scroll down the page and you can see screen shots and some user reviews.

Step four

Towards the top of the page is the word 'Install'. Beneath it is the word 'Free' indicating if there is a charge for this app. Tap 'Free' or 'buy' and a new screen appears asking you to accept the permissions the app needs. Tap 'OK'.

Step five

A message saying 'Your item will be downloaded' appears, and in the top row of the screen a download symbol appears. Wait for that to disappear, and you'll see a notification that the app has been installed.

Step six

Go to the apps list and find the application. Tap its icon and the application will run. If you want it on a home screen, tap and hold the icon and drop it when it appears on the home screen.

Lesson: Technology talks

Did you know that you can access your email on multiple devices including your tablet or smartphone? Better yet, if you have a digital calendar or social media account you can access that information too. In today's world, we can get most information on whatever device is closest to us or charged.

But you don't have to use your browser on your tablet or smartphone to access your email, do your banking or scroll the latest tweets on Twitter. Most likely there is an app for that.

The experience of using a website will be similar, but probably not the same as using the app. The language will be the same. But many apps limit the actions you can do on your smartphone or tablet. They may have a similar design, but they are often designed to be read on smaller screens.

Activity: Think to Sync!

Think of a website you visit frequently. Maybe it's Facebook, Twitter, YouTube or your email. For this activity, it should be something where you have an account that makes the experience uniquely yours.

Using the instructions from the last activity, download an app. Follow the instructions to link your account after downloading. Fill in the following chart about the web vs. app experience.

	Website	Application
Experience of logging on		
How it looks on your tablet or smartphone		
Similarities		
Key differences		

Lesson: Streaming

Sometimes we don't need to download. We can do what is called "streaming." Streaming means that you transfer data so that it can be accessed as a steady stream. Most Internet users do not have fast enough access to download large files quickly. Streaming allows the user to start using/seeing the data before the full file has been received.

Examples of streaming include listening to the radio over the Internet and watching a live sports event on your computer.

Streaming is often used to connect with live events, but this doesn't have to be the case. The major difference between streaming and downloading is that the user does not have to wait for a file to download and take up space on their computer or device when it's being downloaded.

There are positives and negatives to streaming content.

Positives include

- quick access to lots of material
- ability to connect with multiple people and groups
- opportunity to witness something as it happens

Negatives to streaming content include

- being unable to censor what is being watched
- having to download a program to stream content
- troubles with technology

Nothing is worse than watching a championship sports game only to have the stream freeze in the final moments.

Activity: Listening live

For this activity, we are going to listen to music. There are two types of music listening on your device – live and recorded. For this activity, we are going to try both.

Let's start by listening to music on a recorded playlist. Using your app searching skills, find and download the "Google Play" app. This app allows you to choose different types of "playlists" to stream. Once downloaded, explore the app. Can you find a type of music you like? How did you find it? Stream and listen.

Many local radio stations are allowing users to stream on the Internet. Open your Internet browser and search for a radio station. Some Toronto stations that offer streaming include Edge 102.1 and 99.9 Virgin. Can you figure out how to stream the content that is live on air?

Lesson: Talk to me

Short hand is obsolete. Cursive handwriting is used less and not taught in many elementary schools. Today much of what we read is typed. We use our fingers to find the keys. But could this be the next tool to become history?

If you have an iPhone or iPad, you have probably heard of Siri. She is the lady that lives in your device.

If you have an android phone or tablet, you will most likely need to use a downloaded app to add “personality” to your device. Open your Internet browser and search for “Siri for Android”. Read articles about app suggestions. Choose one and download it.

Siri (or an android alternative) takes away the need to type to connect with your phone. With the press of the button, the user can ask a question, write an email or text message or navigate your phone. All without typing a single word.

Go to www.YouTube.com and search for “Siri use”, “Siri tricks” or “Siri tips”. Or if you have downloaded an app, change “Siri” for the name of the app. Watch a video to learn more about what Siri can do for you.

Activity: Siri (not Simon) says

Can you get Siri (or an alternative app) to

- find directions to a specific place?
- give you the date and time?
- tell you the closest pizza parlour?
- type a text message or email?
- open a website?

What are the pros to using Siri (or an alternative app)?

What are the cons to using Siri (or an alternative app)?

Module 4 – Google Docs



Target of this unit

- To learn how to use Google Docs



Employment Link

Many employers are using Google Docs or similar file sharing programs



Connecting experience with learning

Offices used to have several filing cabinets. Now people are storing fewer and fewer paper documents.

Where is the information stored?

Lesson: What is Google Docs?

Google Docs is a free file-sharing program. It allows you to access your documents anywhere and on multiple devices including computers, tablets and smartphones.

You can choose to use it on your own or invite others to share and work on documents. Users can edit in “real time” which means that the document will change immediately.

One of the best features about Google Docs is that you never have to save anything. The program saves itself!

It works with Microsoft Word. If you have documents that you have created in Microsoft Word you can upload them into Google Drive. This also works for Microsoft Excel.

Let’s take a look at Google Docs to find out more. Go to www.google.ca/docs/about/. Click on the “Go to Google Docs” button.

Activity: Create a Google Account

You need to have a Google account to use Google Docs. Having an account is free. It gives you access to an email address. It also acts as a key to all of the Google programs including Docs, Drive and Keep.

After you have hit the “Go to Google Docs” button, it will ask you to put in your email and password. If you do not have these, click “Create Account” at the bottom of the screen.

To create an account, you will be asked for some basic information about yourself. You will need to select an email address and a password.

You should use an email address that is clear, recognizable and reasonably short. If you are a job seeker, consider using your name with your middle initial. Leave out your birth year if you don’t want employers to know how old you are. Try to use something that would be appropriate for all audiences.

Follow the steps to complete your account.

Lesson: Creating a document

With your account, you are now ready to start a document. Click the “Go to Google Docs” button. The page will open up a set of pictures under “Start a document.” On the top row to your left, you will see a box that says “blank”. Click it. You have now created your first document.

Let’s explore. If you have ever used Microsoft Word, the icons and headings may be familiar to you. If not, this may look completely new!

On the top left hand corner, you will see a blue box with 3.5 lines on it. This is your home button. If you click it, it will take you back to the start page.

To the right of the blue box, you will see “untitled document.” This is where you can add a title by clicking on the words. Click to highlight and then type the name of your document. Call it “The Amazing Things I’ve Seen.”

Under the title is a line of words starting with “file”. These are the menu headers. Click and hover over any of them to open a drop down menu. Try a few to see what drops down.

There is a line of icons and short words under the menu headers. These icons allow you to make changes to your document like font, indentations, and format.

The large white rectangle on the screen is your page. If you were to print your document, what is within these boundaries is what would print.

Activity: Build on your document

Click on the top of your page. Retype the title of your document.

Click “enter” or “return” to move to the next line. Click “enter” or “return” again to leave a line space between your title and the body of your document.

Type at least 3 amazing things you have seen in your life. Each should be on their own line. They can be anything you want.

How will people know the difference between the title of your document and the body of your document? Let’s play with the font on the title to make it stand out.

Move the cursor to the left or the right of your title. Click and hold down the left mouse button. Drag the cursor across your title. Release the mouse button.

Move your mouse button along the line of icons until the word “font” pops up. Left click your mouse to open a drop down font menu. Select a font that looks fun for your document.

Move your cursor to the box on the write of “font”. It should be a number. Left click your mouse to open a drop down font size menu. Select a font size that is higher than the current number.

You have now created your first document with a title and body. And you don’t even have to remember to save it!

Lesson: Using a Template

A great feature of Google Docs is that you can build a document without having to create it from scratch.

Google Docs has templates that you can edit with your own information and ideas including letters, resumes, posters and brochures.

Open Google Docs. Under “Start a Document” you will see the “blank” template we used for the last lesson. Next to it are the most recent templates other users have accessed. To the upper right of these templates, you will see the word “more” with an up and a down arrow. Click “More” to open up all the templates available.

Scroll through the templates and choose one that looks interesting by clicking on it.

Activity: Tem "play"

Let's play with the template. Most of the words on the document are probably non-sense words except for the titles and headings. You can move your cursor to the left or the right of the words you want to replace. Then click the left mouse button and drag the cursor over the words. Release the mouse. This is called "highlighting." Start typing your new words.

You can change the title by clicking on the template title at the top left of the page and using the highlighting technique.

Try to change the font style using the highlighting technique. Change the font size in parts of the document if you wish.

You can bold, underline or italicize the font using the icons to the right of the font size. You can also change the font colour. Remember to use the highlighting technique and play around with the text.

Let's play with justification. Justification means if the words are aligned to the left, right or center of the page. Highlight a section of the document. On the icon menu line there are 4 icons that are each of 3 or 4 parallel lines. One will be selected. This shows the current justification. Choose one of the other 3 icons. What happens?

Continue to edit your document until it becomes something uniquely yours.

Lesson: When Microsoft Office looks in the mirror

Microsoft Word, Excel and PowerPoint are the three main programs to make up what Microsoft calls its Office Suite. Employers, schools and individuals all over the globe use these programs.

Google Docs has mirrored these documents. The last two lessons have shown you the basics of “Docs”, a free program like Word. Google offers the user “Sheets”, as free program like Excel and “Slides”, a free program like PowerPoint.

Although this module won’t teach you the basics of “Sheets” and “Slides”, we want you to open and explore both programs. Try them both out. You can access them by clicking on the blue box with the 3 white lines at the top left corner of the screen. A drop down menu will show you the 3 programs. Select which one you would like to explore first. Scroll through the templates to get an idea of what is available. Then choose one to explore.

Activity: The Three Musketeers

Complete the following chart after you have explored “Sheets” and “Slides”.

	Docs	Sheets	Slides
What is the same about the programs?			
What are the key differences?			
What type of documents could you create with this program?			

Lesson: Where is it?

So you have created these documents...but where are they? Unlike traditional software, your documents are not stored on your computer. They are stored on Google Drive.

Google Drive or “Drive” is a web-based program that stores your documents. You can access them from a computer, tablet or smartphone as long as it is connected to the Internet.

Drive will ask you to enter your email and password to access your documents. You can share your documents with other users. This way you can all edit the same document by using Drive.

You automatically have access to Drive when you register for your Google account. To open it, click the box of 9 boxes icon at the top right hand side. A drop down menu will appear with all of the Google programs you can access with your account. Click on Drive.

Drive will open. Three main columns should appear. On the left is the menu column. The middle is your documents. The right is a list of recent activities.

The left menu column allows you to change the files that appear on the middle column. This can be helpful if you only want to view photos, access documents someone else has shared with you or see recent documents you have created or worked on.

You can upload Microsoft files to drive by clicking on the red “New” button at the top of the menu column. A drop down menu will appear. You can add an entire folder of documents or a single file. You can also use this to start a new document by clicking on the Docs, Sheets or Slides icons.

The search box at the very top middle of the screen allows you to search your files using key words. This is helpful when you build up a large number of documents.

Activity: Keeping it organized

Docs can be used for many types of documents including personal and professional. It can be helpful to create folders of document types to keep you organized.

On the second line of the page is a menu titled “My Drive.” Click on it to open a drop down menu. Click on the words “New Folder.” A box will pop up asking you to name your folder. Name your folder “Personal.” Click “Done.”

Your folder should appear on the screen above your documents. You can drag documents to the folder by clicking on the document and holding the left mouse button down. Move the cursor to the file folder. The folder will turn blue. Release the mouse button and your file will be placed in the folder.

To access the documents in the folder you can double-click on it.