

Curriculum Resource

Introduction to Facebook

OALCF Alignment

Competency	Task Group	Level
Competency D - Use Digital Technology	N/A	1
Competency A -Find and Use Information	A1. Read continuous text	1
Competency B - Communicate Ideas and Information	B1. Interact with others	1
Choose an item.	N/A	1
Choose an item.	Choose an item.	Choose an item.

Goal Paths (check all that apply)

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

Embedded Skills for Success (check all that apply)

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

Notes: May need resources for other social media platforms in the future.

Introduction to Facebook

What is Facebook?

Social media is the name for apps that let you connect with people online, like Twitter, Instagram, and Snapchat. Facebook is one of the most popular social media sites in the world and lets you share your ideas and experiences with your Facebook friends.

- ✓ Share photos, videos and written messages with others.
- ✓ Join conversations about subjects that interest you.
- ✓ Follow friends, family, businesses and celebrities
- ✓ Facebook is **FREE** to use!



Facebook is a great place to connect with old friends and make new ones.

What is a Facebook Profile?

When you sign up for Facebook you will build a “profile” that will help people get to know you. A Facebook profile might include things like:

- ❖ Photos of you, your family and your friends.
- ❖ Information about ideas you have and things you like.
- ❖ Connections to family and friends you want to keep in touch with.



This resource will teach you how to **sign up for** Facebook and **use** Facebook.

Goals of this Resource

By the end of using this resource, you will have an introduction to:



- ✓ Creating a Facebook profile and signing into Facebook.
- ✓ The main features of Facebook, like **Newsfeed** and **Posts**.
- ✓ Tips on making your Facebook profile the very best it can be.
- ✓ Some practice activities to make sure you're on the right track.

Facebook

1. Signing Up For Your Own Facebook Profile

The first step in using Facebook is creating an account. Here's how you do it:

- Type "facebook" into Google or go to [facebook.com](https://www.facebook.com). You will arrive at a page that looks like this:

A screenshot of the Facebook login page. On the left, the Facebook logo is displayed in blue, followed by the text "Connect with friends and the world around you on Facebook." On the right, there are two input fields: "Email or phone number" and "Password". Below these fields is a blue "Log In" button. Underneath the "Log In" button is a link that says "Forgot password?". At the bottom right, there is a green "Create new account" button.

- b. Click the  button and this window will open:

Sign Up

It's quick and easy.

First name Last name

Mobile number or email

New password

Birthday [?]
Dec 19 2022

Gender [?]
Female Male Custom

People who use our service may have uploaded your contact information to Facebook. [Learn more.](#)

By clicking Sign Up, you agree to our [Terms](#), [Privacy Policy](#) and [Cookies Policy](#). You may receive SMS Notifications from us and can opt out any time.

- c. Fill in your full name, cell number or email address, new password, birth date and gender.

Quick Tips:

- ❖ If you don't have a cell phone or an email address, you can quickly sign up for an email address by getting a [Proton Mail](#) or [Gmail](#) account.
- ❖ Create a password you will remember and write it down somewhere safe.
- ❖ Your password should be **unique to you** and not easy to guess.
- ❖ Always keep your password **private!**

d. If you use a phone to sign up, a code will be texted to your phone number.

If you use an email address to sign up, a code will be emailed to you:

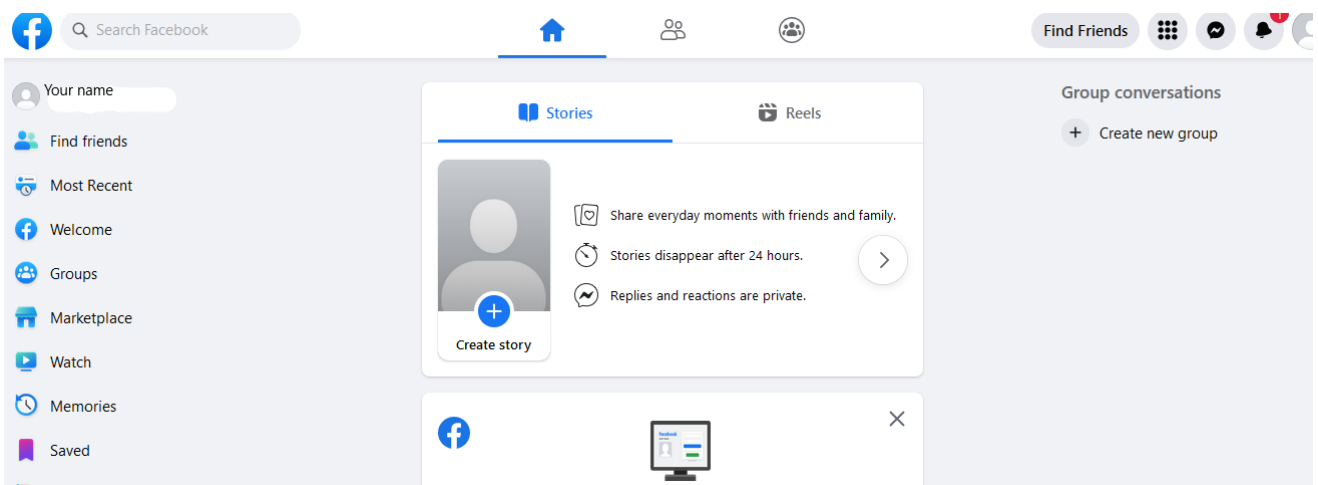
Enter the code from your email

Let us know this email belongs to you. Enter the code in the email

e. Enter the code in the box that looks like this:

FB-

f. Click “Continue”, and you will be taken to your Facebook Profile:



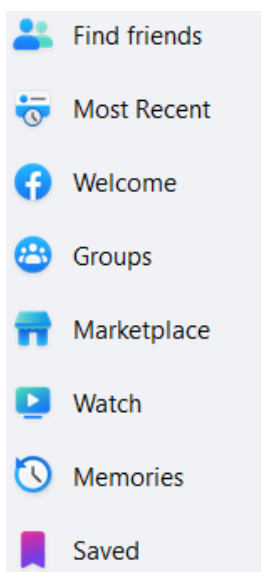
2. Getting Started

Facebook is divided into three main sections which are indicated by these buttons at the top:



The first button indicates the **Home** page. It is blue because we are on the Home page. The next two buttons indicate the **Friends** page and the **Groups** page.

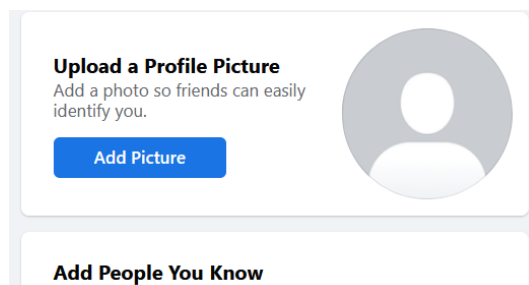
We will look around the Home page first.



The bar on the left has many options for you to use.

The **“Find friends”** and **“Groups”** buttons use the same symbols as the Friends page and Groups page buttons above and will take you to the same place. We will talk about them in a minute.

Let’s start with the **“Welcome”** button. It will take you to a screen that will let you add a picture of yourself to your profile:



Quick Tips:

There are two ways to add a Profile photo to Facebook:

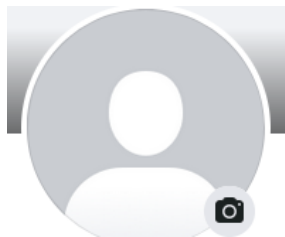
- ❖ Take a picture of yourself with your phone or a friend's phone.
- ❖ Email that picture to yourself and then save it on the computer you are using.
- ❖ Click the **Add Picture** button.

OR:

- ❖ Get the **Facebook app** on your iPhone from the App Store or on your Android phone from Google Play. (You will need to log in first.)
- ❖ Click the little camera in the top left, which will give you access to the photos.
- ❖ Add the photo you took of yourself.

You can change your profile picture at any time by clicking on the button with your name on it on the Home page. This will take you to your **Profile page**. Click the camera on your profile picture to change it:

You can also do this by clicking the little camera in the top left corner of the Facebook app on your phone.



Make sure you add a photo your friends will recognize, because that is what they will see when they search for your name!

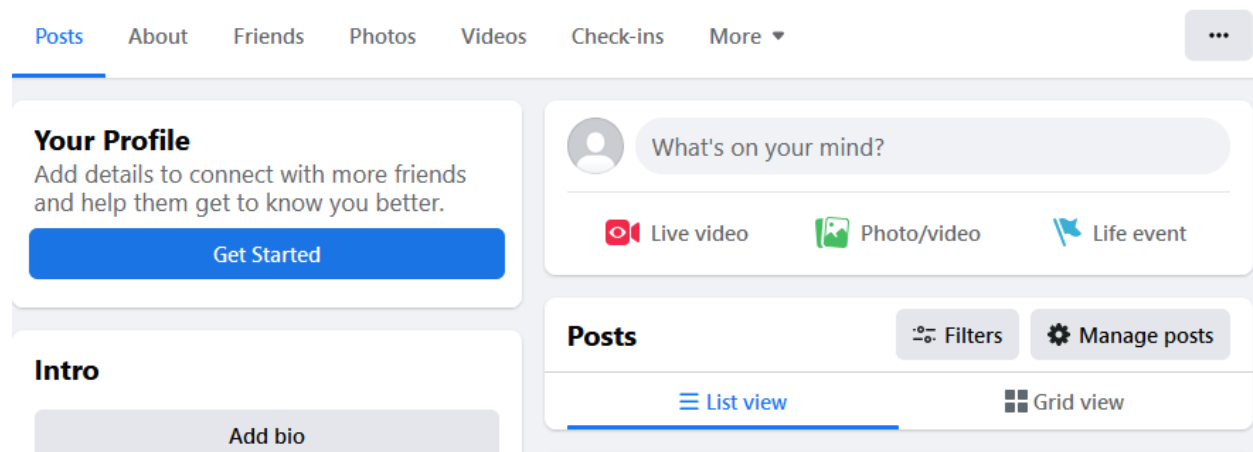
3. Profile Page

Go to your Profile page by going to the Home page and **clicking your name** on the left hand bar.

Your Profile page is the most important page on Facebook because it is where you get to tell YOUR STORY. It contains:

- ✓ Your profile page has important information about you like your birthday.
- ✓ Your saved photos and videos.
- ✓ Your list of friends.

Your profile page looks like this:



The best way to get started building your profile is to click the **Get Started** button. When you do so, you will be asked to:

- a. Add a **Profile Picture**.
- b. Add a **Cover Photo** (which will appear behind your profile picture).
- c. Add some **Background Info**, like the city you live in.

About

Overview

Work and Education

Places Lived

Contact and Basic Info

Family and Relationships

Details About You

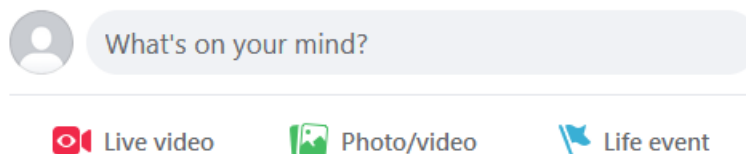
Life Events

You can add more information about yourself by clicking the **About** button on your Profile page and adding other details about yourself, like where you have worked and lived.

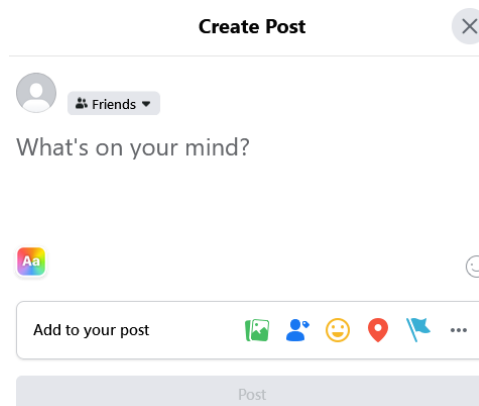
You can also edit your Profile at any time by clicking **Edit Profile** in the top right of the Profile page.

4. Posts

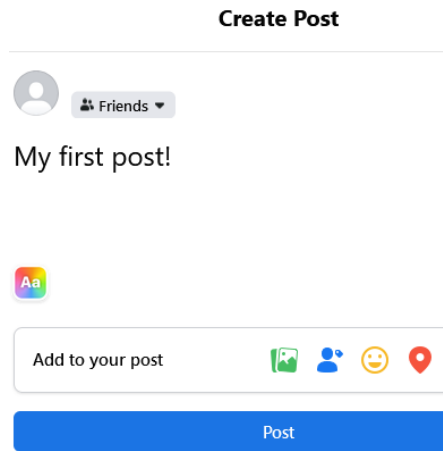
You can post photos, videos and messages on your Profile page:



Click the “What’s on your mind?” box and a window opens where you can type a message:




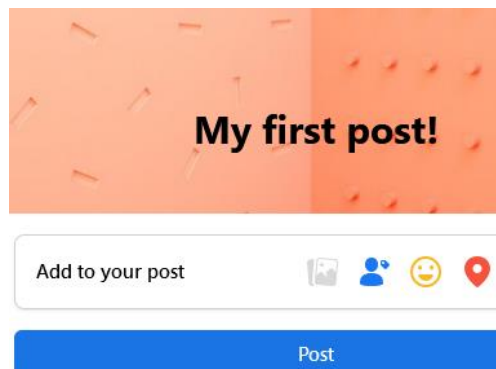
Begin typing and “What’s on your mind?” will be replaced by your message. Think of it as a message you are writing to your friends:






After you begin writing, the button at the bottom turns blue. Click it, and you will post your message. But first you can add to your message using these buttons here:

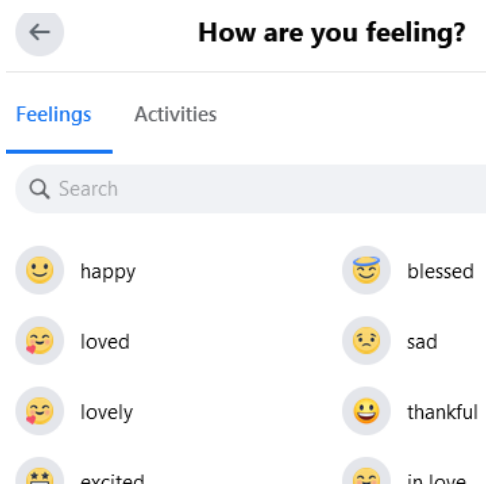



This button  allows to insert a fancy background like this:

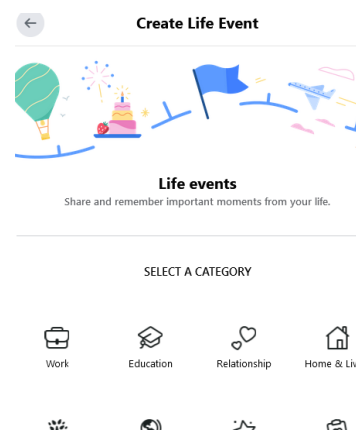


Here are some other buttons:

- ❖ The **Photos** button  allows you to add photos.
- ❖ The **Tag Friends** button  allows you to alert a specific friend to your post.
- ❖ The **Feelings** button  allows you to indicate how you are feeling when you post:



- ❖ The **Life Events** button  allows you to post about a birthday or new job or some other event that has happened in your life:



5. Adding Friends

The thing most people find best about Facebook is connecting with friends. The **Add Friends** feature will allow you to connect with people you know who have their own Facebook accounts. To add a friend:

- a. Type their name into the **Search bar** in the top left corner.
- b. A list of people with that name will come up:



- c. If your friend is listed there, click **Add friend**.

A request will be sent to your friend person. *If they accept your request*, they will become one of your **Facebook Friends** and you will become one of theirs.



When your friend accepts your request, you will get a message on the Friends page saying so.

6. Following People

With famous people—like actors, musicians, politicians, or sport figures—you won't become Facebook friends but rather **Follow** them. The steps to doing this are similar:

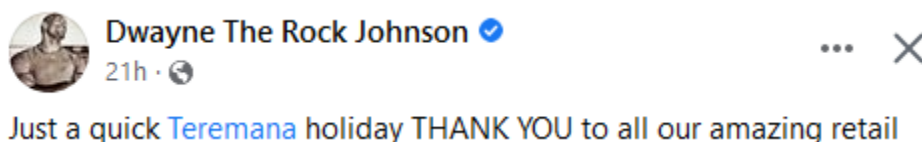
- Type their name in the **Search bar** in the top left corner.
- A list of people with that name will come up:



- Click **Follow** to begin following them. Now you will see what they post!

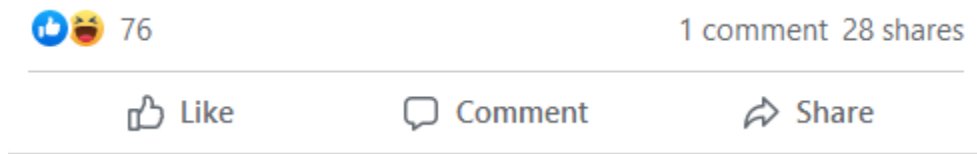
7. Newsfeed

On your Home page, when you scroll down a little, you will see a "**Newsfeed**" of videos, photos and messages. When you begin to get friends and follow people, their posts are what will appear:

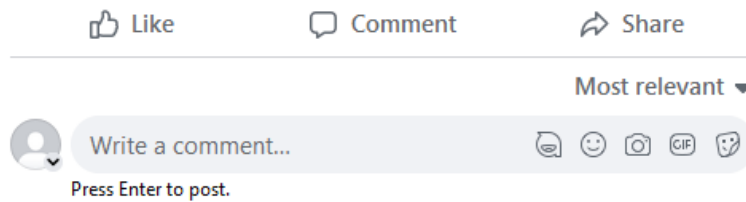


In the same way, YOUR POSTS will go to the Newsfeeds of your friends!

The main purpose of Facebook is interacting with others, and you do this by **liking** or **commenting** on their posts:



- ✓ Click **“Like”** to give your support.
- ✓ Write a **comment** and use the buttons on the bottom right to add emojis, photos and more:



- ✓ Click **“Share”** to share this post with your friends.



*Your friends can **like** and **comment** on your posts and you can **like** and **comment** on theirs. You can even like and comment on **your own posts**.*

8. Other Features

- a. You can make fancier posts called “**Stories**” by clicking the **Create story** button on your Home page or the **Add to story** button on your Profile page and following the instructions:



- b. Check out other features offered on the Home page side bar on the left, like “**Watch,**” which gives you a stream of suggested videos, or “**Marketplace,**” which show items for sale by people in your community.
- c. Always be sure that you are getting the privacy you want by clicking the little circle with your profile picture in the top right corner and then clicking **Settings & Privacy,** then **Settings** again, and then **Privacy** again on the left.

A window will open that allows you to manage who sees your account. For example, this shows you who can see your future posts:

Your Activity

Who can see your future posts?

Friends

You can edit any of these settings so that you feel more secure.

9. Logging Out

When you are finished using Facebook, you should log out—*especially if you are using a public computer!*



IMPORTANT: If you don't log out of Facebook, people may be able to access it.

To log out, click the little circle with your profile picture in the top right corner. A window will open giving you the option to log out. **Click it, and you're done!**

10. Risks of Using Facebook

Facebook is useful and fun, but you need to be aware of the risks involved with using it.

- a. The number one thing to remember about Facebook is that ***your profile and posts may be seen by lots of different people, including children, grandparents and employers.***

Keep **your content polite** so that all people can enjoy it, and it won't get you into trouble!



b. Make sure no one is **stealing your information** by managing your privacy (as explained above) and preventing invasive apps from doing so. Here's how:

- ❖ Find the arrow in the top right corner and click on it.
- ❖ Click on **Settings and Privacy** from the menu.
- ❖ Then click **Settings** again.
- ❖ Scroll down to **Apps and Websites** and click.
- ❖ Select the **Active** tab at the top of the window:

Apps and websites

These are apps and websites that you've used Facebook to log in to. They can receive information that you share. Apps may still have access to information that was previously shared with them, but they can't receive additional information.

Active Expired **Removed** (2)

View removed apps and websites to see the information that was previously shared with them.

Use this screen to remove apps that you don't want to have access to your information.

c. Beware of **predators** on Facebook!

Unfortunately, ***not everyone who asks to be your friend on Facebook is trustworthy***. If you don't already know the friend in person, follow these rules:

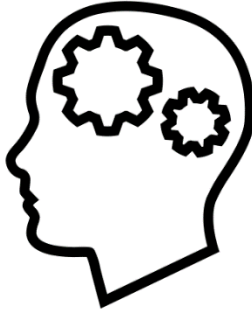
- ❖ Never meet a "strange" friend in private.
- ❖ Never "lend" or give them money.
- ❖ Never tell them personal information about yourself.

d. Addiction

Finally, it's important to remember that Facebook, like all social media, can be **very addictive**. Social media is designed to be very enjoyable to use, but that means you need to make an effort to **take a break** from using it or **seeking help** if you can't.

11. Activities

Activity #1



- ✓ Log in to Facebook and go to your Profile page.
- ✓ Edit your profile with some info about yourself.
- ✓ Write your first post with background and feelings.
- ✓ Comment on your first post.

Activity #2

- ✓ **Search** for a famous person in the search bar.
- ✓ **Follow** the famous person.
- ✓ Go to your Home page and watch for posts from them in your **Newsfeed**.
- ✓ Like and comment on their post.
- ✓ If you like, you can also search for a friend in the search bar and send a **friend request**.
- ✓ When you are finished, log out.



Review

- ❖ Now you are familiar with how to start using **Facebook**.
- ❖ You have learned how to **make posts** and **like** and **comment** on posts.
- ❖ You have learned how to **add friends** and **follow** celebrities.
- ❖ You have learned about some of Facebook's **most important features**.
- ❖ You have learned about some of the things to watch for when using Facebook.
- ❖ You can go back to this guide any time you want to review the steps for using Facebook.

Canada 

EMPLOYMENT
ONTARIO

Ontario 

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