2014

Technology Resource Guide and Classes for Seniors: Barrington Senior Center

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Technology Resource Guide and Classes for Seniors

FROM PROFESSIONAL TO RECREATIONAL

Overview
This course will equip the individual with tools in which he/she can utilize to become proficient in using E-mail, and photo sharing.

Community Partner: Barrington Senior Center
Academic Partner: SOAR Leadership Program
Spring 2014
The Roger Williams University Community Partnerships Center

The Roger Williams University (RWU) Community Partnerships Center (CPC) provides project based assistance to non-profit organizations, government agencies and low- and moderate-income communities in Rhode Island and Southeastern Massachusetts. Our mission is to undertake and complete projects that will benefit the local community while providing RWU students with experience in real-world projects that deepen their academic experiences.

CPC projects draw upon the skills and experience of students and faculty from RWU programs in areas such as:

- American Studies
- Architecture and Urban Design
- Business
- Community Development
- Education
- Engineering and Construction Management
- Environmental Science and Sustainability
- Finance
- Graphic Design
- Historic Preservation
- History
- Justice Studies
- Law
- Marketing and Communications
- Political Science
- Psychology
- Public Administration
- Public Relations
- Sustainable Studies
- Visual Arts and Digital Media
- Writing Studies
Community partnerships broaden and deepen the academic experiences of RWU students by allowing them to work on real-world projects, through curriculum-based and service-learning opportunities collaborating with non-profit and community leaders as they seek to achieve their missions. The services provided by the CPC would normally not be available to these organizations due to their cost and/or diverse needs.

CPC Project Disclaimer: The reader shall understand the following in regards to this project report:

1. The Project is being undertaken in the public interest.

2. The deliverables generated hereunder are intended to provide conceptual information only to assist design and planning and such are not intended, nor should they be used, for construction or other project implementation. Furthermore, professional and/or other services may be needed to ultimately implement the desired goals of the public in ownership of the project served.

3. The parties understand, agree and acknowledge that the deliverables being provided hereunder are being performed by students who are not licensed and/or otherwise certified as professionals. Neither RWU nor the CPC makes any warranties or guarantees expressed or implied, regarding the deliverables provided pursuant to this Agreement and the quality thereof, and Sponsor should not rely on the assistance as constituting professional advice. RWU, the CPC, the faculty mentor, and the students involved are not covered by professional liability insurance.

4. Neither RWU, the CPC, the faculty mentor, nor the students involved assume responsibility or liability for the deliverables provided hereunder or for any subsequent use by sponsor or other party and Sponsor agrees to indemnify and hold harmless RWU, the Center, the Faculty Mentor, and the Center’s student against any and all claims arising out of Sponsor’s utilization, sale, or transfer of deliverables provided under this Agreement.
Lesson 1
Navigating the Internet
Overview
This class will help members get used to iOS and Windows and also how to navigate through the Internet.

Objectives/Topics Covered
Getting Used to iOS/Windows
- Using Siri
- Sorting applications with app folders
- Using the App Store and iTunes Store
- Using various utilities such as calendar, reminders, etc.
- Navigating through Windows

Internet
- Understanding the differences in Browsers
- Google and other Search Engines
- YouTube and other social sites
- Tool Bar functions

End Results
To have members of the Barrington Senior Center better equipped in using the Internet, iOS, and Windows.

Materials
Projector
Laptop for Instructor Use
PowerPoint Presentation
Handouts
Personal Laptops
BSC Computers
iPads/iPhones

Class Team Members
Veronica Alicea
Jackie Sears

Soar Members
Evan Beck
Alana Peoples
Gabby Reardon
Navigating the Internet
Objectives

• Teach members to navigate through applications such as Siri, iOS, and the App Store

• Give useful tips of how to organize and use their applications through App Folders

• To show how to use utilities on iPhones or iPads like calendars and alerts
Internet

- Browsers
- Google
- Search Engines
- YouTube
- Tool Bar Functions
Google

Thanks for choosing Firefox! To get the most out of your browser, learn more about the latest features.
Step 1 Stream URL: http://www.youtube.com/
How To Bookmark a Page

**STEP 1:**

https://www.youtube.com/watch?v=ZVGvql-u_xU

**STEP 2:**

Type a name for the bookmark, and choose where to keep it.
IOS

- Siri
- Apple Folders
- Social Media
- Resources Guide
- Apple Store
- Utilities
Siri
Apple Folders
Social Media
Apple Store
Utilities
Windows
Lesson 2
Email and Photosharing
Overview

This class will help members become more proficient in using the different functions associated with email as well as photo sharing.

Objectives/Topics Covered

Email

- Creating an account, either by aol, yahoo, gmail and etc.
- “How to” send, read, delete, and manipulate emails
- “How to” attach documents or pictures
- “How to” forward messages, or BCC individuals
- “How to” customize your own individual signature
- “How to” mark messages as read or not
- “How to” move emails from folders in email account
- “How to” view more emails/ more items that were deleted
- “How to” adjust the viewing of the site, emails, and background
- “How to” put an icon image
- “How to” save unfinished emails as drafts
- “How to” add contacts
- Formatting, and other options

Photo Sharing

- “How to” upload photos by an external camera
- “How to” edit photos (basic version), which sometimes comes with specific cameras or apps
- “How to” store photos, either by files on desktop/laptop
- “How to” upload photos for sharing purposes

End Results

The individual will learn and understand how to send, read, and manipulate emails, and also how to share photos to enhance their efficiency in everyday life.

Materials

- Projector
- Laptop for Instructor use
- PowerPoint Presentation
- Handouts
- Personal Laptops
- BSC Computers
- External Cameras
- Cables for Cameras

Class Team Members

- Joshua Leitao

Soar Members

- Meaghan Cleaver
- Kyler Jesanis
- Colleen Munroe
FROM PROFESSIONAL TO RECREATIONAL

Overview

This course will equip the individual with tools in which he/she can utilize to become proficient in using E-mail, and photo sharing.
CREATING AN ACCOUNT?

- Yahoo, Aol, Gmail, and etc.

- Today we are going to look at how to create an account on Aol
Click on:
Get a Free Username
Under the SIGN IN button
• Add the necessary information to the different cells.

• Pick a username: For example, jleitao913

• The @aol.com will be already inserted into your username

• Create a password that is unique
• Pick a security question from the drop down list

• Answer the question underneath, this is used whenever you forget your password or username

• Type in numbers and or letters presented in the box without any spaces

• Then Click Sign Up
Congratulations

You just created an email account

• Save this information as well as your password

• See your new email account by clicking: Go to AOL Mail
Welcome to AOL Mail!
Make yourself at home in your new inbox.

Click on the Quick Tips to learn more

GET STARTED
Page Breakdown

- Search Bar
- Email, Folders, Contacts, Sign out
<table>
<thead>
<tr>
<th>FROM</th>
<th>SUBJECT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>Chris Haines tagged you on Facebook</td>
<td>11:26 am</td>
</tr>
<tr>
<td>Sallie Mae</td>
<td>Joshua, No Payments While in School</td>
<td>8:54 am</td>
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<tr>
<td>Amazon Local</td>
<td>The Big Apple Circus I Guided Kayak Tour I and 1 more</td>
<td>6:27 am</td>
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<tr>
<td>Amazon.com</td>
<td>Pathologies of Power: Health, Human...</td>
<td>3:57 am</td>
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<td>BOGO 50% OFF FOOTWEAR!</td>
<td>Tue Apr 8</td>
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<td>greatlakes</td>
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<td>Mar 29</td>
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<tr>
<td>Amazon.com</td>
<td>Your Amazon.com order of &quot;Aria-Black/White Credit...&quot; has shipped!</td>
<td>Feb 18</td>
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<td>Amazon.com Password Assistance</td>
<td>Feb 16</td>
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<tr>
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<td>FAFSA for 2014-2015 Processed Successfully</td>
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</tr>
<tr>
<td>customercare</td>
<td>BBY RECEIPT</td>
<td>Jan 11</td>
</tr>
</tbody>
</table>
How to write an email?

Click on the email Icon

Enter necessary information:

• Sender’s email in “To” line
• Add the topic of discussion in “Subject” line
Hey Michele!

How is everything? Is your sister feeling any better?
I can't wait to hear from you soon!

Love,
Josh
Add attachments, like files on your computer or word processing documents

Send any pictures, or picture files

Change text fonts
Response back found in Inbox, Click on message

FROM: O'Hara, Michele
SUBJECT: Re: Miss You
DATE: 3:54 pm

Hey Josh!

My sister is feeling so much better thanks for asking!
Do you want to get lunch sometime soon and catch up?

-Michelle

On Wed, Apr 9, 2014 at 3:53 PM, Joshua Leilao <bowler94@aim.com> wrote:
Hey Michele!

How is everything? Is your sister feeling any better?
I can't wait to hear from you soon!

Love,
Josh
WHEN YOU’RE READY.... SEND

You can also delete any unwanted emails or advertisements here.
OTHER EMAIL ACCOUNTS

- Other email accounts such as google (gmail), yahoo, hotmail, have the exact same instructions
- It is just a different server
QUESTIONS, CONCERNS, COMMENTS?
Lesson 3
Skype
Video Chatting on Skype

Overview
This class will help the members set up an account on Skype and show them how to make and receive video chats.

Objectives/Topics Covered
- Creating an account with Skype
- Downloading the Skype application to laptops
- Adding friends
- Finding friends
- Changing camera and microphone settings
- Making a call
- Answering a call
- Using the messaging app

End Results
The members of the class will have a much better understanding of how to use the various features of Skype.

Materials
- Projector
- Laptop for Instructor Use
- PowerPoint Presentation
- Handouts
- Personal Laptops
- BSC Computers

Class Team Members
- N/A

Soar Members
- Andrew Erickson
- Manveer Singh
- Taylor Sutherland
Overview

• Making an account
• Logging In
• Editing your account
• Finding friends
• Adding friends
• External microphone/webcam
• Making/answering video calls.
• Instant messaging
Making an Account

- Add the necessary information to the different cells.
- When all information is added, click I agree and continue.
- Once your profile is complete, you can download Skype to your computer (if it is not already).
  - Simply follow the instructions on the screen to do that.
• Enter your email and password.
• Click log in.
• Click your name in top left corner.
• Click show full profile.
• Edit items within.
Finding Friends

• Click search and type in the name of a contact.
• Click on their profile to interact
Adding Friends

- Click the far right icon in the upper left corner that looks like a person and a + sign.
- Enter name, Skype name, or email of person you're searching for.
- When you find them, click their name and then "add to contacts" which will be in the middle of the screen.
• Click tools on the top toolbar, then options.
• Click the drop down next to the Microphone icon. Then select the applicable mic.
• If the camera isn’t recognized by Skype click tools
• Click “options”
• Go to video settings
• Click the external camera that applies
Making a Video Call

- Click the contact you want to call
- Click the video call button on their profile
Answering a Video Call

- The call will pop up on your screen,
- Click answer with video call
If you want to send a message to someone:
1. Find their profile.
2. Click "send a message" at the bottom of the page.
4. When you have finished your message, you can either hit the enter key to send it or the send button to the right of the text bar.
Lesson 4
Internet and Computer Security
Internet & Computer Security

Overview
This class will help the members better protect themselves both on their own personal device and the Internet.

Objectives/Topics Covered

Computer Security
- Creating a username and password for logging in
- Not saving sensitive information on a computer
- Understanding what is unsafe to download onto a computer

Internet Security
- Understanding the difference between http and https
- Understanding what a secure website is
- Understanding what a secure form is
- Understanding what a secure purchase is
- Understanding where and when to not enter personal information
- Understanding how to make a safe password
- Explaining the danger of pop-up advertisements and promotions
- Explaining the danger of Internet advertisements on web pages
- How to enable a pop-up blocker
- Discussing the security level of various Internet browsers
- Understanding what information is OK to save on the internet
- Password storage

End Results
The members of the class will have a much better understanding of Internet security and how to protect themselves against potential security threats.

Materials
Projector
Laptop for Instructor Use
Personal Laptops
BSC Computers
PowerPoint Presentation
Handouts

Class Team Members
Matt Regan
Jackie Sears

Soar Members
Josh Grab
Resource Sheets
Photosharing & Skype Support
Sharing Photos from your computer

1. Sharing Photos on Facebook
   
a. Log in to your Facebook account
   
b. Go to your Facebook profile
   
c. In the box where it allows you to post a status, click “Photo”
   
d. Then select either “Upload Photos/Video” or “Create Photo Album”
   
e. If you select “Upload Photos/Video,” then find the picture you want to share from the folder it is in on your computer and click “Open.”
f. The photo you selected will show up on the status bar. You can now add more photos, write a caption to the photo, tag people in the photo, or just post it the way it is.

g. When you are finished tagging or writing a caption, click post and the photo will be posted on your Facebook wall where your friends can see it and comment on it.

2. Sharing Photos by Email

   a. Log into your email account (Gmail, Yahoo, Outlook, etc.)

   b. Click “Compose” to create a new Email.

   c. Click the “Attach files” button.

   d. Find the photos in their designated folder on your computer and click “Open”

      i. If the files are too large, you may have to send each photo in separate Emails. To do this just repeat the process for each photo.

   e. Enter the person’s Email that you want to send it to.
f. You can now add text to the subject line and the body of the Email.

g. When you are finished, click send and the Email will be sent to that person.
Photo-sharing Using an iPhone

When looking at your iPhone screen, click on Photos, here you will find all the photos you have taken using the camera.

Once in Photos, select the photo you want to share via email, text message, or on Facebook.

After selecting the photo you wish to share, the screen will look similar to this but with the photo you have chosen.

Click on the icon that looks like a square with an arrow pointing upwards on the bottom left-hand corner.
After hitting the icon on the bottom left of the screen, a page similar to this will pop up with the photo you selected displaying a blue check mark.

Here you can click on icons including Messages, Mail, and Facebook to share your photo.

If sending the photo via selecting the Mail this screen will pop up, where you can type an email address where it says To: by tapping in that area.
When sharing a photo via text message, you just need to type the name or phone number of the person you wish to contact by tapping on where it says To:

When posting a photo to Facebook you would just have to hit post on the top right of the screen.

You can also select the album you wish to post it to and add a location.
Creating an Account

- Add the necessary information to the different cells.
- When all information is added, click I agree and continue.
- Once your profile is complete, you can download Skype to your computer (if it is not already).
- To log in: enter email and password, click log in.
Editing your Account

- Click your name in top left corner.
- Click show full profile.
- Edit items within.
Finding Friends

- Click search and type in the name of a contact.
- Click on their profile to interact
Adding Friends

• Click the far right icon in the upper left corner that looks like a person and a + sign

• Enter name, Skype name, or email of person you're searching for.

• When you find them, click their name and then "add to contacts" which will be in the middle of the screen
External Microphone

- Click tools on the top toolbar, then options
- Click the drop down next to the Microphone icon. Then select the applicable microphone
External Camera

- If the camera isn’t recognized by Skype click tools
- Click “options”
- Go to video settings
- Click the external camera that applies
Making a Video Call

• Click the contact you want to call
• Click the video call button on their profile
Answering a Video Call

• The call will pop up on your screen,
• Click answer with video call

Instant Messaging

• If you want to send a message to someone
• Find their profile
• Click "send a message" at the bottom of the page
  • Begin typing.

• When you have finished your message, you can either hit the enter key to send it or the send button to the right of the text bar.