**Communicating Online** (Self-guided)

This document will lead you through the material covered in this workshop.

**INSTRUCTIONS:**

* Complete each section of instructions, then mark the checkbox next to the bold title, and move to the next one.
* Many videos have sound, so if you need help finding a way to listen or turn on captions, just ask!

**Complete Email Basics Tutorial**

* Go to the webpage below, read the text, watch the videos, and complete the activities until you reach the **“Continue”** button.
* **When you reach the “Continue” button STOP. You have completed this tutorial.**
* <https://edu.gcfglobal.org/en/gmail/sending-email/1/>

**Read Email Basics Review (below)**

* **Email address** is the identifier used to deliver a message to an individual. All emails follow this format [username] [at symbol] [website] for example, username@website.com.
* **Inbox** is where your received messages are viewed. It’s like the homescreen of your email account.
* **Compose** button to create a new email.
* **To** line should include the email addresses of those who will receive the email.
* **Subject** line is like a title for your email. A subject should be short and let the recipient know what the topic of the email is.
* **Signature** comes at the end of the email and includes your name.
* **Reply** is a message that is a response to a previous email message.
* **Attachment** is a file or picture included in an email.

**Watch Spam and Scams Video**

* Watch this video: <https://youtu.be/NI37JI7KnSc>

**Read Spam and Scams Review (below)**

* Terms:
  + **Spam folder:** Where emails that a filter has marked as junk mail or scams are sent.
  + **Virus or Malware:** A piece of software designed to attack your computer
  + **Phishing** (phony + fishing): When someone online tries to trick you into giving them information or installing a virus on your computer.
* **Questions to ask before trusting a message is real and safe:**
  + Who is it from? Is it someone you know? Does their email address look right?
  + Why would they be sending me this message?
  + Is it possible someone is using their real email address to send a fake message?
  + Does anything look out of place? (Spelling errors, unusual or missing logos, etc.)
  + Hover over links to see where they will take you.
  + Are links and email addresses real or are they look-alikes?

**Complete Spam and Scams activity**

* Test out what you’ve learned: <https://phishingquiz.withgoogle.com/>

**Complete Students Communicating Online activities**

* Use the following link to view the online slideshow, read the text, discuss the questions, and complete the activities.
* <http://bit.ly/sg3oncom>

**Complete Social Media and Students Research activity**

* Visit <http://bit.ly/tsmfacts> and read facts about how social media affects students both positively and negatively.
* Discuss Together: Did any of this surprise you? Does it make you rethink your understanding of how your student will use social media?
* Skim the advice based on this research: <http://bit.ly/tsmadvice>
* Discuss Together: Do you think you will try any of these suggestions?

**Complete Crowdsourcing activity**

* **Crowdsourcing** refers to projects in which many people, often strangers, work together online to accomplish a bigger task they couldn’t have done alone.
* **Think about:** how long it would take you to count $100 in pennies. A LONG time.
* **Think about:** how long it would take 100 people working together to count $100 in pennies. If everyone counts $1 of pennies, it will go a lot faster.
* **Choose one of the following crowdsourcing projects to explore and answer to questions below:**
  + Building Inspector <http://buildinginspector.nypl.org/>
  + EyeWire <https://eyewire.org/>
  + Smithsonian Transcribe <https://s.si.edu/2YaZzGZ>
  + Snapshot Serengeti <https://snapshotserengeti.org>
  + Be My Eyes <https://www.bemyeyes.com/>
* **Questions:**
  + What are people working together to achieve in this project?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Could you participate in this project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + What are the benefits of crowdsourcing?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + What are some other ways people could work together online to accomplish something good?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Well done! You’ve completed this self-guided set of activities about communicating online! The next page includes a review of these topics, as well as links to additional resources to learn more and practice the skills involved. Keep it as a reminder of what you’ve learned. If you need credit for completing this self-guided workshop, complete the next page and see a member of the library staff.

**Finding and Evaluating Info | REVIEW & RESOURCES TO CONTINUE LEARNING:**

Email

* Learn more about email: <https://edu.gcfglobal.org/en/email101/>
* **Email address** is the identifier used to deliver a message to an individual. All emails follow this format [username] [at symbol] [website] for example, username@website.com.
* **Inbox** is where your received messages are viewed. It’s like the homescreen of your email account.
* **Compose** button to create a new email.
* **To** line should include the email addresses of those who will receive the email.
* **Subject** line is like a title for your email. A subject should be short and let the recipient know what the topic of the email is.
* **Signature** comes at the end of the email and includes your name.
* **Reply** is a message that is a response to a previous email message.
* **Attachment** is a file or picture included in an email.

Online Spam and Scams

* Learn more about spams and phishing in email: <https://edu.gcfglobal.org/en/internetsafety/avoiding-spam-and-phishing/1/>
* **Spam folder:** Where emails that a filter has marked as junk mail or scams are sent.
* **Virus or Malware:** A piece of software designed to attack your computer
* **Phishing** (phony + fishing): When someone online tries to trick you into giving them information or installing a virus on your computer.
* **Questions to ask before trusting a message is real and safe:**
  + Who is it from? Is it someone you know? Does their email address look right?
  + Why would they be sending me this message?
  + Is it possible someone is using their real email address to send a fake message?
  + Does anything look out of place? (Spelling errors, unusual or missing logos, etc.)
  + Hover over links to see where they will take you.
  + Are links and email addresses real or are they look-alikes?

Social Media

* Learn more about social media: <https://edu.gcfglobal.org/en/topics/socialmedia/>
* For adults to learn more about apps and websites students might be using: <https://www.commonsensemedia.org/>
* For students to practice good online communication: <http://g.co/interland> (Blue and Green Islands)

**COMPLETED WORKSHOP FORM – PARTICIPANT COPY**

I ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have completed all

(adult) (student)

the self-guided tutorials and activities for Communicating Online. This will be added to my attendance record.

Adult Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETED WORKSHOP FORM – LIBRARY COPY**

I ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have completed all

(adult) (student)

the self-guided tutorials and activities for Communicating Online. This will be added to my attendance record.

Adult Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_