

# Communicating Online (Self-guided)

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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 & Scams Video

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



## ☐ Read Spam & 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?

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- Could you participate in this project?

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- What are the benefits of crowdsourcing?

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

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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 Workshop Forms page and see a member of the library staff.



# Communicating Online

## Review & Resources to Continue Learning

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### 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.commonsemmedia.org>
- For students to practice good online communication:  
<http://g.co/interland> (Blue and Green Islands)



# Workshop Forms

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## COMPLETED WORKSHOP FORM – PARTICIPANT COPY

I \_\_\_\_\_ and I \_\_\_\_\_ have completed all the  
(adult) (student)

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 \_\_\_\_\_

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## COMPLETED WORKSHOP FORM – LIBRARY COPY

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