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Developed by Community Tech Network for
Stockton-San Joaquin County Public Library

Learner Booklet

Tablet
Basic Skills Training

CTN

Course Outline

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Types of Computers

Laptop- Small, portable computer with keyboard and touchpad

Tablet- Small, portable computer with touchscreen

Smartphone- A cell phone with a built-in computer

Desktop- Non-portable computer designed for office or home work, with separate keyboard and mouse

Hardware- Parts of PC you can touch (screen, power button, mouse)

Software- Set of instructions / programs that tell hardware what to do (web browser, app)

App- Application. A small, specialized software program that you download on mobile device (Skype, Facebook)

Download- To transfer something from one place to another (internet to device)

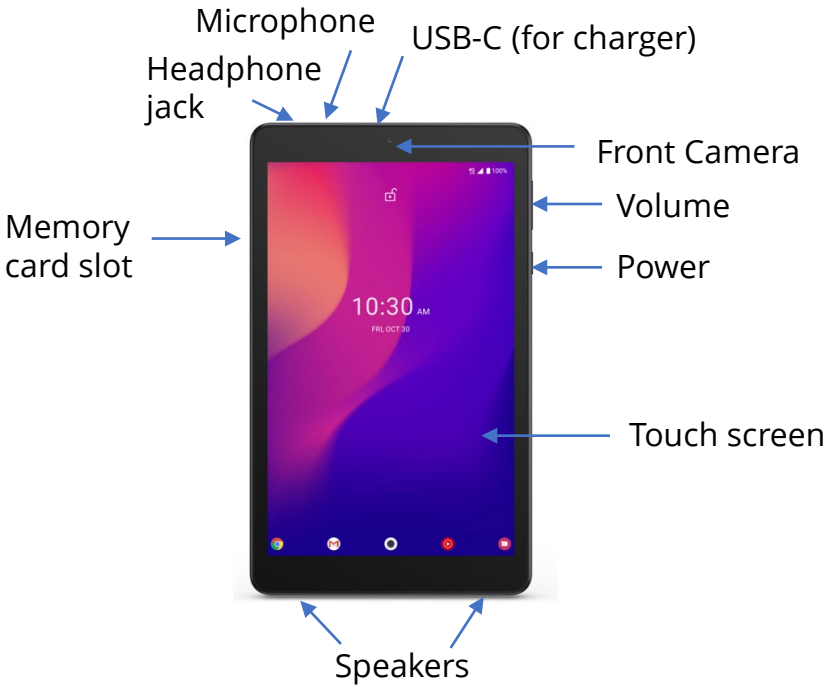
Wi-Fi- Wireless connection to the internet

Alcatel

Getting to Know Your Device

Alcatel Joy Tab 2

Unpack your tablet and familiarize yourself with the parts.

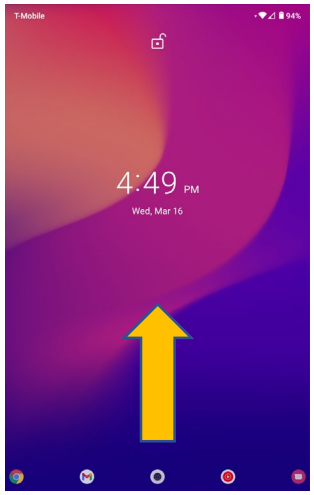


Getting to Know Your Device

Turn on your tablet

Find the power button, **press and hold** it for 1-2 seconds until it vibrates. The Alcatel and T-Mobile logos will appear on the screen.

Swipe up from the bottom of the lock screen to unlock your tablet.

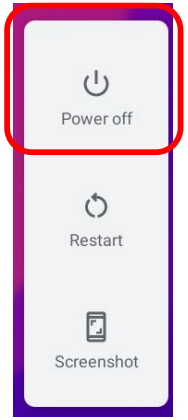


Turn off your tablet

Find the power button, **press and hold** it for 1-2 seconds until it vibrates and you see Power off and Restart on the screen.

Quickly tap **Power off**. (If you hold Power off, the tablet will reboot in safe mode).

- **Note:** If you are inactive for 10 minutes or you press the power button when the tablet is on, it will enter **SLEEP mode** (the screen turns black). Press the power button again to wake it up.
- On the **lock screen,** the tablet goes to sleep more quickly
- Your tablet's **battery** will drain more quickly in sleep mode than when turned off.

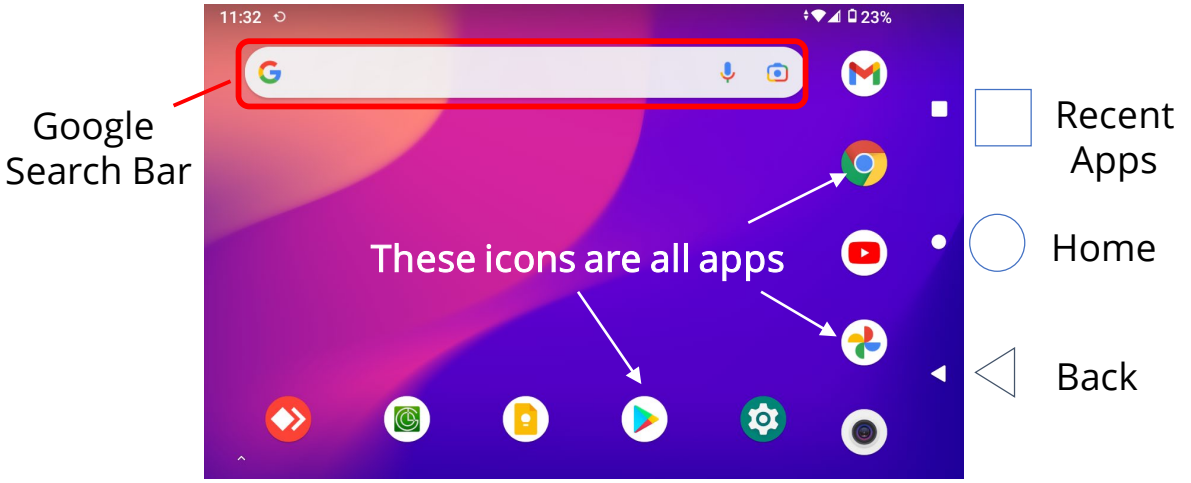


Getting to Know Your Device

Home Screen

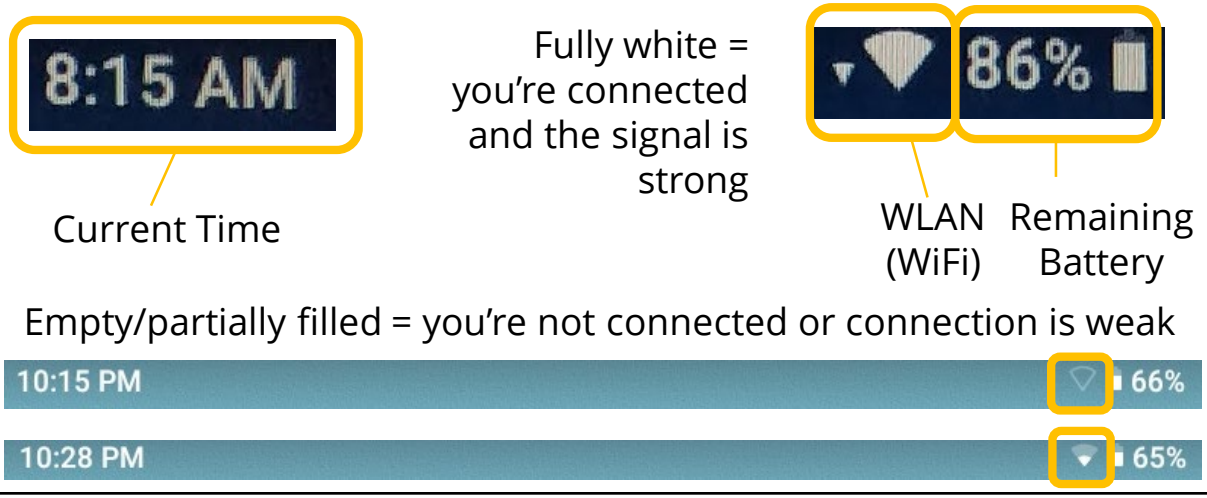
On this screen, you can tap on icons to open apps or do a Google search using the search bar at the top.

To see all the apps installed on the tablet, **swipe up** from the bottom of the screen.



Status indicators (Top of the screen)

You can easily check your battery charge, the time, and your Wi-Fi connection.

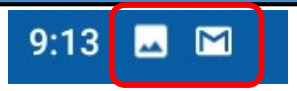


Getting to Know Your Device

Notifications & tiles

In the top left of your screen, you may see some icons next to the time. These represent your notifications.

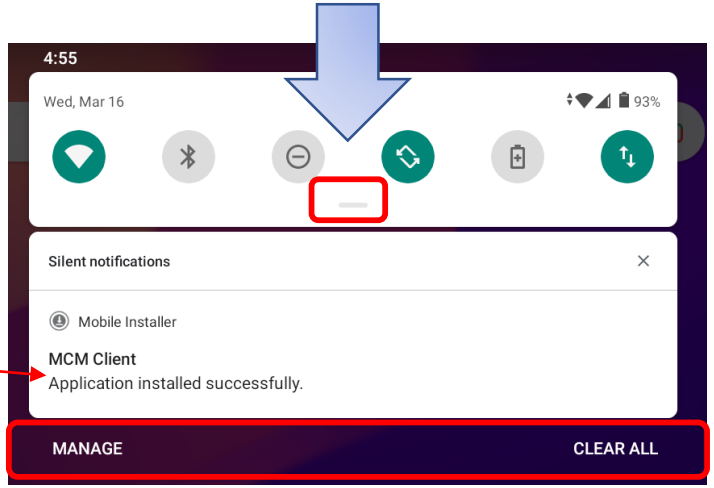
Swipe down from the top of the screen to view.



Pull down on the gray bar to see more tiles
(green- turned on;
gray- turned off)

Tap on a notification to go to that app

Tap to manage notifications or clear notifications



Closing apps

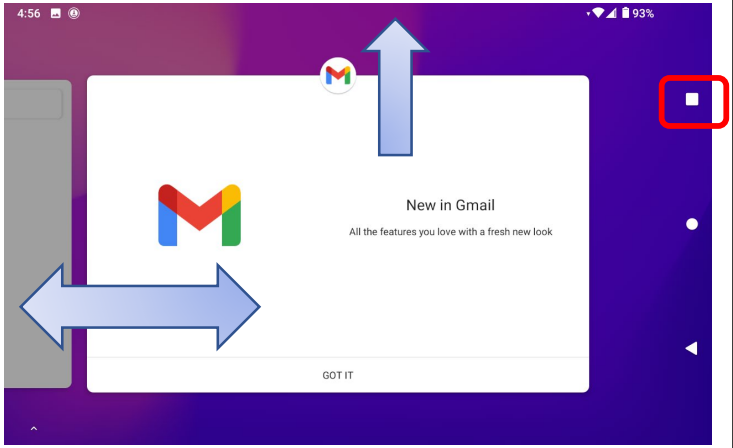
The home button will take you out of an app but to **close it**, tap the **Recent apps** button.

Leaving too many apps open can make your tablet slow.

Swipe your finger to the right to see all the open apps

Tap anywhere on a window to go to it

Swipe up on an app to close it

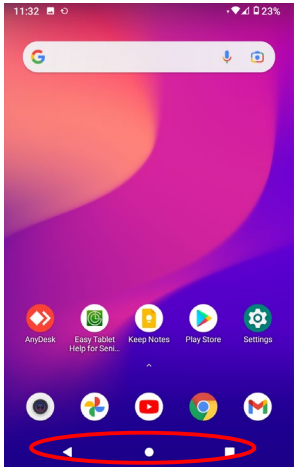


Getting to Know Your Device

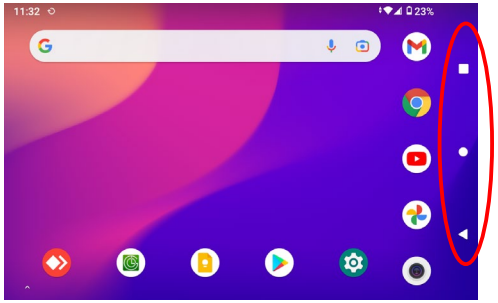
Screen rotation

You can use your tablet in a vertical or horizontal orientation. Pick it up and try turning it. The screen will automatically rotate based on how you're holding it.

(If the tablet is lying on a surface, it won't work)



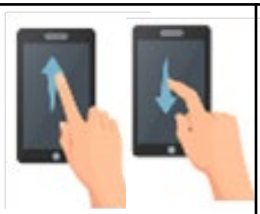
*Notice that the navigation buttons may be on the bottom or the right side of your screen



Gestures (Illustrations designed by macrovector / Freepik)

Tap to open apps or click on something

Swipe your finger(s) left or right to move between pages



Scroll to move up or down on a page

Spread 2-3 fingers to zoom in

Pinch 2-3 fingers to zoom out

Hold & Drag Touch and hold an app, move it to the desired place and release

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Wi-Fi and Font Size Settings

Connecting to Wi-Fi

You'll need to use Wi-Fi for most functions on your tablet.

Before getting started, you'll need to know:

-the name of your Wi-Fi

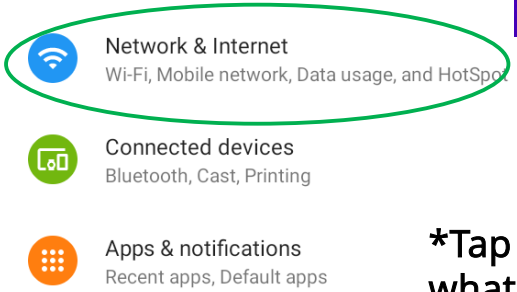
_____

-the password

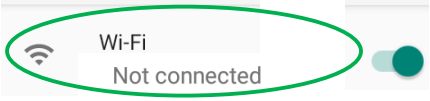
After connecting the first time, your tablet will remove the wi-fi network and connect to automatically.

1. On the home screen, tap Settings

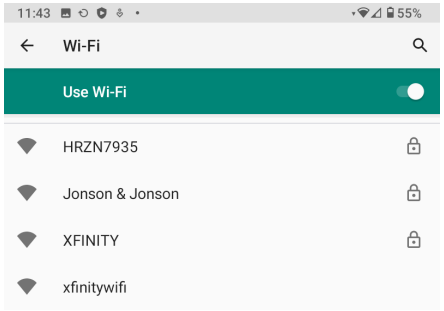
2. Tap **Network & Internet**



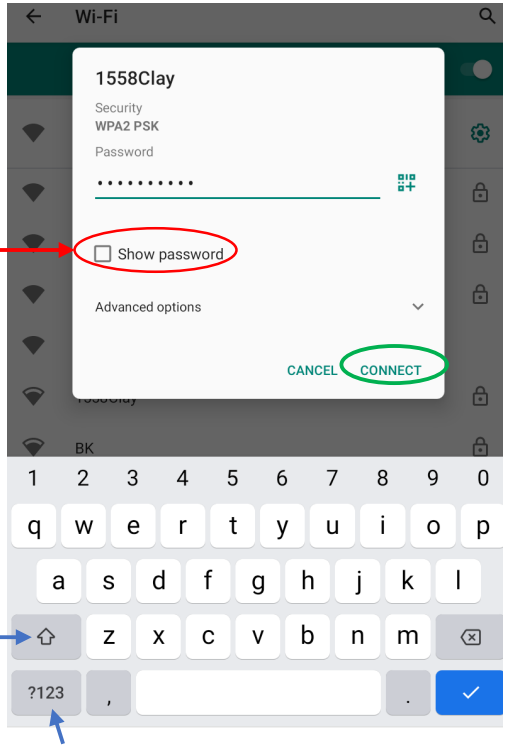
3. Tap **Wi-Fi**



4. Tap your network name in the list of available networks.



5. Carefully enter your password



***Tap to check what you type**

Tap to capitalize

Numbers & symbols

6. Tap **CONNECT**

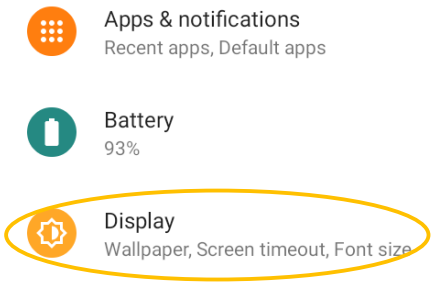
Display & Font Settings

Font & display size

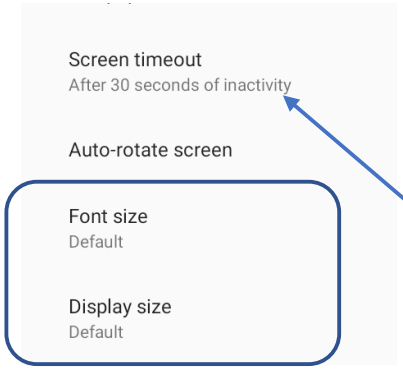
If you're struggling to see what's on the tablet, you can increase the font size and display size.

There are many other settings you can explore and play around with to customize the look of the tablet and how it works.

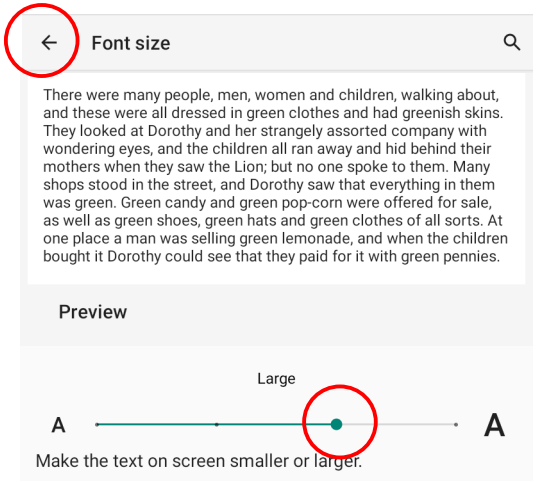
1. Open **Settings**
2. Tap **Display**



3. Tap **Advanced**
4. Tap **Font Size**



5. Drag the green dot to the right to increase the size, then tap the back arrow in the top left



6. Do the same thing with **Display size**, if you wish

7. You may also want to change the **Screen timeout** (how quickly the tablet screen goes to sleep)

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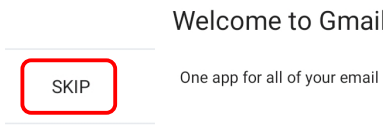
Create a Gmail Account on the Tablet (1/2)

Android tablets require you sign in to a **Google account** for full access to the apps and services available.

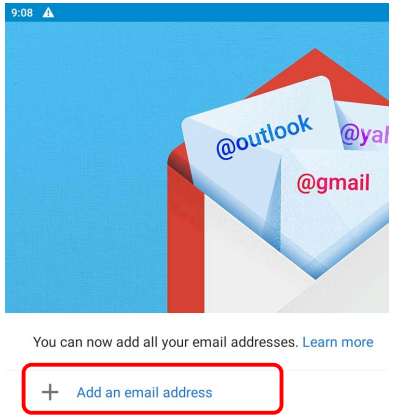
If you don't have a Gmail account or don't remember your info, create a new one.
**If you already have an account, sign in to it (skip ahead two pages).*

1. Tap on **Gmail** on the Home screen

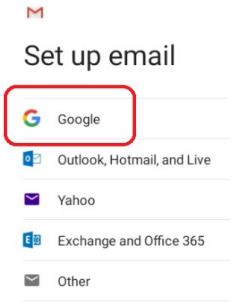
2. Tap **SKIP** in the lower left corner



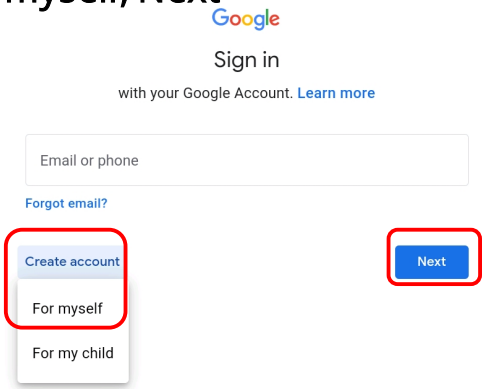
3. Tap **Add an email address**



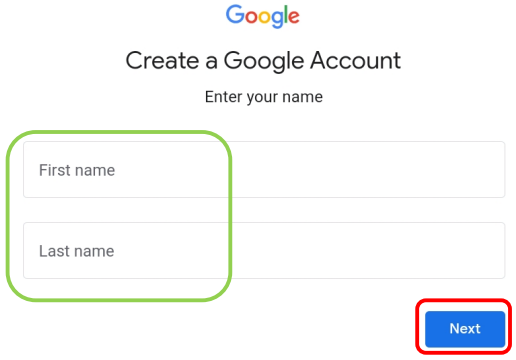
4. Tap **Google**



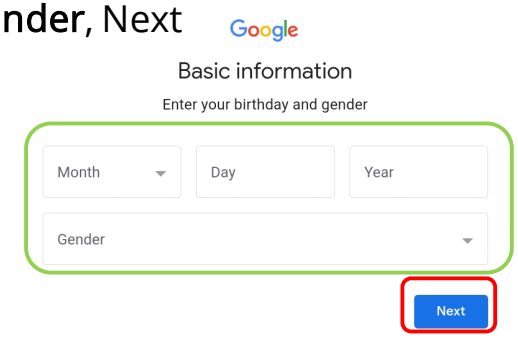
5. Tap **Create account, For myself, Next**



6. Tap to enter your **name**, Next



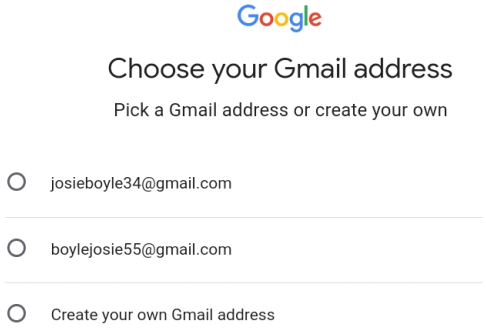
7. Tap to enter your **birthday and gender**, Next



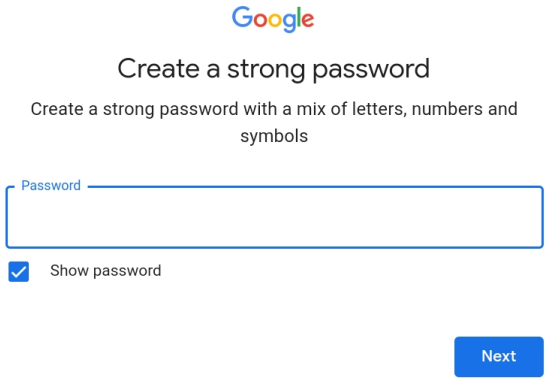
*You don't need to use your real info, but when you send emails, the recipient will see this name.

Create a Gmail Account on the Tablet (2/2)

8. Choose one of the suggested **email addresses**, or tap Create your own,



9. Create a strong **password**

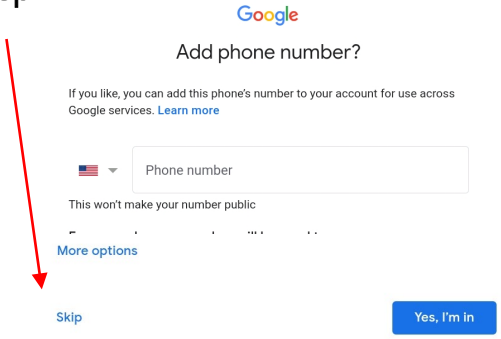


Password requirements:

- At least 8 characters long
- Include at least one number or symbol
- Should be unique and hard to guess

Not sure what password to use? For example: Pick a random word and substitute some letters for symbols or numbers: Saturday → $aturd@y

10. Add a cell phone number
***If you don't know how to check your text messages/notifications, skip this step**



11. Accept the Terms of Service

Write down your new email address and password!

_____@gmail.com

Password: _____

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Logging in to your Gmail Account on the Tablet

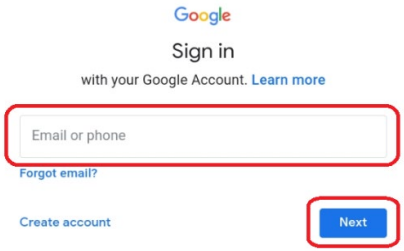
If you already have an email address, you'll need to know the exact address and password.

If you don't remember the password, you may be able to recover the account some other way.

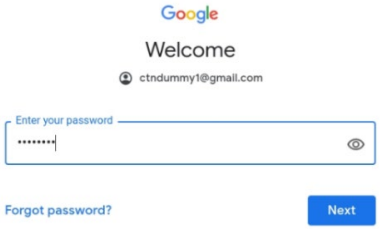
*If you re-set your password on the tablet, you'll need to enter that new password on your other devices to log in to your email account.

1. Tap on Gmail on the Home screen

2. Enter your **Gmail address,** Next**.** If your phone number is linked to the account, you can enter that instead.

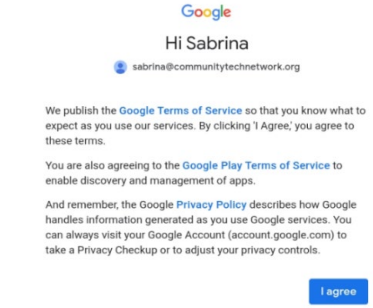


3. Enter your **password,** Next

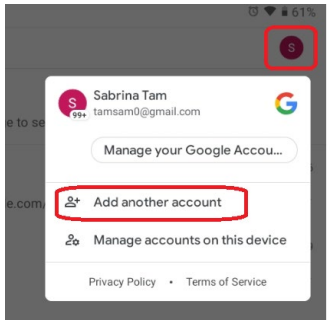


4. You might receive a **verification code** on your mobile phone to confirm it's you

5. You may also be asked to accept **Terms of Service** and **Privacy Policy**



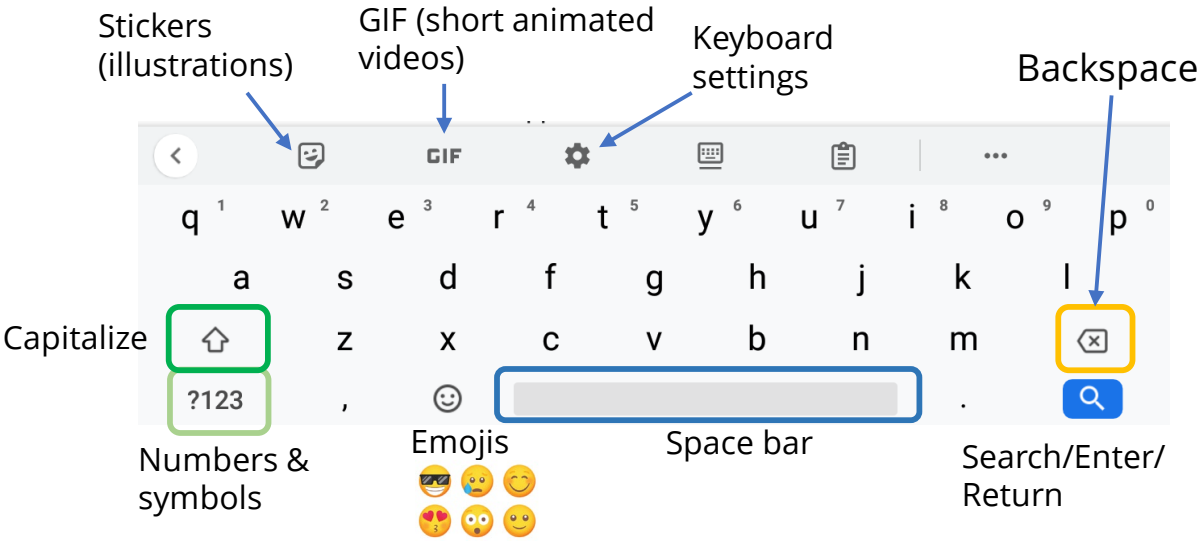
*To add an *additional* email address to the app, open Gmail and tap your user button (colored circle with your initial), then tap Add another account.



Optional Topics

(Optional) Keyboard

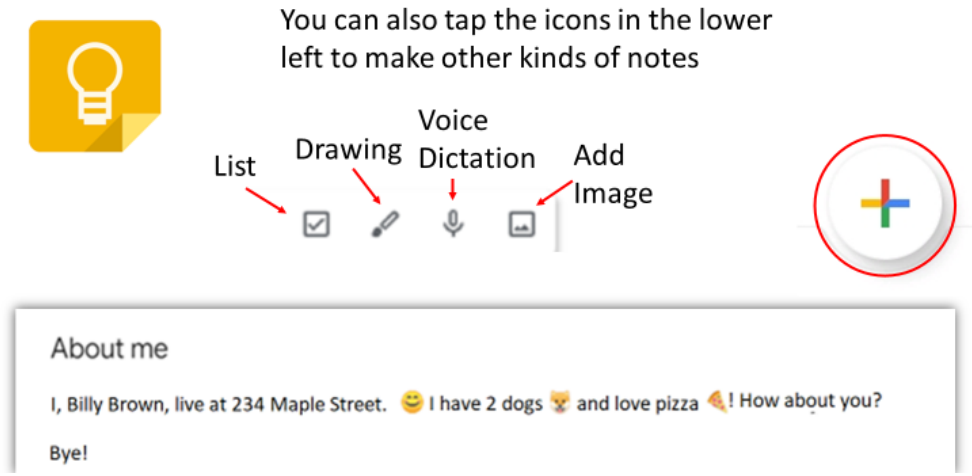
Whenever you need to type something, a keyboard will appear on the bottom of your screen. Let's take a look at all the buttons.



(Optional) Practice typing

Tap to open the **Keep Notes** app.
In the lower right corner, tap on the **plus** sign.

Your **keyboard** will appear. See if you can copy this text exactly.

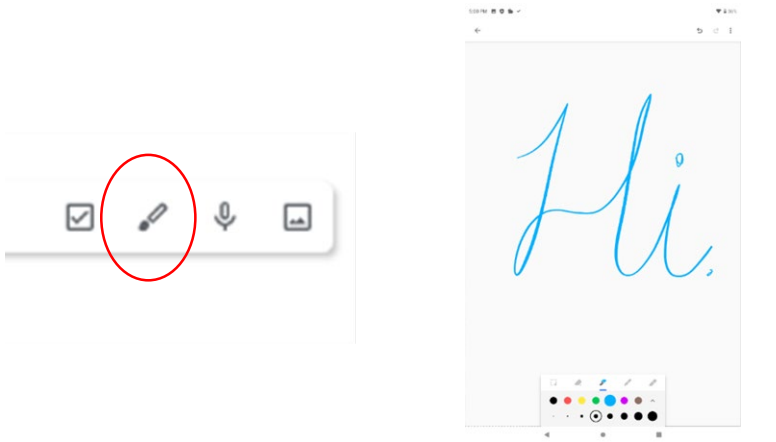


Optional Topics

(Optional)
Practice drawing / writing with the touchscreen

In Keep Notes, tap on the paintbrush.

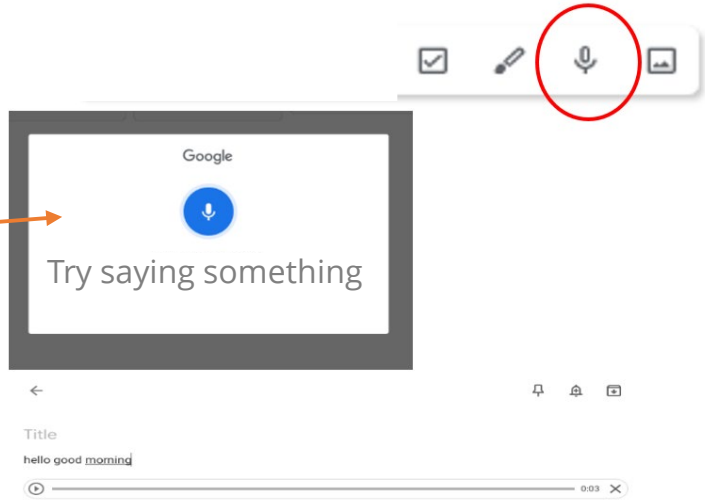
You can change the color and / or size. Practice writing "Hi" or drawing a simple picture. Try using multiple colors and sizes.

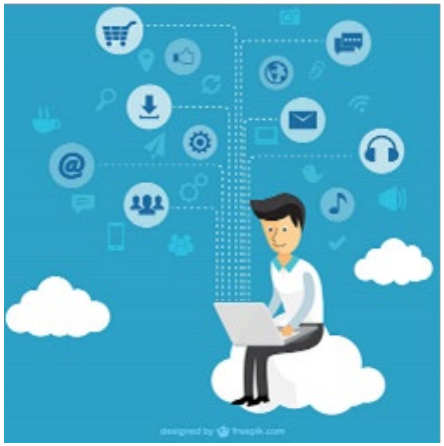


(Optional)
Practice using voice dictation to type

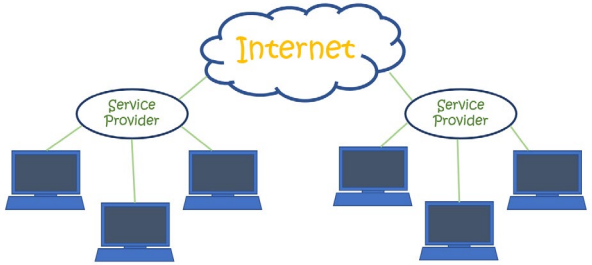
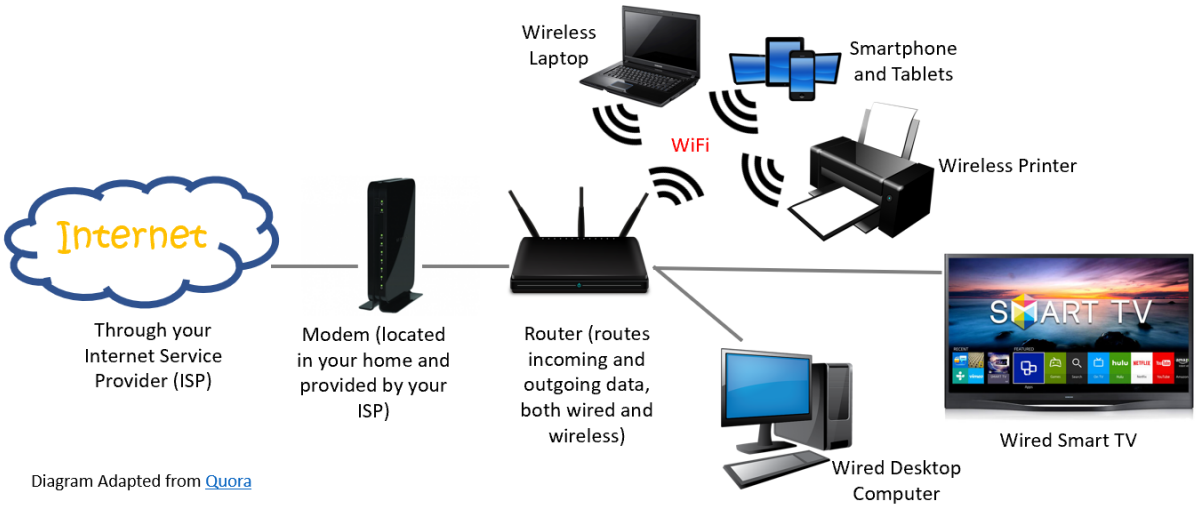
In Keep Notes, tap on the microphone. When you see this, say a short message.

Did it work? You can often use voice dictation instead of typing. Just look for the microphone symbol.



HOMEWORK 😊 1. Practice using your touchscreen. Tap to open the **Easy Tablet Help for Seniors** app. Go through the section called "The Basics".	
The Internet Many of us use the Internet every day, but what is it, really? What do you use it for already? What would you like to use it for in the future?	 Designed by rawpixel.com / Freepik

Alcatel

(Beyond the Basics) 2. Review what the internet is and how it works First, return to the home screen. Next, Open Chrome and type this in the search bar. youtu.be/Dxcc6ycZ73M	 The Internet is a **global network** of billions of computers and other electronic devices, connected by **physical cables** to **servers**, which store websites. We access the Internet with the help of **Internet Service Providers** (ISPs), such as Comcast, AT&T, Cable One, etc. The **World Wide Web** (www) is the vast collection of info that can be accessed on the Internet.
When you connect your device to the Internet (go online), you can access a huge amount of information, communicate with people around the world, and much more. For a great description of where the Internet came from how the Internet works: open Chrome and type this in the search bar. youtu.be/jKA5hz3dV-g	 Diagram Adapted from Quora

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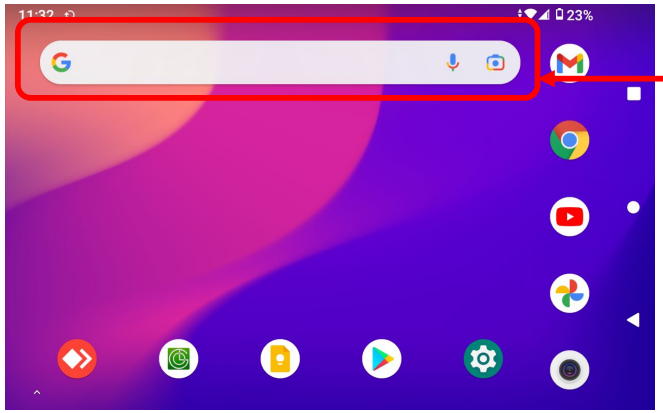
Searching on the Internet

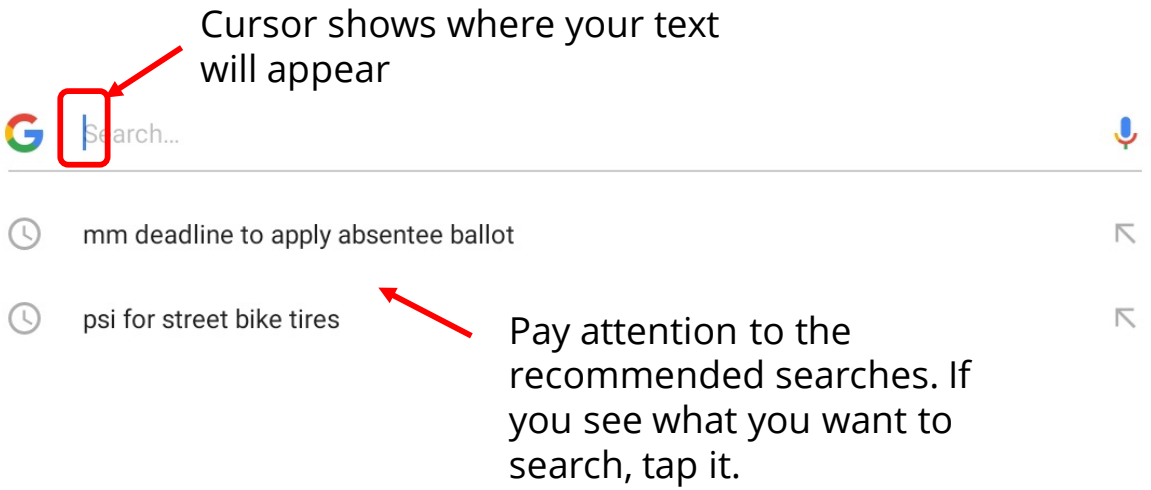
Search for information using the Google search bar



Practice using the search bar

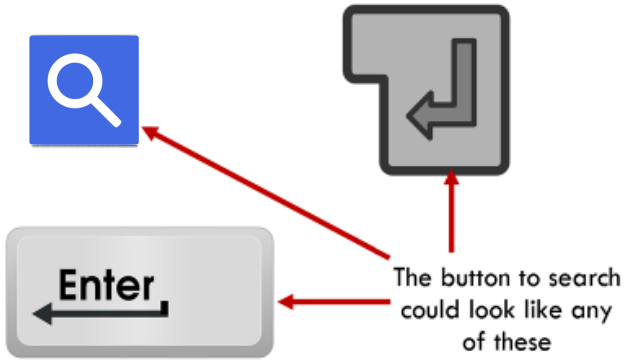
Tap on the Search bar to begin your search. Notice the blinking line. Once your keyboard pops up, proceed to type in what you'd like to search.

Below the search bar you'll see recommended or recent searches



Enter your search

Once typed, select the "Enter" or "Search" button to begin searching the Internet.



Practice searching for something with your voice

Tap on the search bar to begin. Tap the microphone on the right side of the search bar. Once tapped, it will say "LISTENING" which means it is recording whatever you say and will begin the search as soon as you finish.

Microphone button

***Remember to have your volume set to a comfortable level!**

Try to limit what you want to search to **KEY WORDS** instead of full sentences.

Doing so will ensure more accurate results!

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Adding Icon on Home Screen for your Favorite Websites (1/2)

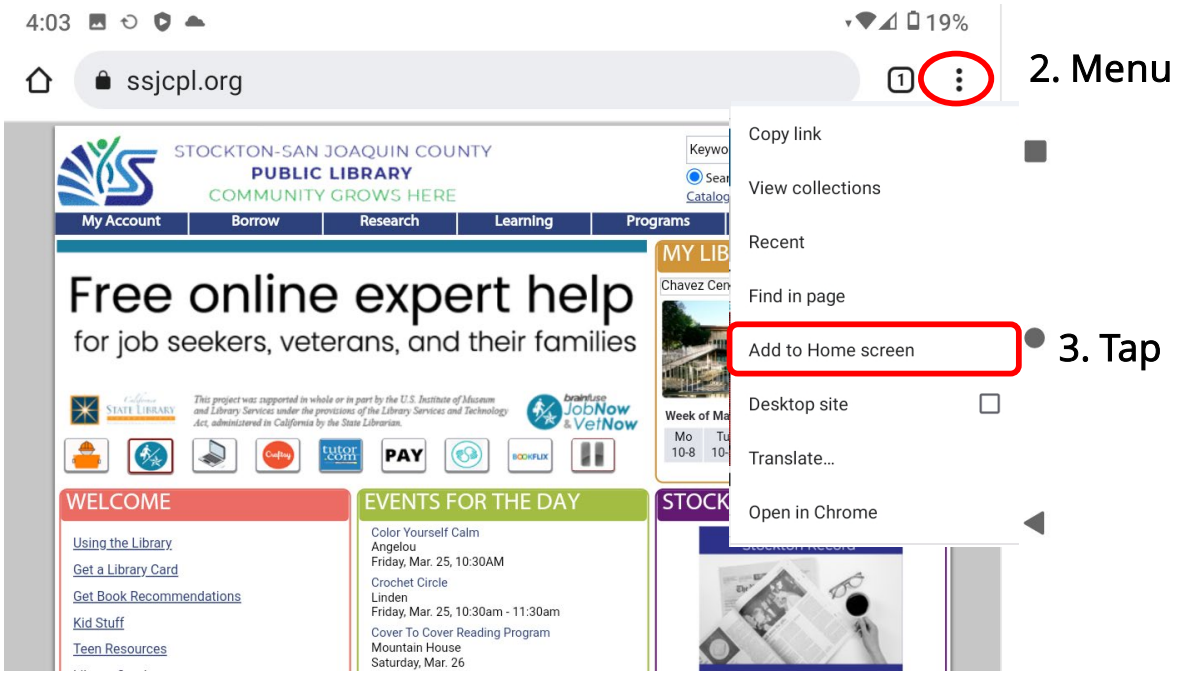
Many people have certain websites that they frequently visit. Instead of opening your browser or using the search bar to visit these websites we can make the process shorter by adding an icon to the Home Screen.

Practice adding icon on your Home Screen, for frequently visited websites

1. Tap on the search bar and visit the website of your choosing

2. Once on your website, tap the three circles (Menu button) on the upper right-hand corner of the search bar

3. Scroll down and tap **Add to Home Screen**



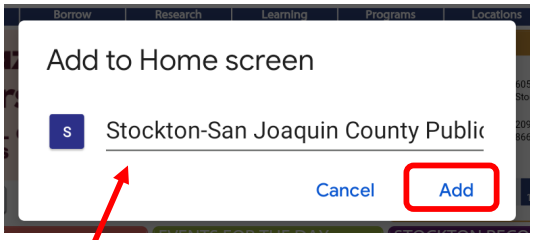
Adding Icon on Home Screen for your Favorite Websites (2/2)

4. Once you click "Add to Home Screen" you'll be prompted to enter a name for the icon.
This could be a nickname or shortcut instead of putting the full website address.

5. Tap **Add** after entering the name.

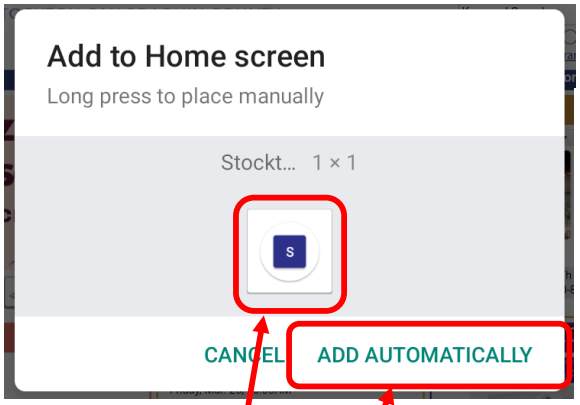
6. Tap **Add automatically** OR tap and hold on the icon and start to drag it. The home screen will appear and you can drop the icon where you want it.

Chrome for Android loads the website as a "web app" when you tap the icon.



5. Tap **Add**

4. Tap to change the name



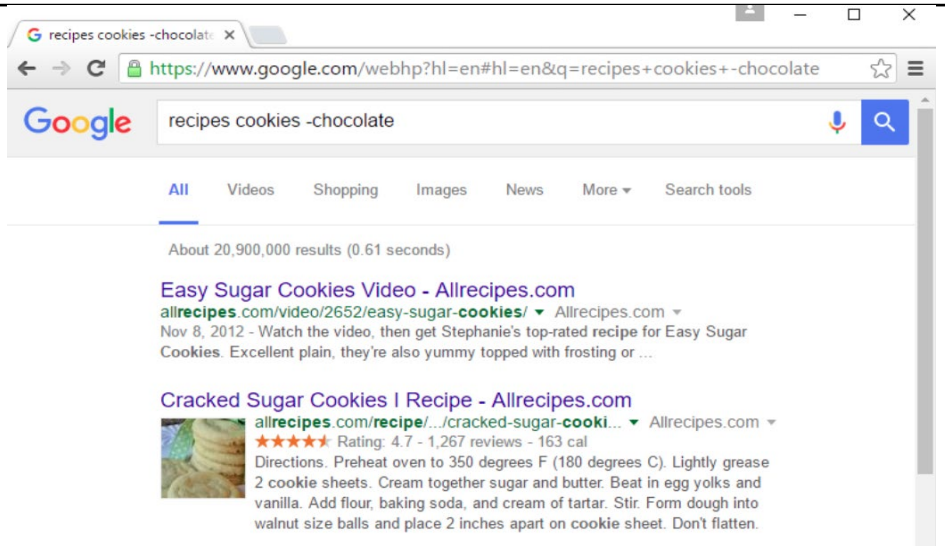
6. Hold and drag
OR tap

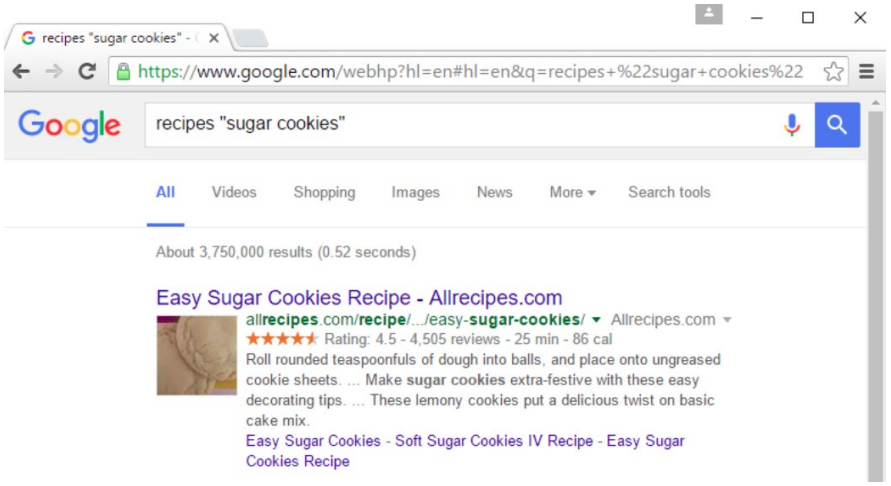
(Optional)
Refining your search
You can use some special characters to help refine your search such as the minus sign.

For example, you want to find cookie recipes that don't include chocolate, you could search for **cookie recipes -chocolate**.

You can also search for exact words or phrases to narrow down your results even more. All you need to do is place quotation marks (" ") around the desired search terms. For example, if you search for recipes "sugar cookies", your search results will only include recipes for sugar cookies, instead of any cookies that happen to use sugar as an ingredient.

Source: https://edu.gcfglobal.org/





YouTube

YouTube

What is it?

YouTube is a video-sharing platform where users can listen to their favorite songs or watch any videos of their choosing.

YouTube

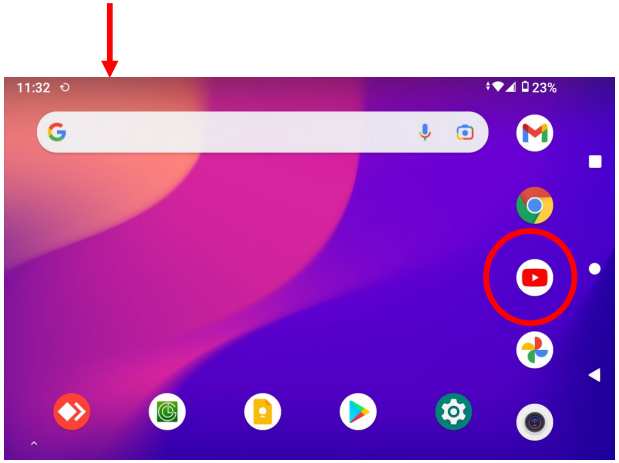
You can listen to your favorite songs anywhere at any time!

You can watch videos on the news, politics, climate, the world, cooking, films, TV shows, etc.

The possibilities are endless!

Practice using YouTube

From the Home Screen, click on the app for YouTube.



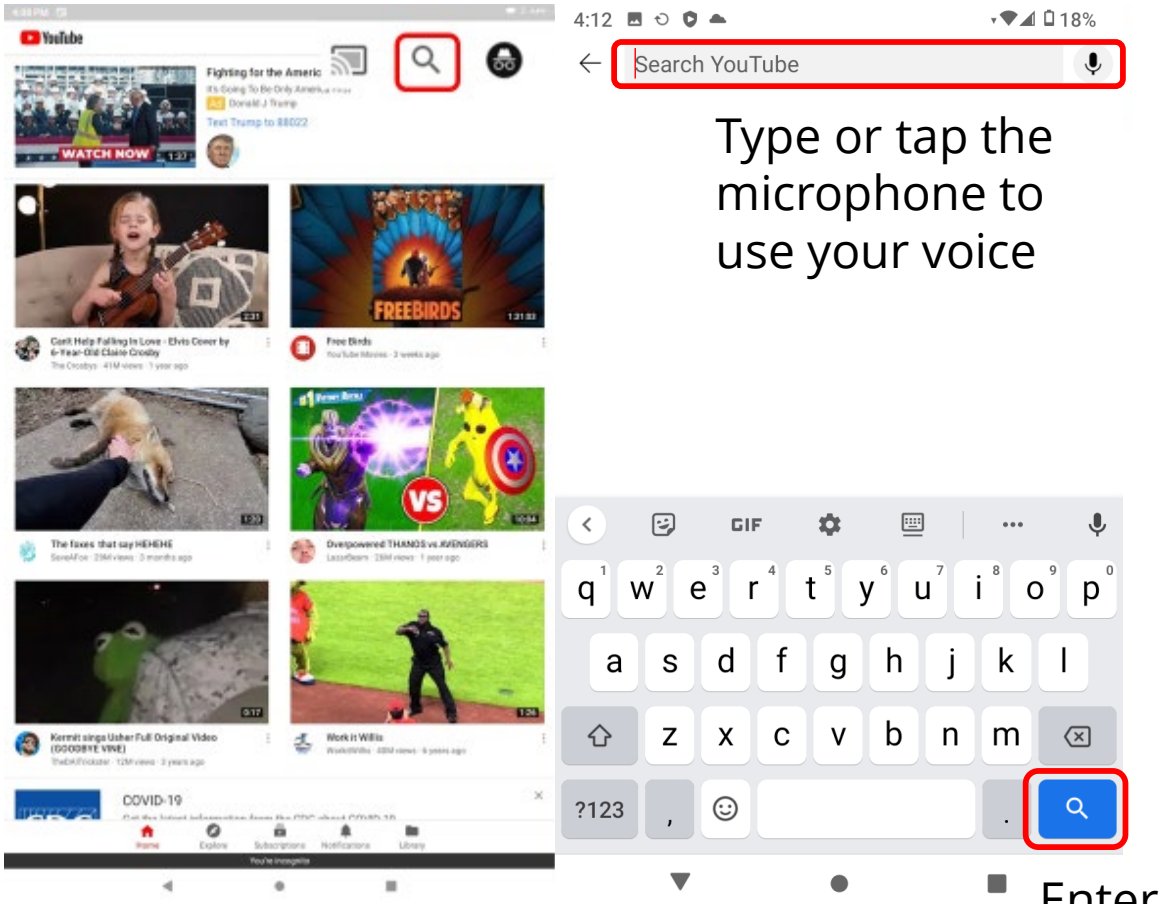
Important!
To adjust the volume of your video, use the volume control button on the top of your tablet (next to the power button)

Searching for videos or music on YouTube

After clicking on the app, you will be presented with various videos on the home page.

You can click on any of these videos to begin watching right away.

If you want to watch something specific, click the magnifying glass in the upper right-hand corner of the app to begin your search.



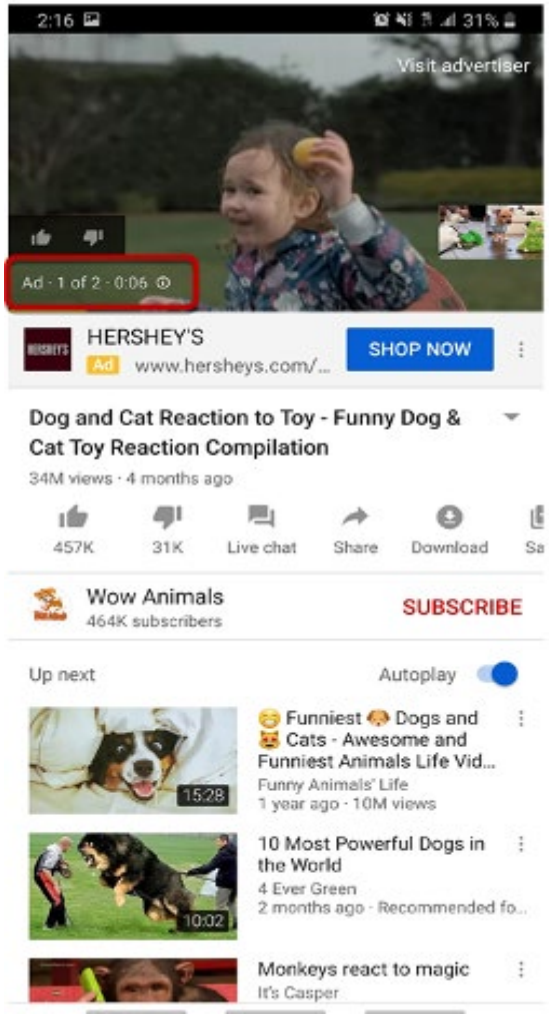
Skipping ads on YouTube videos

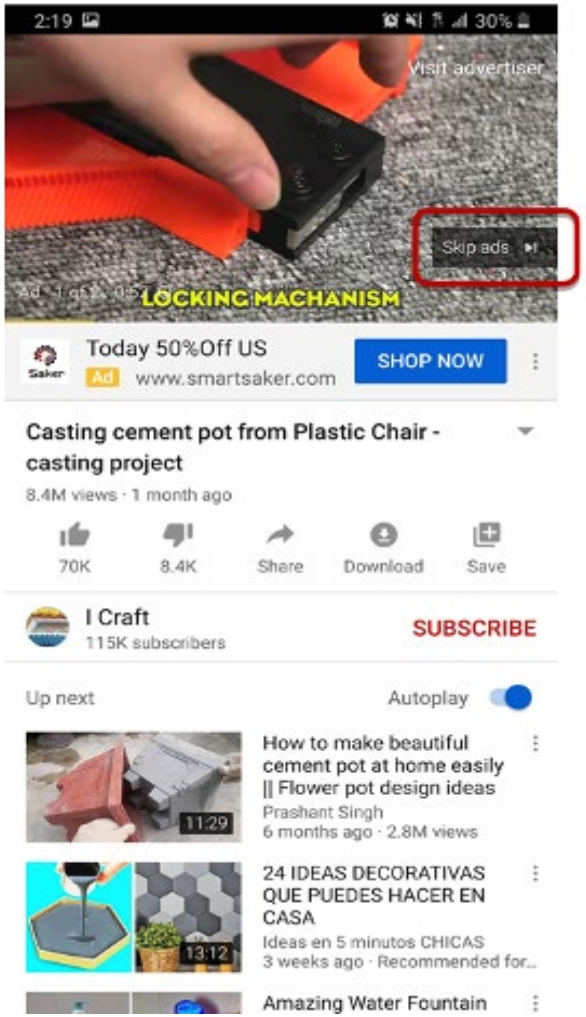
Many videos come with ads.

Sometimes you must watch the ads.

Sometimes you have to wait 5 - 10 seconds before being given the option to skip.

The “Skip ads” button is located on the lower right-hand side of the video.





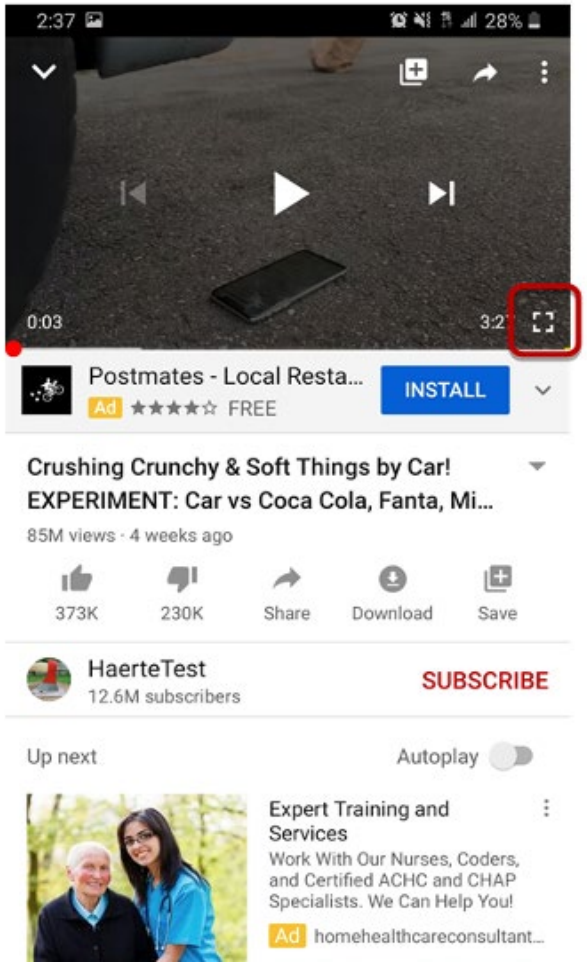
Watching your video in full screen

Once you've selected your video and skipped the ads, you can choose how you want to watch the video

There are <u>2 options:</u>

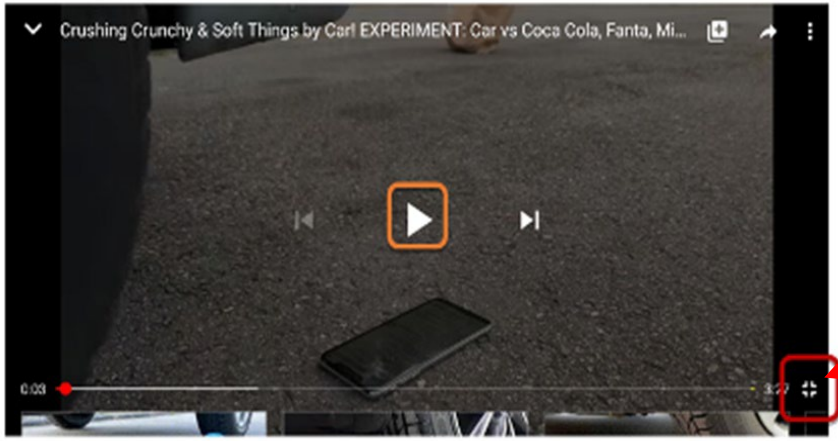
1. Leave the video small and have access to the comments and other recommended videos
2. Watch your video in full screen

To watch in full screen, click the **Full Screen** button



Turning off full screen

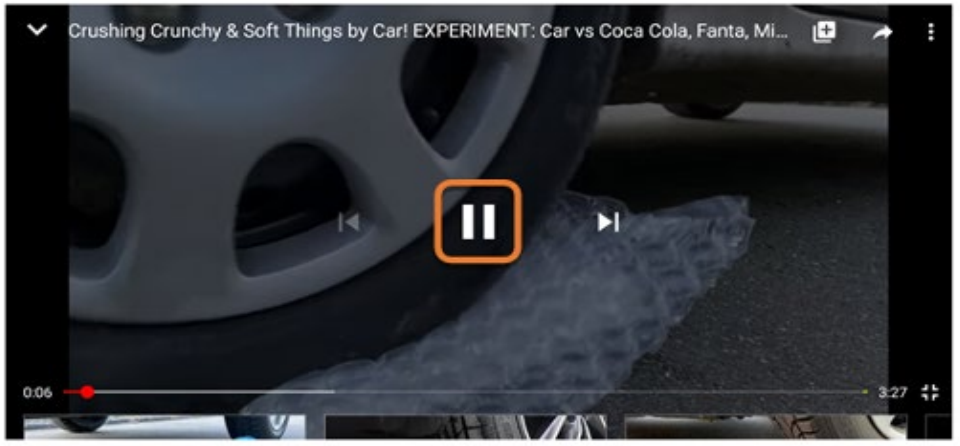
Once you're finished watching a video in full screen you can simply click the same button to shrink the video back into its original format



Tap the "**shrink**" button to return video to original format

Pausing videos

To pause your video, simply tap on the screen and buttons will appear. Press the **Pause** button to stop your video. Once you're ready to resume, click the **Play** button



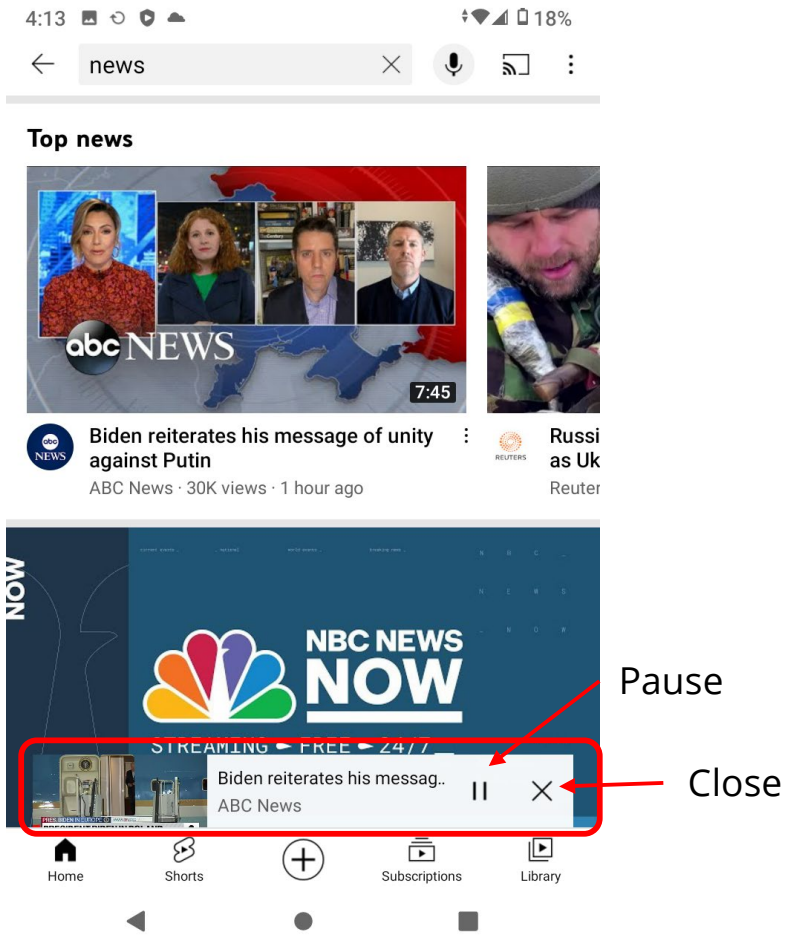
Closing videos

To close your video and return back to your search, click on the **Back button.** ◀

This will return you to your search result list. Notice the video is minimized at the bottom and continues to play

Tap the small **X button** to close the video.

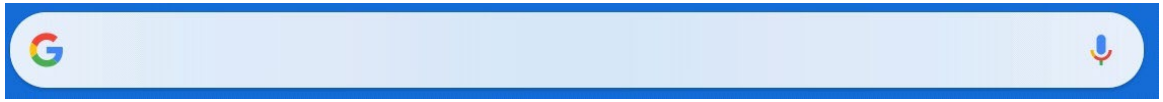
You can also pause the video and return to it later by tapping it.



HOMEWORK 😊

Before the next class:

Google search a website for seniors!



Examples:

Love To Know for Seniors **seniors.lovetoknow.com**

Suddenly Senior **suddenlysenior.com**

What did you find?

_____

Introduction to Email

What is email?

Email, or electronic mail, allows you to send messages from your computer to a recipient(s) via the Internet. Emails can include text, files, images, or other attachments. It's a quick, easy and free way to communicate!

To use it, you must have an **email address** with an **email service**.

Email address

Each email address is unique and consists of 3 main parts:

- Username
- @ ("at")
- Domain name

What does an email address look like?

- username@provider.com
- username@communitytechnetwork.org
- username@gmail.com
- username@harvard.edu
- username@yahoo.com

domain name

How does it differ from a website address (URL)?

- www.facebook.com
- www.communitytechnetwork.org
- www.state.gov

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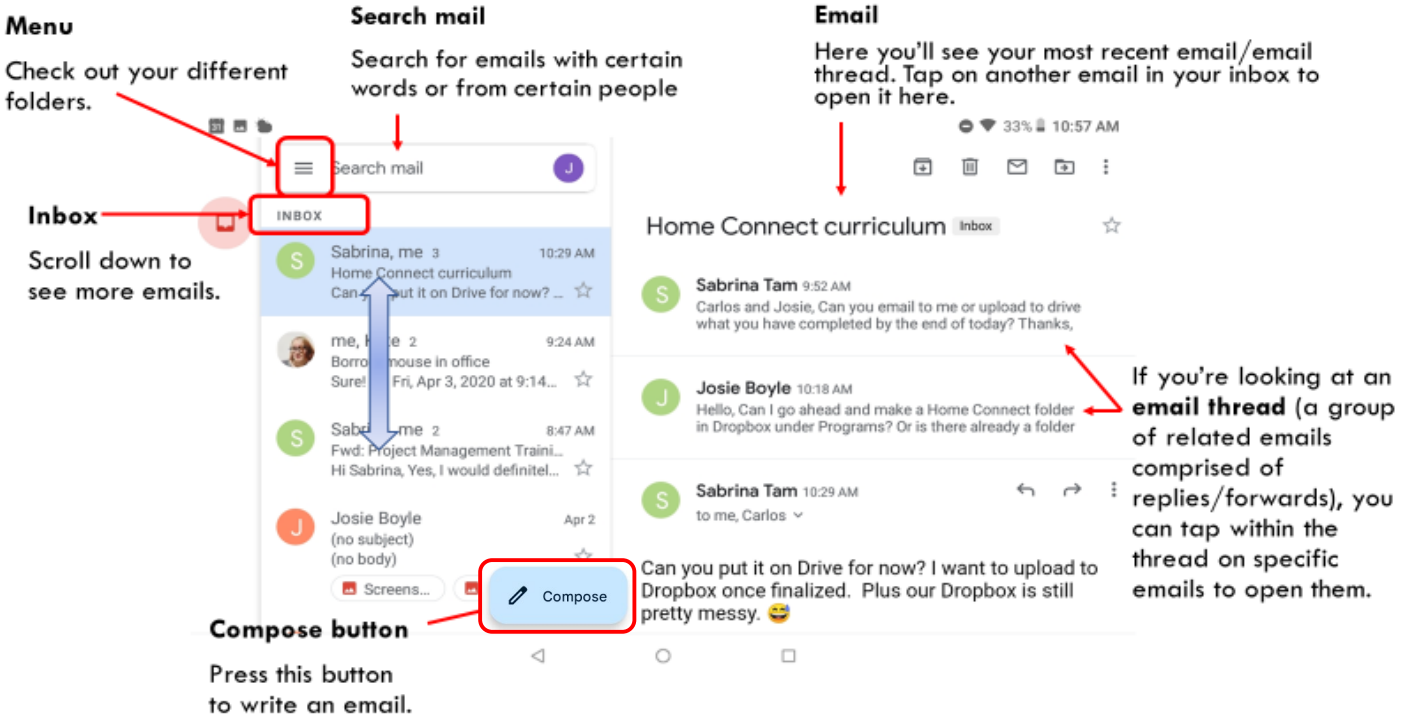
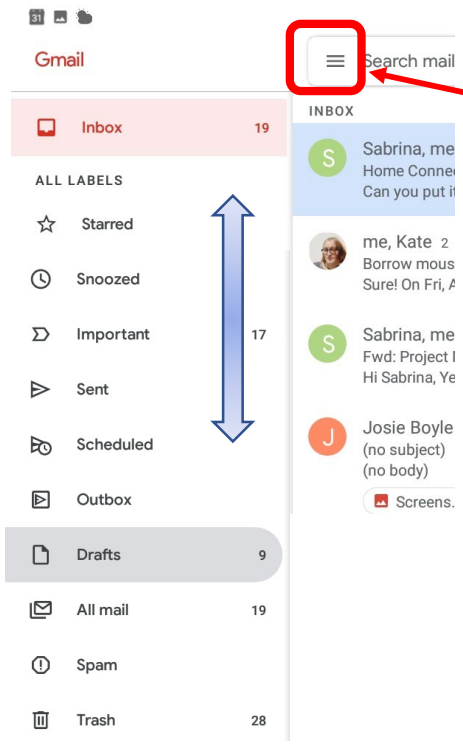
Using Gmail

Gmail	Let's open Gmail. Find the app on your home screen and tap. When you open the app, you should already be logged in to the account you created/ logged into in Lesson 1.



Gmail menu	All your emails are marked with labels. If you're expecting an email and it never arrives in your inbox, check your Spam folder. If you start composing an email but don't send it, it will save automatically in your **Drafts** folder.



Tap on the menu button to see your options. To look at the emails in a category, just tap.

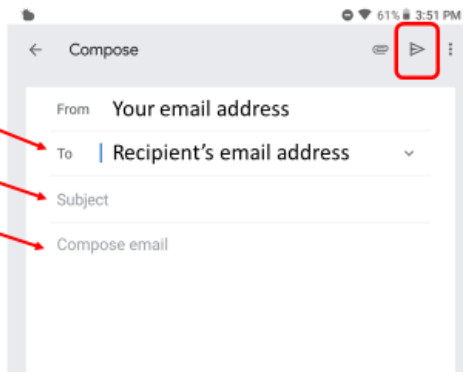
You can use these labels to help **organize** your mail and more easily **find** what you need.

Scroll down further for **Settings**.

Compose an email

Emails are a more formal type of communication than texting and social media. Unless it's a casual email to a friend/family member, use complete sentences, capitalization, punctuation, and proper spelling and grammar.

1. Tap the Compose button on the bottom of your screen.
2. Type the email address of your recipient(s).
3. Tap **Subject** to type a short, concise subject.
4. Tap **Compose email** and type your message.
5. When you're finished, tap the Send button on the top (paper airplane)

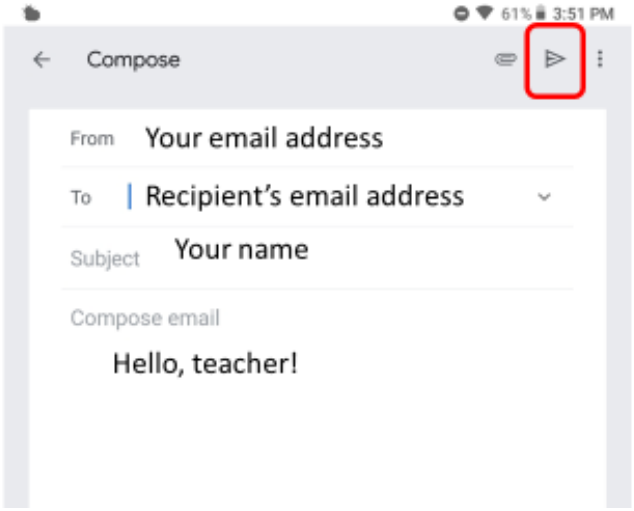


Send your instructor an email

Practice by sending an email to your instructor. Use this email address:

_____

Write your name as the subject and write a short message. Then, hit send!



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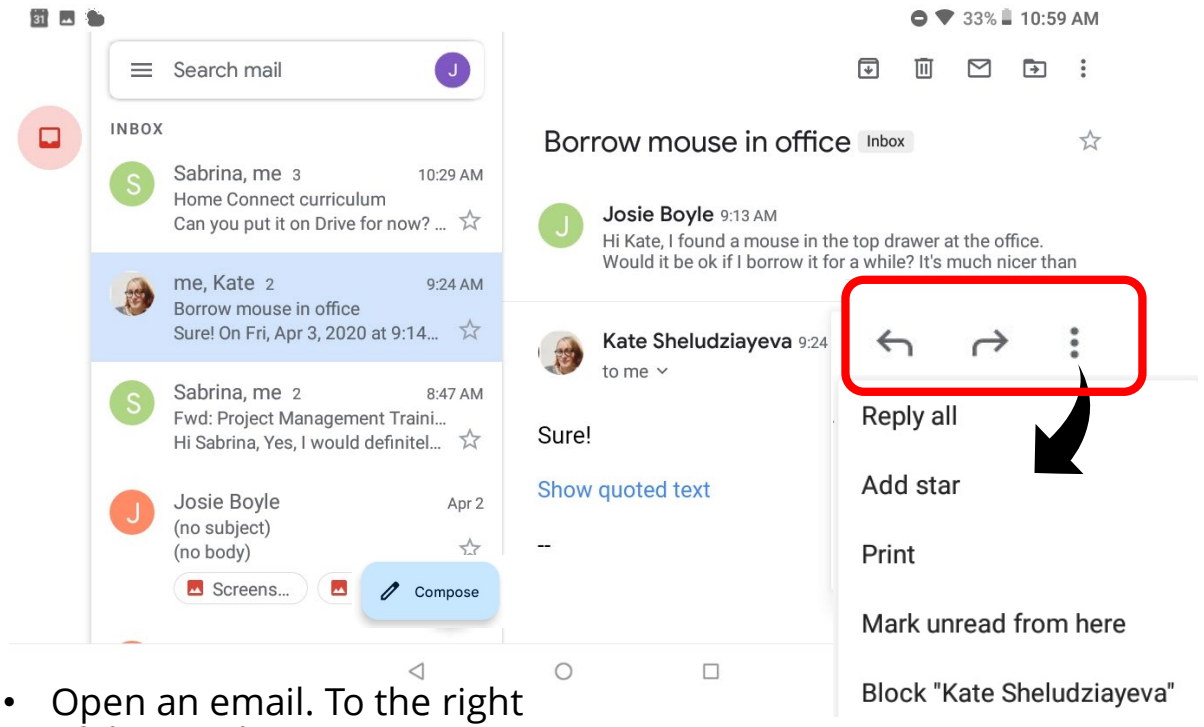
Replying to an email

If you receive an email from someone and want to respond, you don't need to compose a new email. Just reply directly.

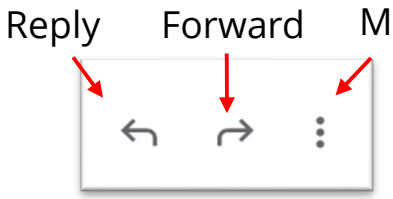
If the email was sent to multiple people, keep in mind whether you want to reply just to the sender, or to everyone. If you want everyone in the email thread to receive your message, tap the menu, then select **Reply all**.

Forwarding an email

To send an email you received to someone else, click the Forward button and enter the email address of your recipient(s).



- Open an email. To the right of the sender's name you have a few options.



*If you received an email from a company, it often says not to reply to the message. To contact them, do a Google search to find their contact information.

(Beyond the Basics) What else can you do with an email?

Archive removes an email from your inbox. You can still access it by looking in the "All Mail" folder.

Delete moves an email to your Trash folder. It will be deleted permanently after 30 days.

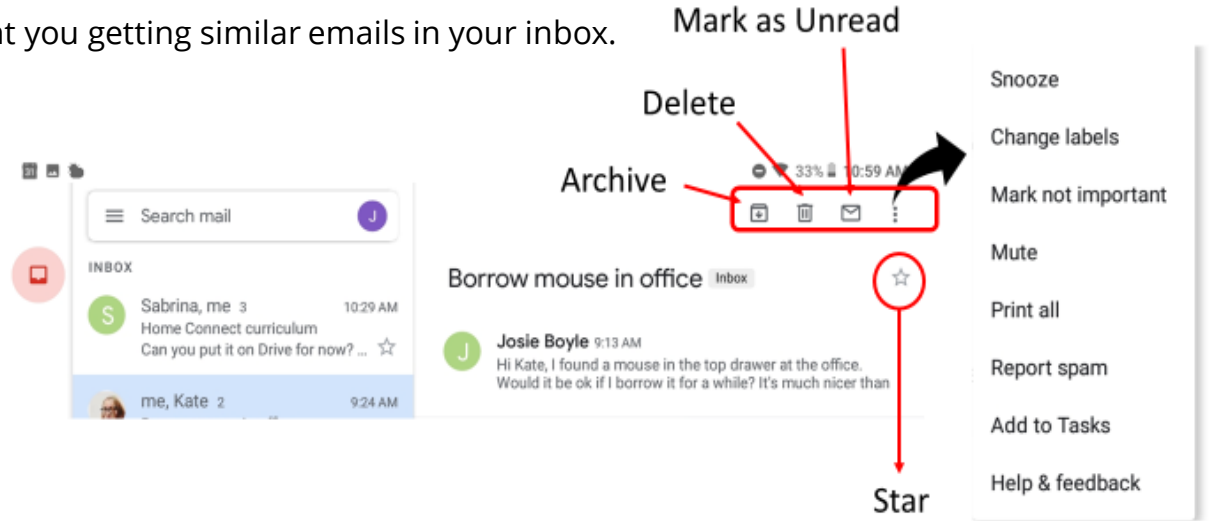
Mark as Unread will make an email bold in your inbox, as though you haven't opened it yet.

Star important emails to find easily. They'll be stored in your Starred folder.

Snooze an email to temporarily remove it from your inbox until later (you set when it will reappear).

Mute an email thread—the conversation, including all future replies, will be found in "All Mail" but won't show up in your inbox.

Report spam will let Gmail know that a spam email made it to your inbox. This will help strengthen Gmail's spam filter and prevent you getting similar emails in your inbox.

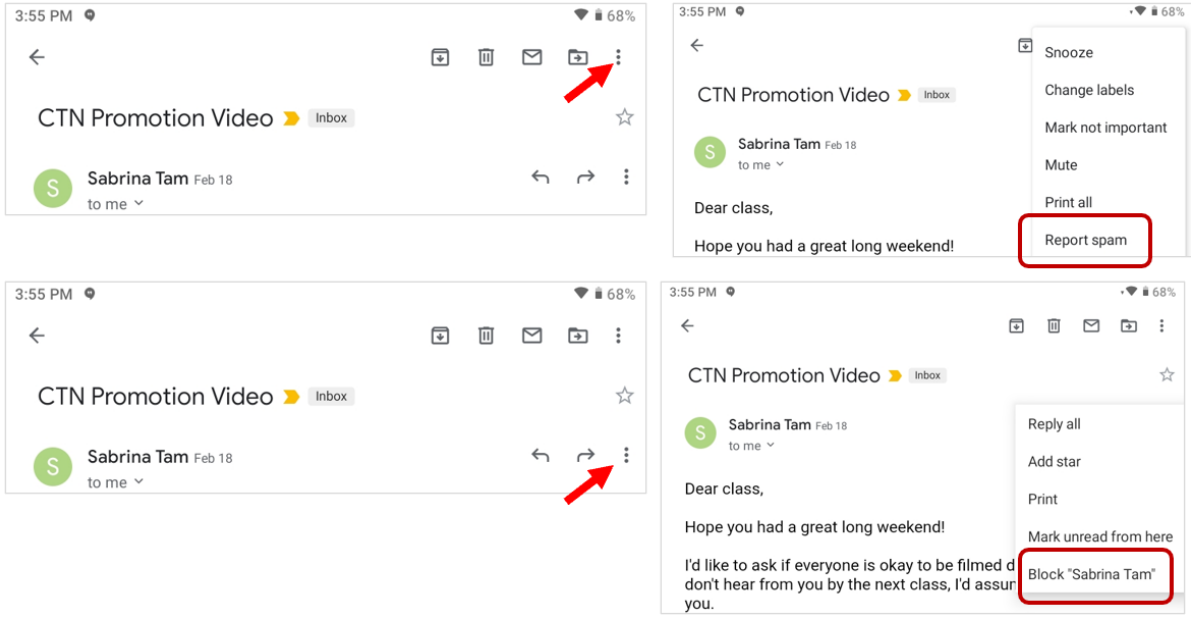


Email Safety

Spam: Junk mail; unsolicited advertising.

What do you do if you believe you have received a spam email?

- Just delete the email, and/or
- Report the email as **Spam** or **Block** the sender



Email Safety

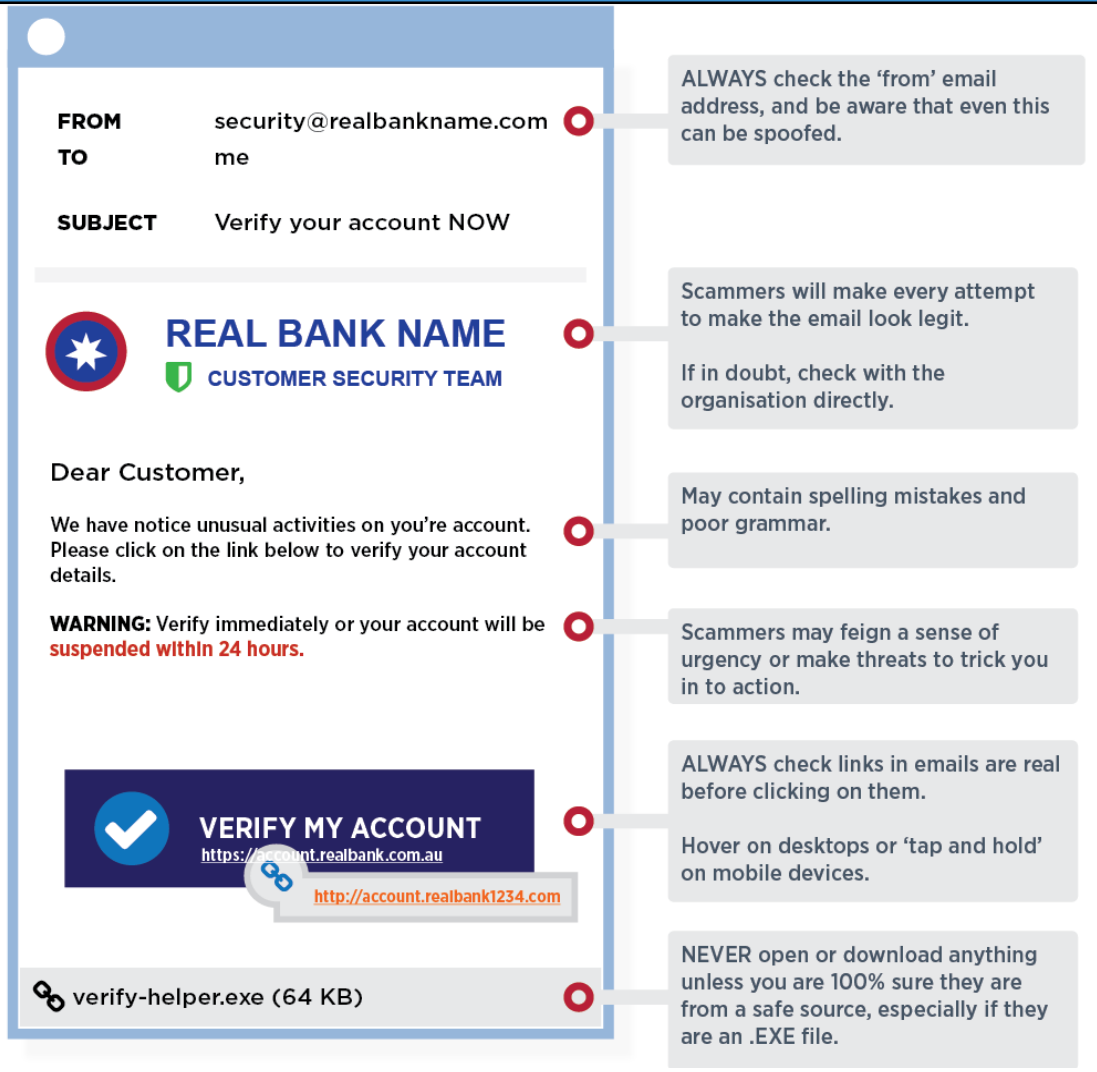
Phishing:

Certain emails pretend to be from a bank or trusted source in order to steal your personal information.

Red Flags:

- Unfamiliar email address
- Errors in email address
- Sense of urgency
- Bogus/mismatched URL links
- Requests for login info
- Spelling/grammar errors
- Generic greeting
- Lack of details
- Links to insecure websites
- Attached document

Adapted from scamwatch.gov.au



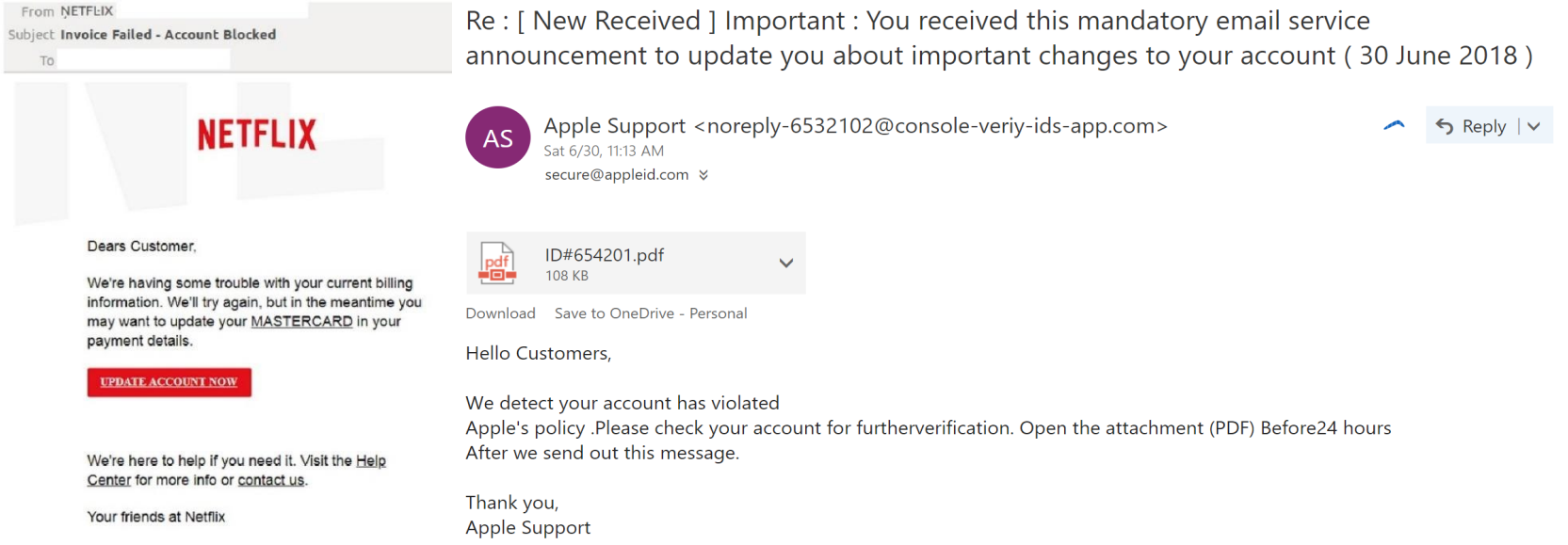
Phishing

If you receive an email from your bank or another institution asking you to log in, change your password, enter your card info, etc., always call to confirm or visit the website to log in to your account- NOT through the link but through your browser.

Scammers can create look-alike websites and links in order to steal your info.

Tips: Don't click on links in email or on social media from banks, credit card companies, government agencies, or other organizations, unless you're 100% certain they are legitimate.

Avoid clicking on links or downloading attachments in unsolicited email, as there is a chance they could link to sites designed to scam people or infect computers with malicious software.



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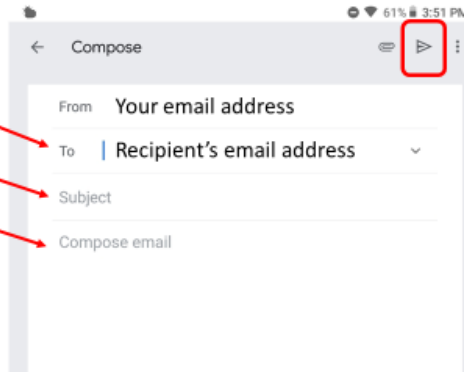
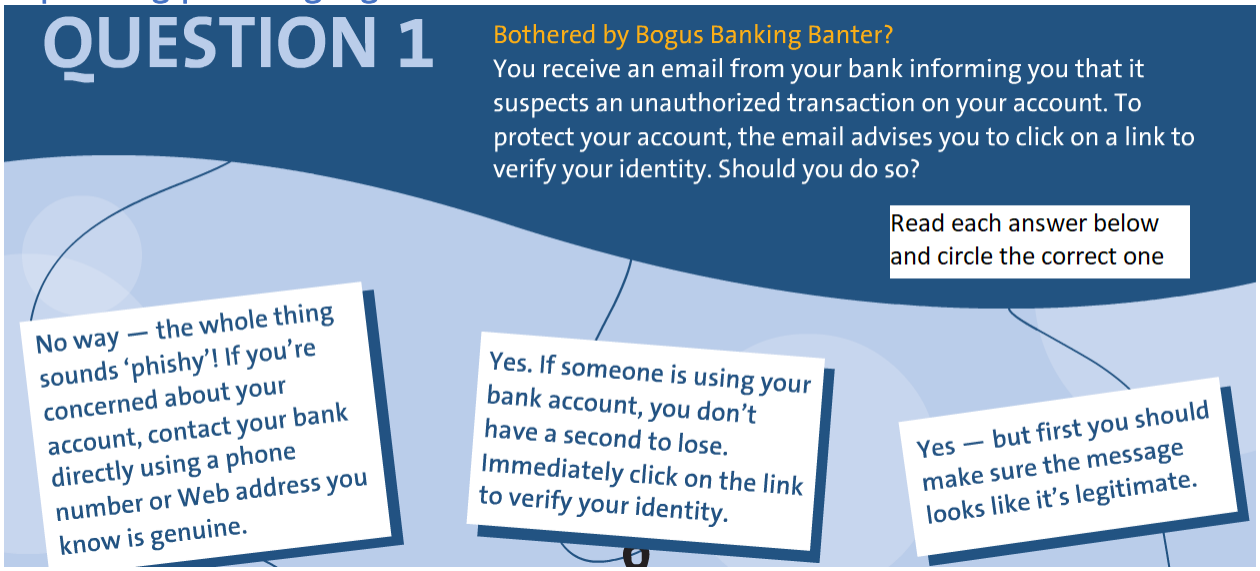
HOMEWORK

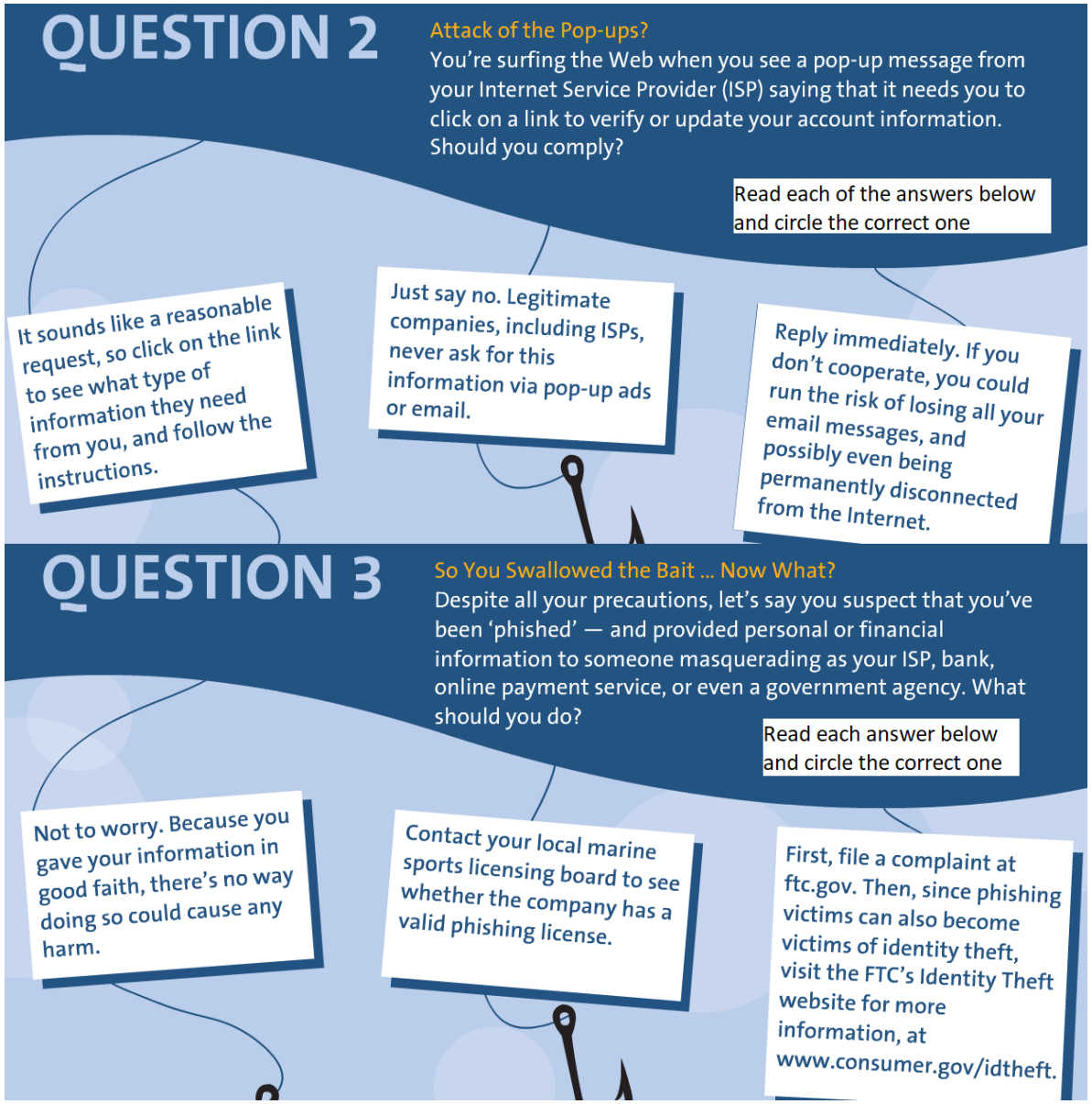
- Find out the email address of a friend or family member, then send them an email!
- Take a phishing quiz to test your skills!

1. Tap the Compose button on the bottom of your screen.
2. Type the email address of your recipient(s).
3. Tap **Subject** to type a short, concise subject.
4. Tap **Compose email** and type your message.
5. When you're finished, tap the Send button on the top (paper airplane)



Intermediate / Advanced Users: Take the phishing quiz at phishingquiz.withgoogle.com




QUESTION 2
Attack of the Pop-ups?
You're surfing the Web when you see a pop-up message from your Internet Service Provider (ISP) saying that it needs you to click on a link to verify or update your account information. Should you comply?
Read each of the answers below and circle the correct one
It sounds like a reasonable request, so click on the link to see what type of information they need from you, and follow the instructions.
Just say no. Legitimate companies, including ISPs, never ask for this information via pop-up ads or email.
Reply immediately. If you don't cooperate, you could run the risk of losing all your email messages, and possibly even being permanently disconnected from the Internet.
QUESTION 3
So You Swallowed the Bait ... Now What?
Despite all your precautions, let's say you suspect that you've been 'phished' — and provided personal or financial information to someone masquerading as your ISP, bank, online payment service, or even a government agency. What should you do?
Read each answer below and circle the correct one
Not to worry. Because you gave your information in good faith, there's no way doing so could cause any harm.
Contact your local marine sports licensing board to see whether the company has a valid phishing license.
First, file a complaint at ftc.gov. Then, since phishing victims can also become victims of identity theft, visit the FTC's Identity Theft website for more information, at www.consumer.gov/idtheft.

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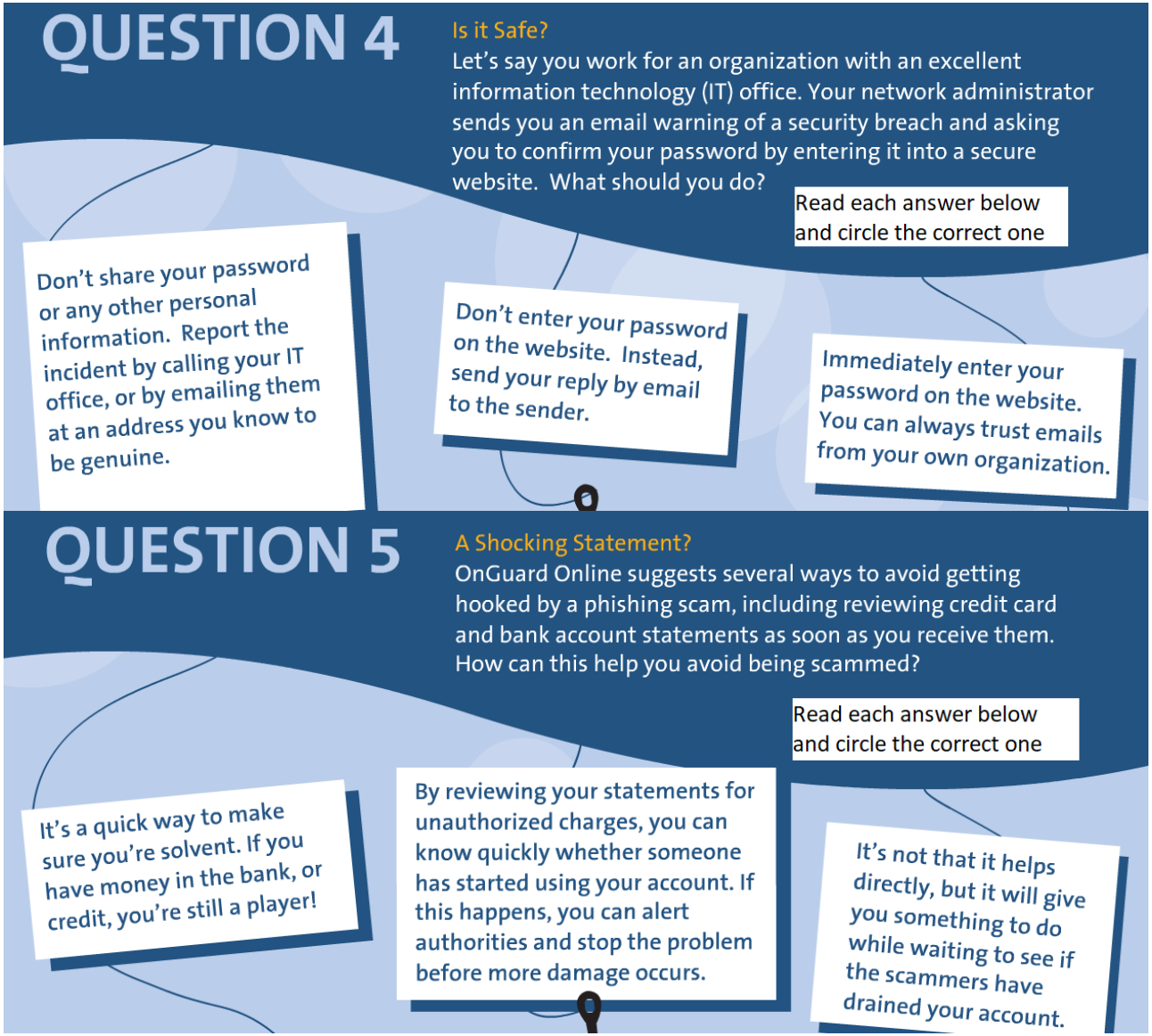

QUESTION 4
Is it Safe?
Let's say you work for an organization with an excellent information technology (IT) office. Your network administrator sends you an email warning of a security breach and asking you to confirm your password by entering it into a secure website. What should you do?
Read each answer below and circle the correct one
Don't share your password or any other personal information. Report the incident by calling your IT office, or by emailing them at an address you know to be genuine.
Don't enter your password on the website. Instead, send your reply by email to the sender.
Immediately enter your password on the website. You can always trust emails from your own organization.
QUESTION 5
A Shocking Statement?
OnGuard Online suggests several ways to avoid getting hooked by a phishing scam, including reviewing credit card and bank account statements as soon as you receive them. How can this help you avoid being scammed?
Read each answer below and circle the correct one
It's a quick way to make sure you're solvent. If you have money in the bank, or credit, you're still a player!
By reviewing your statements for unauthorized charges, you can know quickly whether someone has started using your account. If this happens, you can alert authorities and stop the problem before more damage occurs.
It's not that it helps directly, but it will give you something to do while waiting to see if the scammers have drained your account.

Online Safety

What is online safety?

Also referred to as "Internet safety" or "cybersecurity"

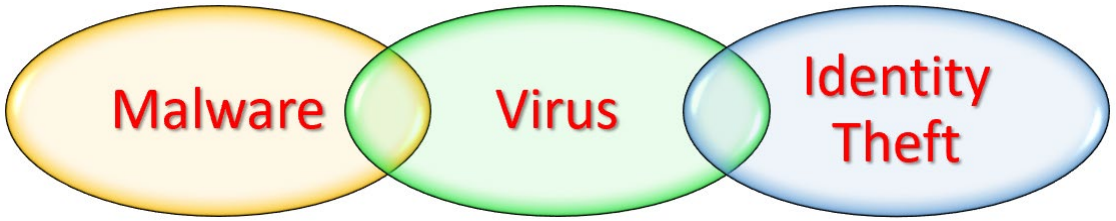
The knowledge of maximizing the user's personal safety against <u>any</u> security risks to private information, while using the Internet

Designed by iuriimotov / Freepik

Having proper online safety leads to self-protection against computer crimes

Designed by rawpixel.com / Freepik

Threats to online safety



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Identity Theft

What is identity theft?

The act of someone stealing your personal information and using it for themselves, without your knowledge or permission.

Source: its.ucsc.edu/news/identity-theft.html

What do thieves do with your information?

Source: https://www.identitytheft.gov/

Once identity thieves have your personal information, they can

- drain your bank account
- run up charges on your credit cards
- open new utility accounts
- get medical treatment on your health insurance
- file a tax refund in your name and get your refund, etc.

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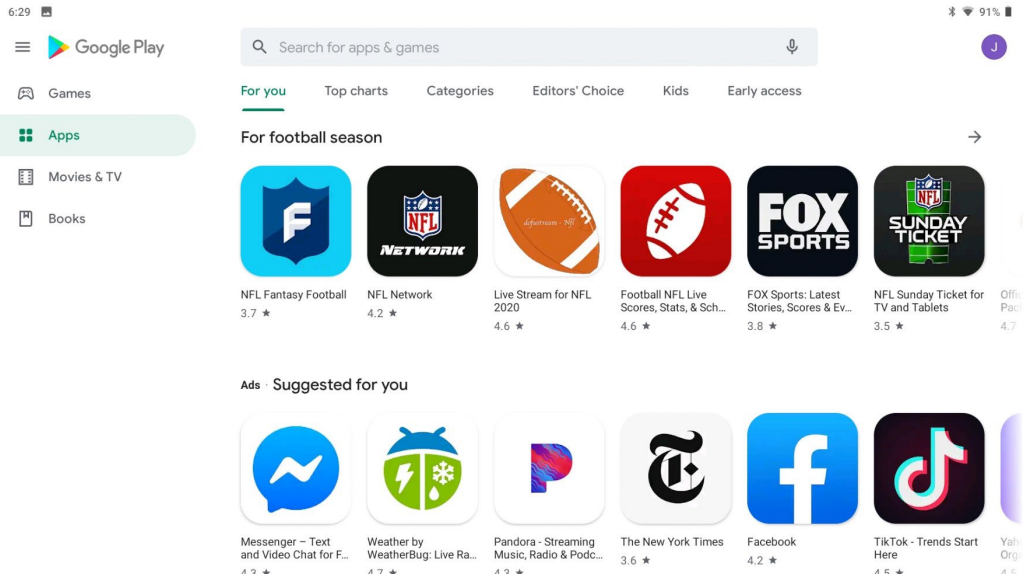
Clues that someone has stolen your information	• You see withdrawals from your bank account that you can't explain. • You find unfamiliar accounts or charges on your credit report. • Medical providers bill you for services you didn't use. • Your health plan rejects your legitimate medical claim because the records show you've reached your benefits limit. • The IRS notifies you that more than one tax return was filed in your name, or that you have income from an employer you don't work for. • You get notice that your information was compromised by a data breach at a company where you do business or have an account.
Keeping your personal information secure online **What should you do when your information is lost or exposed?** **See Appendix 1**	**Avoid using public Wi-Fi network** (café, library) for sensitive (financial) transactions such as online banking or online shopping **Be alert to impersonators** -- Make sure you know who is getting your personal or financial information. Don't give out personal information on the phone, through the mail or over the Internet unless you've initiated the contact or know who you're dealing with. **Encrypt your data** -- Use SECURE websites - Look for HTTPS & the lock. Unless you are on a SECURE website, do not send or receive private information **Don't overshare on social media** -- If you post too much information about yourself, an identity thief can find information about your life, use it to answer 'challenge' questions on your accounts, and get access to your money and personal information. Consider limiting access to your networking page to a small group of people. **Safely dispose of personal information** -- Before you dispose of a computer, get rid of all the personal information it stores.

Alcatel

Malware and Virus	
What is malware? Any piece of software that was written with the intent of performing malicious deeds	 Software consists of code developed by cyber-attackers with the purpose of causing damage to data, a system, or to gain access to a network
How could a virus or malware infect your device?	• Downloading from websites that have either deliberately or accidentally been infected by one or more viruses • Downloading apps which are infected • Connecting your device to a computer that is infected, for example in order to sync, and load music
Ways to avoid viruses and malware:	• Only download apps that you trust • Only download from websites that you trust • Do some research online before downloading, check their ratings/scores • Do not download apps or things from websites on public Wi-Fi • **Always think before downloading!**

Malware and Virus

What is downloading?	To download is to transfer a file or program from one place to another (like from the Internet to your computer device such as your phone, your tablet, or your laptop)
Google Play Store Google Play The Google Play Store is an app already preloaded onto your device! You can find all your favorite apps, movies, books, music, games, and more!	 It allows you to download other apps through a secure system. **All the apps are screened to make sure they are free of viruses.**

Practice using the Play Store

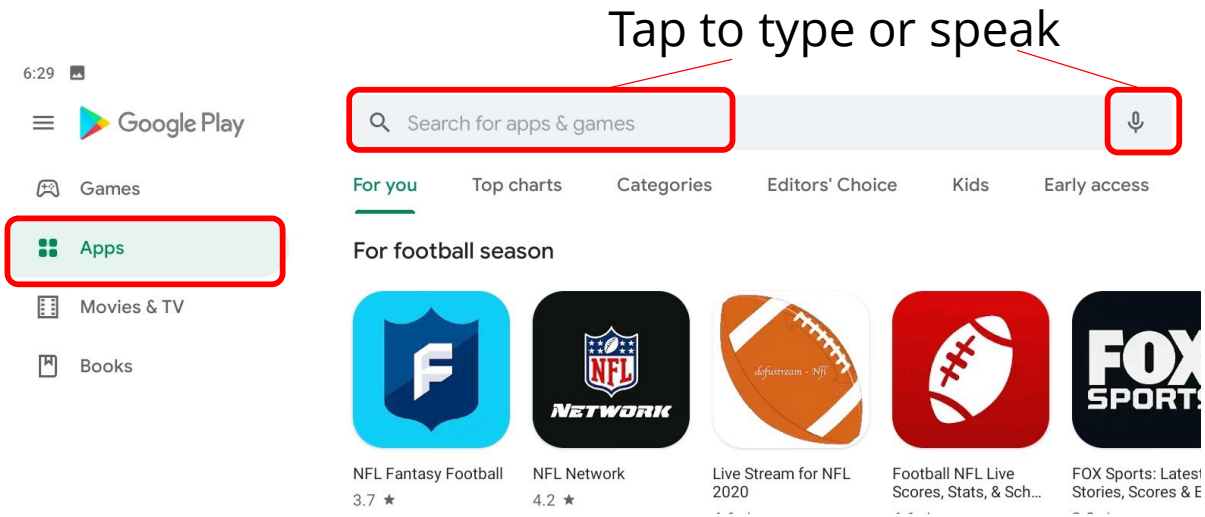
First, tap on the play store app icon located on your home screen

After tapping on the app and launching it you'll be taken to the Play Store home screen

From there you can choose to search for a specific app by either:

1. Tapping on the search bar and typing the name of the app you want
2. Tapping the microphone button to us your voice to search

NOTE: Do not link/ save your credit card info to Google Play!



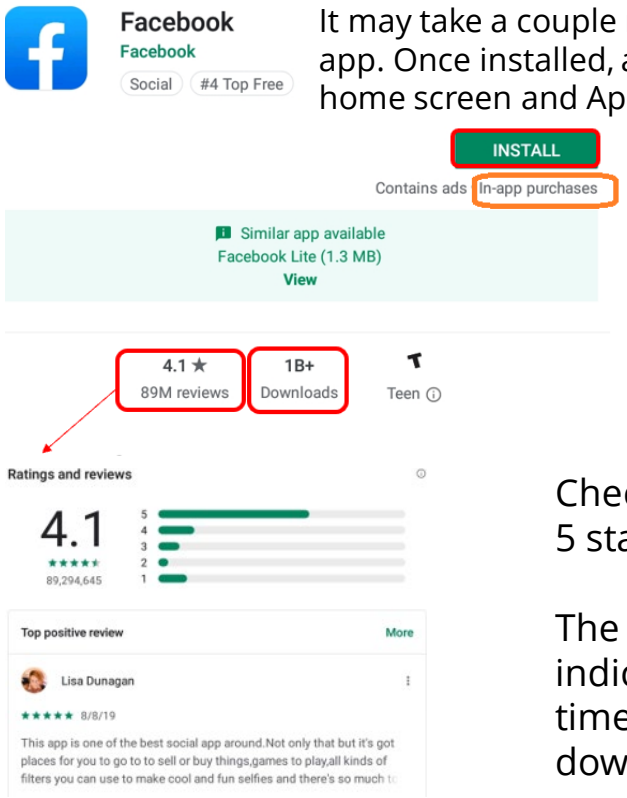
We don't want to link your debit/credit card to avoid any hidden charges by certain apps that claim to be free!

Practice installing an app using the Play Store

Once you've found the app you want you'll see a button on the right to install it

If you look / scroll further down you'll see the reviews, ratings, and the number of downloads

Be sure to read over some reviews to make sure the app you're downloading is good



It may take a couple minutes to download and install an app. Once installed, a new icon will be added to your home screen and App screen

An in-app purchase is any fee an app may ask for while you are using the app. Many in-app purchases are optional or give users additional features such as some premium features or a special weapon that you may want to play the game.

Check the reviews
5 stars = Best

The number of downloads indicates popularity. How many times has this app been downloaded?

Uninstall an unwanted app

1. Tap on **Settings**
2. Tap on **Apps and Notifications**
3. Tap on **See all apps**
4. Scroll down to look for the unwanted app and tap on it
5. Tap on uninstall
6. Tap OK to confirm uninstalling

Note: System programs and Apps coming with factory settings can NOT be uninstalled. Rather, you may disable them.

HOMEWORK 😂

1. Download a free game

Examples: Wordscapes, Solitaire, 2048, Sudoku, Majong

Make sure you go to the Play Store to download any apps!

Google Play

What game did you download? _____

2. Review about identifying scams

Romance Scams

You meet someone special on a dating website, but once he/she has gained your trust, then he/she needs money.

Other common types of scams:

- **IRS / Government**
- **Lottery / Sweepstake**
- **Tech Support**
- **Family Emergency**
- **Grandkid in trouble**

Source: consumer.ftc.gov/features/scam-alerts

Signs of a Scam	
❤	• Professes love quickly. • Claims to be from the U.S., but is overseas for business or military service
$	• Asks for money, and lures you off the dating site.
✚	• Claims to need money – for emergencies, hospital bills, or travel. • Plans to visit, but can't because of an emergency.

Scammers ask you to pay by wiring money, with reload cards, or with gift cards because they can get cash quickly and remain anonymous. They also know the transactions are almost impossible to reverse.

Bottom line: Never send money or gifts to a sweetheart you haven't met in person.

"Grandma: I'm in the hospital, sick, please wire money right away."

"Grandpa: I'm stuck overseas, please send money."

Resist the urge to act immediately – no matter how dramatic the story is. **Verify the caller's identity**. Ask questions that a stranger couldn't possibly answer. Call a phone number for your family member or friend that you know to be genuine. Check the story out with someone else in your family or circle of friends, even if you've been told to keep it a secret. **Don't send cash, gift cards, or money transfers** – once the scammer gets the money, it's gone!

Adapted from snbonline.com

3. Review about doing fact checks and identifying fake news

What is fake news?
Two kinds of fake news: **Stories that aren't true** - Deliberately invented stories designed to make people believe something false, to buy a certain product, or to visit a certain website (clickbaits)

Stories that have some truth, but aren't 100 percent accurate - Fake news that is biased, and aims to convince readers of a certain political or ideological viewpoint.

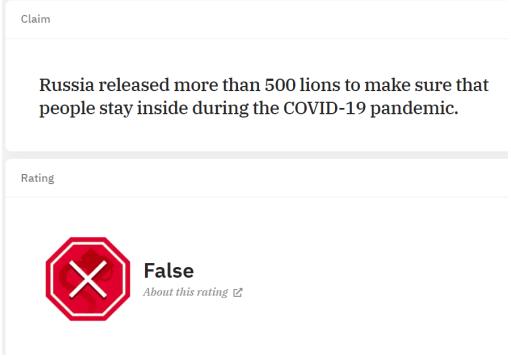
Source: mindtools.com/pages/article/fake-news.htm

Where Does Fake News Come From?

- Fake news is nothing new.
- The Internet and social media platforms make it much easier for almost anyone to publish their thoughts or share stories with the world.
- Most people don't check the source of the material that they view online before they share it.
- It's getting harder to identify the source of news stories.

How to Spot Fake News?

- Develop a critical mindset. Use your common sense!
- Check the source (www.snopes.com)
- See who else is reporting the story
  - Trustworthy: cnn.com, bbc.com, reuters.com
- Beware misleading headings
- Beware of fake images and videos as evidence
  - Example: Russia Release 500 Lions To Enforce COVID-19 Lockdown snopes.com/fact-check/russia-release-lions-coronavirus



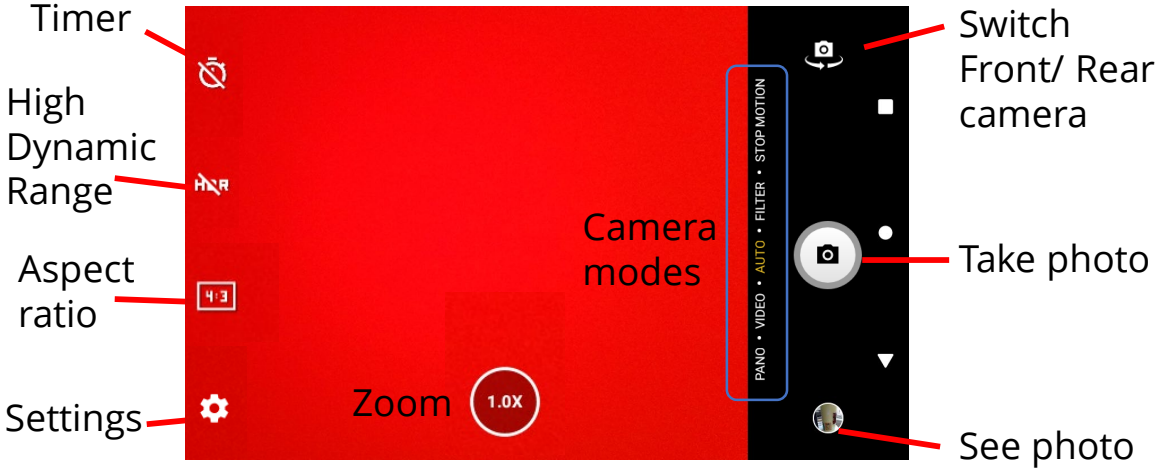
Notes

Review	
Review Lesson 1	❑ Turn the device on / off ❑ Get to home screen ❑ Close apps ❑ Create a Gmail account/ Log in
Review Lesson 2	❑ Search on the Internet ❑ Save an icon of a favorite website on the home screen ❑ Watch a movie or listen to music on YouTube
Review Lesson 3	❑ Check and read emails ❑ Reply to/ Forward an email ❑ Compose a new email ❑ Understand email safety: spam and phishing
Review Lesson 4	❑ Download and install an app ❑ Understand online safety: malware, identity theft, scams, fake news

Using the Tablet Camera

Taking a picture

From the Home screen, tap to open the camera



Practice!

Try taking several pictures, using the front and rear camera.

Check out the different camera modes and settings, and practice zooming in!

Tip: to help the camera focus, tap on the spot you want in focus. This will also adjust the lighting accordingly.

Photos you've taken will appear in Google Photos.

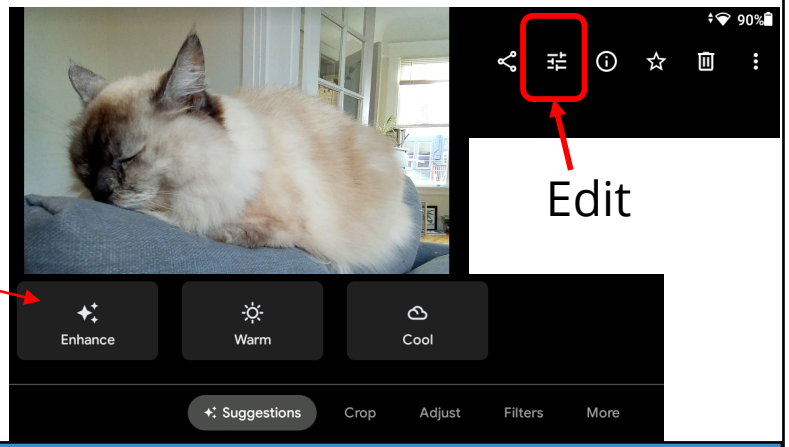
Sharing and Deleting a Picture	
Sharing a picture From the Home screen, tap to open Photos 	1. Tap on the picture you want to share. (To select multiple pictures, touch and hold the picture until the check mark appears. Select more pictures as desired) 2. Tap on the Share icon 3. Select the Gmail icon 4. Add the recipient's email address 5. Tap the paper airplane icon on upper right to Send
Remove / delete a picture from Photos From the Home screen, tap to open Photos	1. Touch and hold the picture until a check mark appears on the picture • You can select more than one picture • To unselect, tap the picture again 2. Tap the trashcan icon in the upper right corner 3. Tap **Move to trash** at the bottom of the screen to confirm

(Optional)

Photo editing

After taking a photo, there are many editing tools you can use to change and improve the photo. Try it out!

1. Tap on a photo to open.
2. Tap the Edit button (top right).
3. Experiment with editing tools.
4. Remember to save changes!

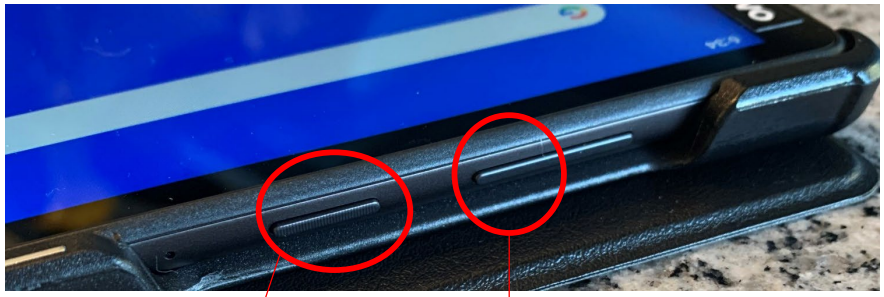


Taking a Screenshot

(Optional)
Take a screenshot

A screenshot is an image of what is seen on a computer screen at a given time.

E.g. You encounter an error message on your tablet that you want to show it to the instructor / tutor remotely.

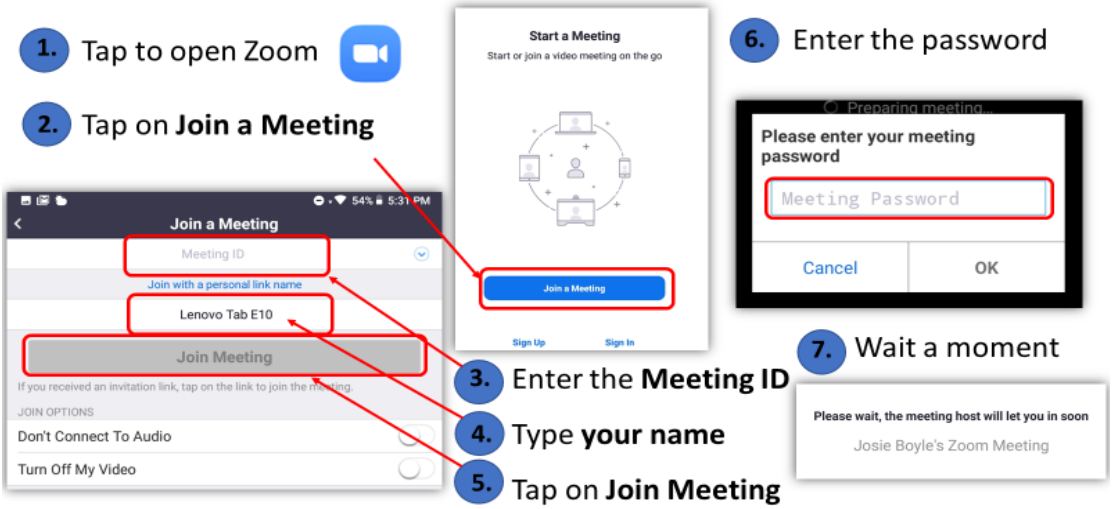


Press the **power button** and **volume down** at the SAME TIME.

You will see a photo taken and may hear a noise/vibration.
The screenshot taken can be found in Photos, Albums, Screenshots

Zoom Video Conference

Join a meeting by entering a Meeting ID and password

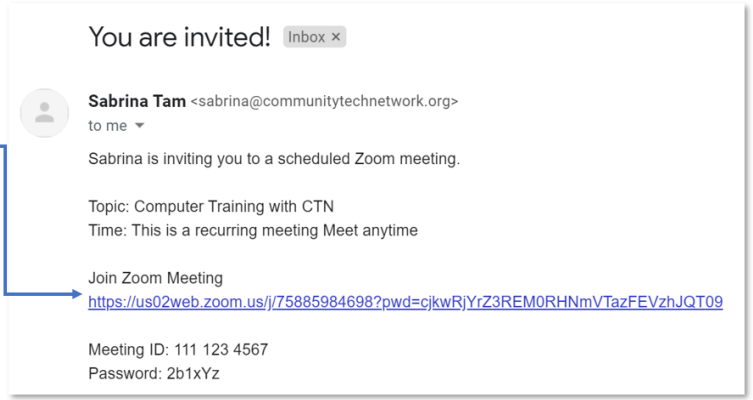


Join a meeting by clicking a Zoom invitation link

The invitation could be sent to you via email, text (SMS) message, Whatsapp, etc.

Zoom is already installed on your tablet. When you click a Zoom link, Zoom will ask if you want the app to take over. Select Open Zoom, and you will go through the process of joining the meeting.

You may need to grant Zoom permission to use your webcam and microphone, especially if this is your first meeting.

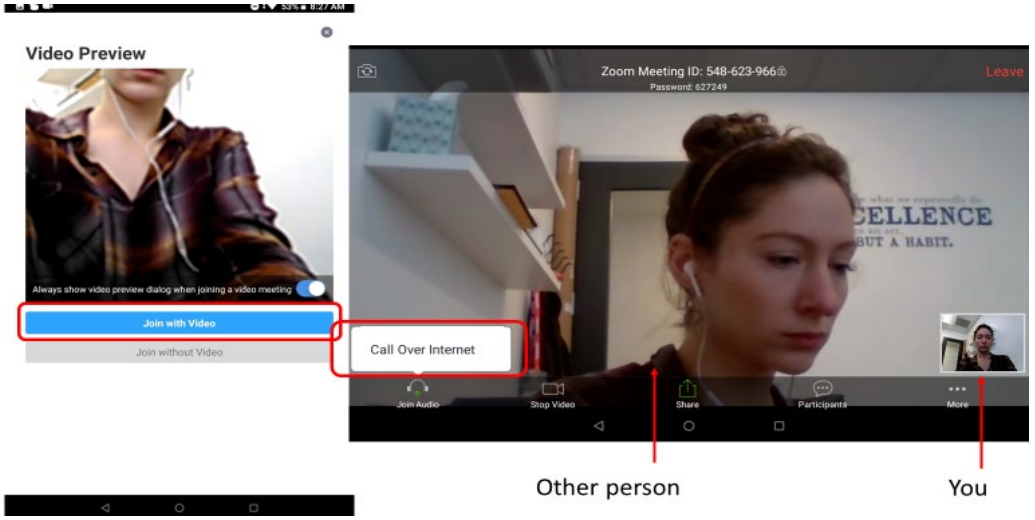


Adapted from https://edu.gcfglobal.org/en/zoom

Zoom Video Conference

Join with video (and possibly audio)

You'll see a Video Preview. Tap **Join with Video**. Once the video starts, tap on **Call Over Internet***.
You should now be able to see and hear the other person (and vice versa).



*Your instructor may keep using the phone audio with you instead if the Wi-Fi connection is not stable enough.

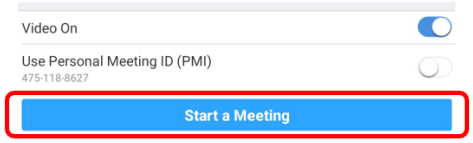
Start a new Zoom meeting

*You must sign up or sign in to a Zoom account in order to start a meeting.

No account is needed to join a meeting.

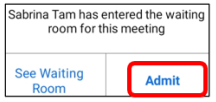
1. Tap on Zoom
2. Tap on New Meeting

3. Tap on Start a Meeting



4. Tell your instructor the Zoom Meeting ID and Password. Please specify upper or lower case.

5. Tap on Admit



6. Tap on Mute at the bottom of the screen

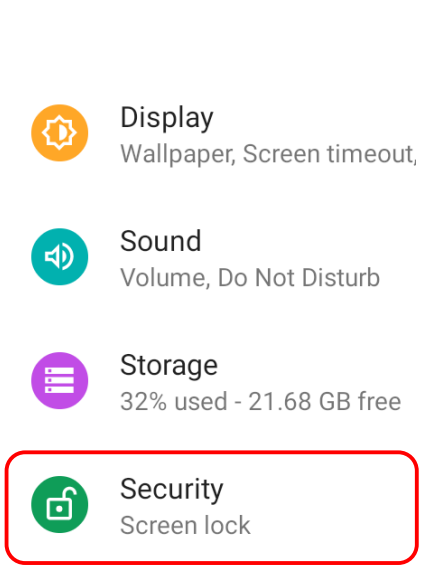
Setting a PIN or Password for your Tablet

(Optional)

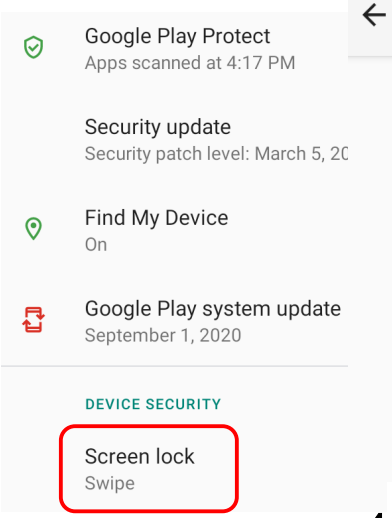
Setting a password (screen lock) for your tablet

For added security, set a PIN, password or pattern to unlock the tablet. You'll have to enter this every time you turn the tablet on or wake it from sleep mode.

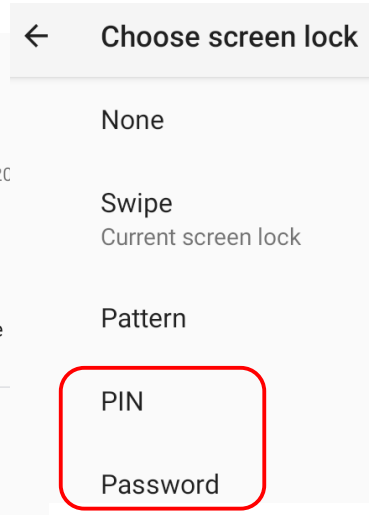
1. Tap on Settings on your home screen



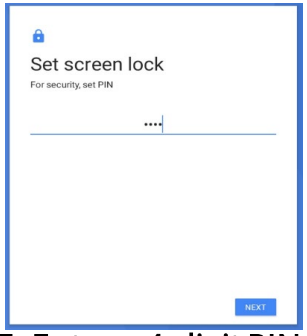
2. Tap Security



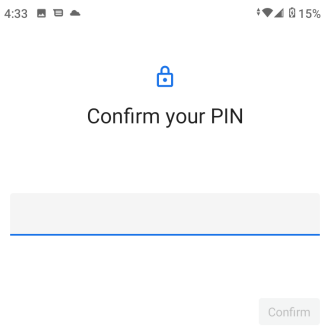
3. Tap Screen lock



4. Choose PIN (numbers) or Password (letters)



5. Enter a 4-digit PIN, then NEXT



6. Reenter the PIN, then CONFIRM

Appendix 1

FEDERAL TRADE COMMISSION
IdentityTheft.gov

What information was lost or exposed?

☐ Social Security number

☐ If a company responsible for exposing your information offers you free credit monitoring, take advantage of it.

☐ Get your free credit reports from annualcreditreport.com. Check for any accounts or charges you don't recognize.

☐ Consider placing a credit freeze. A credit freeze makes it harder for someone to open a new account in your name.

- If you place a freeze, be ready to take a few extra steps the next time you apply for a new credit card or cell phone – or any service that requires a credit check.
- If you decide not to place a credit freeze, at least consider placing a fraud alert.

☐ Try to file your taxes early — before a scammer can. Tax identity theft happens when someone uses your Social Security number to get a tax refund or a job. Respond right away to letters from the IRS.

☐ Don't believe anyone who **calls** and says you'll be arrested unless you pay for taxes or debt — even if they have part or all of your Social Security number, or they say they're from the IRS.

☐ Continue to check your credit reports at annualcreditreport.com. You can order a free report from each of the three credit reporting companies once a year.

☐ Online login or password

- ☐ Log in to that account and change your password. If possible, also change your username.

  If you can't log in, contact the company. Ask them how you can recover or shut down the account.

- ☐ If you use the same password anywhere else, change that, too.

- ☐ Is it a financial site, or is your credit card number stored? Check your account for any charges that you don't recognize.

☐ Debit or credit card number

- ☐ Contact your bank or credit card company to cancel your card and request a new one.

- ☐ Review your transactions regularly. Make sure no one misused your card.

  If you find fraudulent charges, call the fraud department and get them removed.

- ☐ If you have automatic payments set up, update them with your new card number.

- ☐ Check your credit report at annualcreditreport.com .

☐ Bank account information

- ☐ Contact your bank to close the account and open a new one.
- ☐ Review your transactions regularly to make sure no one misused your account.

  If you find fraudulent charges or withdrawals, call the fraud department and get them removed.
- ☐ If you have automatic payments set up, update them with your new bank account information.
- ☐ Check your credit report at annualcreditreport.com .

☐ Driver's license information

- ☐ Contact your nearest motor vehicles branch to report a lost or stolen driver's license. The state might flag your license number in case someone else tries to use it, or they might suggest that you apply for a duplicate.
- ☐ Check your credit report at annualcreditreport.com .

☐ Children's personal information

☐ Request a credit freeze for your child — if this service is available in your state. A credit freeze will make it difficult for someone to use your child's information to open accounts. To place a freeze, follow the specific instructions for each credit bureau:

- Equifax
- Experian
- Transunion

☐ No matter what state you live in, you can check to see if your child has a credit report. Each bureau has specific instructions for these requests:

- Equifax
- Experian (Click on "Minor Child Instructions" under "Information You Should Know")
- Transunion

☐ If a credit bureau has a credit report for your child, the credit bureau will send you a copy of the report. Use the instructions provided with the credit report to remove fraudulent accounts.

☐ Review the FTC's information on Child Identity Theft .

❖Fake News: Fact-Checking Resources

Annenberg Public Policy Center www.factcheck.org
A non-partisan project at the University of Pennsylvania

AllSides www.allsides.com
Offers perspectives on topical news stories from the left, center, and right-side of politics

Snopes www.snopes.com
The oldest and largest fact-checking site online

Poynter Institute www.politifact.com
Fact-checking journalism

❖ Test your media literacy skills!

Factitious Quiz http://factitious.augamestudio.com/#/
A fake news quiz game, produced by the AU Game Lab and the JoLT program

Politifact Fake News Quiz https://www.politifact.com/article/2017/jun/19/real-or-fake-tour-fake-news-quiz-find-out/
If you're unsure of a news article, go through this quiz for guidance on whether it's likely true or fake

❖ COVID-19 information

World Health Organization www.WHO.int
A specialized agency of the United Nations responsible for international public health

Centers for Disease Control and Prevention www.cdc.gov
The nation's health protection agency

Texas State Covid-19 Website https://www.texas.gov/covid19/
Statewide updates and guidance

AFFORDABLE CONNECTIVITY PROGRAM

WHAT IS IT?

The Affordable Connectivity Program is an FCC program that helps connect families and households struggling to afford internet service.

The benefit provides:

- Up to $30/month discount for internet service;
- Up to $75/month discount for households on qualifying Tribal lands; and
- A one-time discount of up to $100 for a laptop, desktop computer, or tablet purchased through a participating provider.

WHO IS ELIGIBLE?

A household is eligible if one member of the household meets at least one of the criteria below:

- Has an income that is at or below 200% of the Federal Poverty Guide lines;
- Participates in certain assistance programs, such as SNAP, Medicaid, Federal Public Housing Assistance, SSI, WIC, or Lifeline;
- Participates in Tribal specific programs, such as Bureau of Indian Affairs General Assistance, Tribal TANF, or Food Distribution Program on Indian Reservations;
- Is approved to receive benefits under the free and reduced-price school lunch program or the school break fast program, including through the USDA Community Eligibility Provision;
- Received a Federal Pell Grant during the current award year; or
- Meets the eligibility criteria for a participating broadband provider's existing low-income program.

TWO STEPS TO ENROLL

1

Go to **ACPBenefit.org** to submit an application or print out a mail-in application.

2

Contact your preferred participating provider to select an eligible plan and have the discount applied to your bill.

Some providers may have an alternative application that they will ask you to complete.

Eligible households must both apply for the program and contact a participating provider to select a service plan.

LEARN MORE

Call 877-384-2575, or

Visit **fcc.gov/acp**

Need internet?

If you are not eligible for ACP, here are some resources for finding alternative options. Type the address in Google to go to the website:

Regular Price Internet Options

- https://www.usnews.com/360-reviews/internet-providers
- https://www.reviews.org/internet-service/best-internet-service-providers/
- https://www.broadbandsearch.net

Mobile Data Plans

- https://www.reviews.org/mobile/best-unlimited-data-cell-phone-plans/