

Get Your Folks Online Improvers Lesson Plans

Lesson Plan 1 – Video, TV and Radio



Introduction to Watching Videos on YouTube

Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none"> • Help students understand the YouTube homepage • Show students how to select and play a video • Help students understand the video controls 	<p>Ask your student to open the Internet and type the address www.youtube.com into the address bar</p> <p>Explain the YouTube homepage explaining the following:</p> <ul style="list-style-type: none"> ○ search box ○ thumbnails ○ number of views ○ length of video <p><i>Activity - click on a video to watch it (without sound)</i></p> <p>Explain the video controls</p> <ul style="list-style-type: none"> ○ play/pause video ○ progress Bar ○ volume control ○ full screen <p><i>Activity - play the video with sound</i></p> <ul style="list-style-type: none"> • Choose a video from the homepage • Click on the picture to play the video • Practice using the play/pause and volume controls 	<p>Student Notes – Introduction to Watching Videos on YouTube</p> <div data-bbox="1114 763 1422 981" style="border: 1px solid red; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Note: A Thumbnail is a mini picture of the video.</p> </div> <div data-bbox="1114 1055 1445 1554" style="border: 1px solid red; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Note: Thumbnails on the homepage show the videos that are popular at the moment. They are broken down into categories e.g. sport, music, entertainment etc.</p> </div>

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Searching for a Video on YouTube



Goals

- To help students search for and play a video on YouTube

Suggested Actions

Explain that you can search for specific video topics on YouTube

Ask your students to open the Internet and type the address www.youtube.com into the address bar. When the YouTube homepage opens ask students to type **Age Action** into the search box

Explain that a list of relevant links will appear (just like when you search in Google)

Ask your student to click on one of the links to watch a video

Practice using the video controls – play/pause, volume

Ask your student go back to the YouTube Homepage if the video is finished

Activity - search for Martin Luther King's speech "I have a dream"

- type "I have a dream" into the search box
- find a link to "I have a dream"
- click on the link to watch the video
- click on the back browser button to stop the vide
- practice searching for videos

Activity - search for something that interests your student

- a cooking demonstration
- favourite song,
- comedy sketch etc.

Resources/Notes

Student Notes –
Searching for a video on YouTube

Note: When you type something into the search box, suggestions will appear in a drop down list



Introduction to the RTÉ Player

Goals

- Introduce students to the RTÉ Player

Remember

- Explain...
- Let them try it...
- Practice...

Suggested Actions

Explain to your students that they can watch television on the Internet This is useful if they missed a programme

Ask your students to open the Internet and type the address www.rte.ie into the address bar

Show them where to find the RTÉ Player on the RTÉ homepage

Ask them to click on the RTÉ Player tab

Explore and Explain the RTÉ Player web page

- latest programmes
- calendar (to choose a day)
- search box

Ask your students to click on the link to a programme they want to watch

Ask them to click on the **Play** button

Explain the RTÉ Player video controls

- play/pause
- volume
- progress Bar
- full screen

Ask your students to click on the back browser button to stop the video playing

Explain that this takes you back to the RTÉ Player Homepage

Activity - watch the news

- open the Internet and type www.rte.ie into the address bar
- Click on the RTÉ Player

Resources/Notes

- See Student Notes Introduction to the RTÉ player

Note

RTÉ, Channel 4, TV3 are available to view in Ireland, BBC and ITV are not yet available

Channel 4 is useful as it provides subtitles



Play Button

- Click on the Link to the News
- play/pause/stop the video

Search for a Programme with RTÉ Player



Goals

- Help students to search for a specific programme with RTÉ Player

Suggested Actions

Explain that you can search for a specific programme using RTÉ Player

Ask your students to open the Internet and type www.rte.ie into the address bar and ask them to open the RTÉ Player

Show your students where the search box is

Ask them to type **weather** into the search box, click on one of the videos in the search results, watch the video and close it when finished

Activity - search for the most recent Late Late Show

Resources/Notes

- student notes
Search for a Programme with RTÉ Player

Listen to the Radio



Goals

- Show students how to access a radio station on the Internet.

Suggested Actions

Explain that you can listen to the radio live on the Internet, or you can listen to a radio programme you might have missed

Ask your students to open the Internet and type www.rte.ie into the address bar and when the RTÉ homepage opens show them where the radio tab is

Ask them to click on the Radio tab

Resources/Notes

- student notes – Listen to the Radio

Note:

In order to **listen live**, you may need to download and install a free application called 'Realplayer'

Explain and **explore** the radio web page

Activity - *listen Live to the radio*

Ask your student to click on the RTÉ Radio 1 link and then click on the **Listen Live** button - a new window opens and whatever is currently on RTÉ Radio 1 begins to play (see **Note** - **Listen live**)

Explain & Explore the new window, close it when finished

Activity - *listen to an earlier show*

Ask your student to go to the **Most Popular** tab on the page and click on a programme they'd like to listen to - a new window opens and whatever they chose begins to play

Activity - *repeat the above steps with different shows* (see **Tips** - **Other Radio Stations**)

Tip: Other Radio Stations

You can tune into any radio station in the World e.g. if you are away from Ireland and want to hear Irish News, you can listen live on the Internet. Try listening to:

www.todayfm.com

www.newstalk.ie

www.bbc.co.uk/radio

Lesson Plan 2 – Shopping Online

Browsing Online Shops



Goals

- Help Students understand some of the features of an online shopping site.

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

Explain that you can browse online shops without having to buy anything

Activity - *browse an online shop*

Ask Student to go to www.debenhams.ie

Explore the Debenhams homepage and explain the following:

- search box
- department Tabs

Ask your student to click on the **Gifts & toys** tab and under the gift category choose **Books**

Explore the Books results page

Explain that you can use the filter options on the left to refine your search

Click on the back browser button to go back to the homepage

Activity - *search for an item*

Explain that if you already know what you are looking for, you can use the search box on the homepage to find it

Ask your student to type 'toaster' into the search box

Explore the toaster results page

Resources/Notes

Student notes –
Browsing Online
Shops

How to Buy Online



Goals

- To help students understand the steps involved in buying an item online.

Suggested Actions

Explain that purchasing an item online consists of a few simple steps, just like in a real shop:

- find the item
- add it to your shopping basket
- go to the checkout
- give your delivery details
- pay for the item

Activity - buy a kettle online

Explain to your student that they are going to visit a shopping site and go through the steps of buying an item online, but will not purchase anything

Ask your student to go to www.arnotts.ie

Explore the homepage **see prompt**

Ask your student to follow the steps in the Activity in the Student Notes – Shopping Online

Explain each step as you go through the notes

When they reach the payments page of the site ask your student to look at the web address – it should start with https

Explain

- the payment options
 - Credit Card
 - Pre-paid 3V voucher
- to your student that if they were going to purchase the item they would now complete their payment details and would receive confirmation of their purchase

Resources/Notes

Student Notes –
How to Buy Online

Prompt:

Is the site genuine?

Does the site display a postal address & phone number?
Do they have a returns policy?

IMPORTANT Check that the web address in the browser starts with https (rather than http) – this means they're using some sort of security when handling your money.

Note: Using the back browser button will clear any information you supplied on the site

Lesson Plan 3 - Internet Security – (1hour approx)

Introduction



Goals

- Introduce Students to Internet security.

Suggested Actions

- **Explain** that in everyday life we are conscious of security and keeping ourselves safe from criminals. We also need to keep ourselves and our computers safe from online criminals.
- **Explain** that in this lesson you will be looking at some different threats to your security when you are online and at some ways you can protect yourself and your computer.

Resources/Notes

- Student Notes – Internet Security

Internet Security



Goals

- Help students to understand some potential threats on the Internet
- Help students to identify ways to protect themselves.

Suggested Actions

Ask student if they have ever heard the terms

- computer Virus
- spyware

Explain the terms using the student notes

Reassure student that there are various things they can do to protect themselves from these threats

Explain why it is important to make copies of important files and save them onto a cd, USB memory stick or use an online back up service.

Explain the terms

- Firewall
- Anti-Virus Software

Activity - *check to see whether your computer has anti-virus software installed*

- look for an Anti-Virus icon in the

Resources/Notes

- Student Notes - Internet Security

Tip:

Many anti-virus providers offer online back up, e.g. Norton.
www.backblaze.com is an online back – up service

Note:

If the student does not have Anti-virus software installed they can download a free trial from
www.avg.com
www.norton.com
www.mcafee.com
www.avast.com

start bar (bottom right on the desktop).

- right-click on it and open the programme.
- are you protected? – see tips for more information



Identity Theft

Goals

- Help students understand the dangers of identity theft
- Help students identify ways they can protect themselves.

Suggested Actions

Ask Student if they have ever heard of identity theft

Explain what identity theft is and the term Phishing using the student notes

Reassure student that there are various things they can do to protect their identity

Outline the precautions they can take using the student notes

- watch [5 Tips for staying safe on the web](#)
- read [How to stay safer and more secure online](#)
- read [Keeping your data secure](#)

Activity - take the 'Phishing' test

Go to www.paypal.com/fightphishing & take the test

Resources/Notes

- Student Notes – Internet Theft

Note:

If a person thinks they have been 'Phished', they should contact the Gardaí.

Safe Online Shopping



Goals

- Help students identify the precautions to take when

Suggested Actions

Explain that shopping online can be fun and quite safe as long as you take precautions

Resources/Notes

- Student Notes – Safe Online Shopping

shopping online

Go through the guidelines for safe Shopping online in the student notes

***Activity** - watch a video about safe shopping*

- go to www.getsafeonline.org
- click on **Watch Videos**
- scroll down and select the **Safe Shopping** video

When finished watching the video

- go to www.easons.com
- does the site display a privacy policy?
- does the site display a contact address?

Lesson Plan 4 - Travel (1 Hour approx)

Search for Travel Information Online

Goals

- Help students to search for travel information on the Internet

Remember

- Explain...
- Let them try it
- Practice...

Suggested Actions

- **Explain** that there are many websites available on the Internet that will give advice and information on travel, however, if you don't know the addresses of these websites, you can always search for the information yourself

Activity - you have decided to take a trip to Paris and would like to visit the Louvre

Follow the Activity 1 instructions in the student notes and search for the following

- the opening times of the Louvre museum in Paris
- hotels nearby
- restaurants nearby
- **Explain** each step as you go through the student notes
- **Explore** and **explain** any links to
 - reviews
 - booking information

Resources/Notes

Student notes –
Travel, Activity 1

Book a Flight Online

Goals

- To help students understand the steps involved in booking a flight online.

Suggested Actions

- Explain to your students that booking a flight can be confusing because there are so many options to choose from, but basically consists of a few simple steps:
 - finding a flight
 - choosing any extras e.g. baggage, travel insurance, car hire etc.
 - making a payment

Resources/Notes

student notes –
Travel, Activity 2

Prompt:

Radio Buttons:

Return One-Way

You must choose an option.

Drop-down lists:

Adults
1 give you a list of relevant choices.



Activity - book a flight online

- **Explain** to your student that they are going to go through the steps of booking a flight online, but will not actually book anything
- **Ask** them to go to www.ryanair.ie

Explain the different options below that they may have to choose from during this activity

- radio buttons
- drop down lists
- check boxes
- **Ask** your student to follow the steps in the activity in the student notes – Travel, Activity 2 explaining each step as you go through
- **When** they reach the payments page of the site ask your students to look at the web address – it should start with https – explain why (see **Important** note)
- **Explain** to your student that if they were going to book the flight they would now complete their payment details and would receive confirmation of their flights

Lesson Plan 5 – Online Video Calls (1 Hour approx)

Introduction to making Online Video Calls



Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none">Introduce students to making calls and video calls over the Internet	<p>Explain</p> <ul style="list-style-type: none">to your students that you can make calls and video calls (where you can see the person you're talking to) over the Internetto do this you need to install software, such as Google Voice and Video Chat or Skype	<ul style="list-style-type: none">student notes – Online Video Calls

Google Voice and Video Chat



Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none">Help students understand how to make voice and video calls with Gmail	<p>Explain</p> <ul style="list-style-type: none">if you have a Gmail account you can make voice and video calls with other Gmail users when they are onlineyou need to install Google voice and video chat before you can do this <p><i>Activity - download Google voice and video chat</i></p> <p>Ask your student to go to www.google.com/chat/video</p> <p>Click on Install voice and video chat - when the download is finished click on Start chatting right from Gmail</p> <p>Explain</p> <ul style="list-style-type: none">once voice and video chat is installed you can access it directly from your Gmail account	<ul style="list-style-type: none">student notes – Google Voice and Video Chat <div style="border: 1px solid red; border-radius: 15px; padding: 10px;"><p>Tip: students will need a webcam and headphones with a microphone</p></div>

Remember

- Explain...
- Let them try it
- Practice...

- how to make a video call in Gmail

Follow the steps in the student notes, explaining each step as you go through

Activity - practice making, receiving and ending video calls

Using Skype



Goals

- Help students understand the use of Skype

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

Explain

- to use Skype you must have Skype downloaded and installed on the computer
- it is a programme that enables users to make free calls or low cost phone calls over the internet
- to use Skype you need a headset with a microphone
- if you have a webcam you can also make video calls to other Skype users, this means you can see the other person on the screen while you talk to them

Check to see whether the Skype shortcut appears on the desktop – if not, download Skype

Activity - download Skype

Ask student to go to www.skype.com/download, click on **Download Skype** and follow the steps in the wizard

Explain that this is done only once and to use Skype you click on the icon on your desktop

Resources/Notes

- student notes - Using Skype

Making a Skype call



Goals

- Show students how to create a Skype account
- Show students how to add a contact in Skype
- Help students understand how to make and receive calls in Skype

Suggested Actions

Explain

- the first time you use Skype you will be asked to create an account
- once the account is created you will just need your Skype name and password to sign in
- you are now ready to use Skype
- to make a call to someone you need to add them as a contact
- the quickest way to do it by clicking the **Add Contact** button
- the different parts of the contacts page

Activity - adding a contact exercise; see student notes

Demonstrate how to make a video call and ask your student to practice it themselves

Resources/Notes

- student notes – Making a Skype call

Lesson plan 6 – More about Gmail (1.5 hours approx)

Introduction to Google Talk



Goals

- Help students to understand how to use Google Chat

Suggested Actions

Explain that Google Talk lets you send and receive instant messages with friends, family and colleagues

Ask your students to sign in to their Gmail account and go to the **Chat** area of the Gmail screen

Activity - check to see if any of your contacts are online and invite to chat

Explain that all you need to do to chat is sign in, invite a contact, and start a chat

- in the search box at the top of the Chat area, type your friend's name
- if they're already in your contacts, Gmail will prompt their username
- click **Invite to chat**
- enter your message in the text field and press enter
- wait for your contact to respond

Explain what the different colours mean in your contacts' status

- red means someone is online but busy
- orange means they are online but idle
- green means they are online and ready to chat
- grey means they are offline

Activity - set your own status and add a custom one

Resources/Notes

- Student Notes - Introduction to Google Talk

Google Voice and Video Chat



Goals

- Help students understand how to make voice and video calls with Gmail

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

Explain

- if you have a Gmail account you can make voice and video calls with other Gmail users when they are online
- you need to install Google voice and video chat before you can do this

Activity - download Google voice and video chat

Ask your student to go to www.google.com/chat/video

Click on Install voice and video chat - when the download is finished click on **Start chatting right from Gmail**

Explain

- once voice and video chat is installed you can access it directly from your Gmail account
- how to make a video call in Gmail

Follow the steps in the student notes, explaining each step as you go through

Activity - practice making, receiving and ending video calls

Resources/Notes

- student notes – Google Voice and Video Chat

Tip:

students will need a webcam and headphones with a microphone

Access Other Google Products



Goals

- Introduce students to other Google products they can access from their Gmail page

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

Explain

- if you have a Gmail account you have actually created a Google account
- having a Google account allows you to access many Google products directly from Gmail

Ask your student to sign in to Gmail

When Gmail opens ask your student to look at the Google toolbar at the top of the page

Explain the tabs on the toolbar using the student notes for reference

- +You
- Gmail
- Calendar
- Documents
- Photos
- Sites
- Groups
- Web
- More

Activity - explore each of the tabs by going to the **More** tab

- choose **Maps** and find your house on Google Street View
- choose **News** and look up the latest headlines
- choose **Translate** and translate a sentence from English to Irish

Resources/Notes

- Student Notes – Access Other Google Products

Lesson Plan 7 Social Networking (1.5 hours approx)



Google+

Goals

- Introduce students to the features of Google+

Suggested Actions

Explain

- social networking is a way to keep in touch with people, share interests and make new friends on the Internet
- there are many different social networking sites e.g. Google+, Twitter, Facebook
- in order to use a social networking site, you need to join and create a profile

Explain

- Google+ is a social networking site where you can share information with people
- the following Google+ features (using the student notes)
 - circles
 - hangouts
 - search
 - instant upload
 - messenger

Activity - create a public profile on Google+

- go to www.google.ie
- click on the +You tab on the Google homepages
- create a public profile

Explore & Explain the Google+ features and visit www.google.com/intl/en/+learnmore/

Resources/Notes

Student Notes –
Google+

Twitter



Goals

- Show students how to open a Twitter page
- Help students understand the features of a Twitter page

Suggested Actions

Explain

- Twitter is a social networking service that allows people to write short messages (called Tweets) to let people know what they are doing & what they are thinking
- members of Twitter can follow you if they're interested in what you're doing
- you can follow people, including famous people on Twitter, if you're interested
- when someone tweets, all their followers will receive it
- you can send or receive private tweets to anyone by using the direct message function
- when you join Twitter, you get a Twitter address and interested parties can type in your Twitter address and look at your profile page to view your tweets
- many companies and public figures use Twitter to communicate information to hundreds of interested people immediately, rather than sending emails

Activity - browse a Twitter profile page

Ask your student to go to www.ageaction.ie and click on the Twitter link on the homepage

Explore the Age Action Twitter homepage

- follow button
- tweets
- following/followers
- favourites
- sign up

Explore the followers page

- click on the **Followers** tab
- click on the name of one of the

Resources/Notes

Student Notes –
Social Networking

Note: You can send a Tweet to just one person by putting an @ before their Twitter address. This tweet will only be seen by them & anyone who is following both of you.

Tip: Point out the number of people following – they will all receive each Tweet that's posted.

- followers
- click on **view full profile** and view their recent tweets

Note:

If your students would like to join Twitter now, follow the instructions in the Social Networking Twitter notes

Facebook



Goals

- Show students how to open a Facebook page
- Help students understand the features of a Facebook page

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

Explain

- you need to join Facebook to set up your own profile - once you do this you can keep your information private, so that you only share it with friends
- some companies and clubs like to set up Facebook pages that can be viewed by the public, without signing in
- they are going to explore a company's public Facebook page

Ask your student to open the Internet and go to www.ageaction.ie and when the homepage opens, ask them to click on the Facebook link

Explain & Explore the Facebook homepage

- log In
- wall
- comment
- like

Activity - go to the photo tab and browse through an album

Ask your student to click on **Like**

Explain you need to be logged into Facebook

Resources/Notes

Student Notes – Facebook

Note:

If you click on **Like** or **Comment** and are not logged into Facebook, the Facebook sign-up prompt will appear. Close the prompt.

to use the **Comment** or **Like** features – but you can still browse the information on some Facebook pages without being a member