(five steps to)

Achieving Tech Literacy

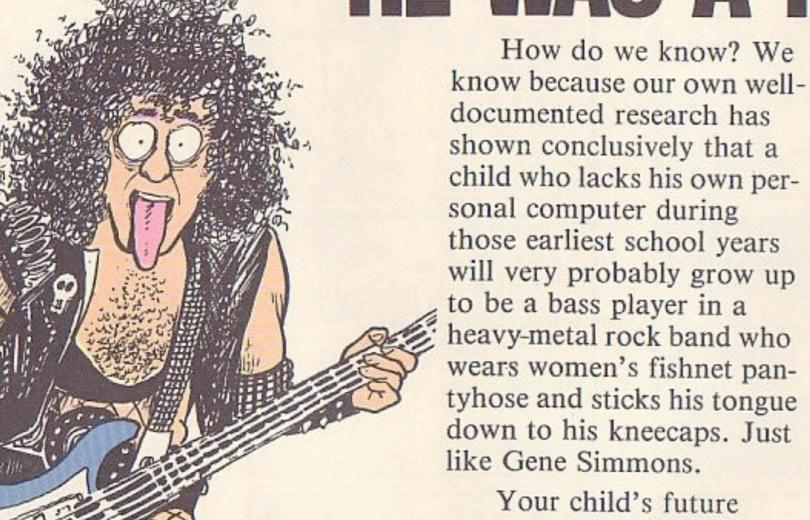
Jessamyn West - Maine Library Conference

librarian.net/talks/maine | 2>
@jessamyn



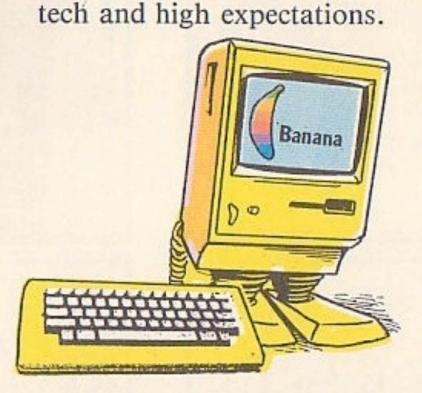


GENE SIMMONS NEVER HAD A PERSONAL COMPUTER WHEN HE WAS A KID



Your child's future doesn't have to look like this.

The Banana Junior 6000 Self-portable Personal Computer System, complete with its optional software- Bananawrite, Bananadra Bananafile and Bananamanager-is just what your four-year-old needs to compete in today's cut-throat world of high



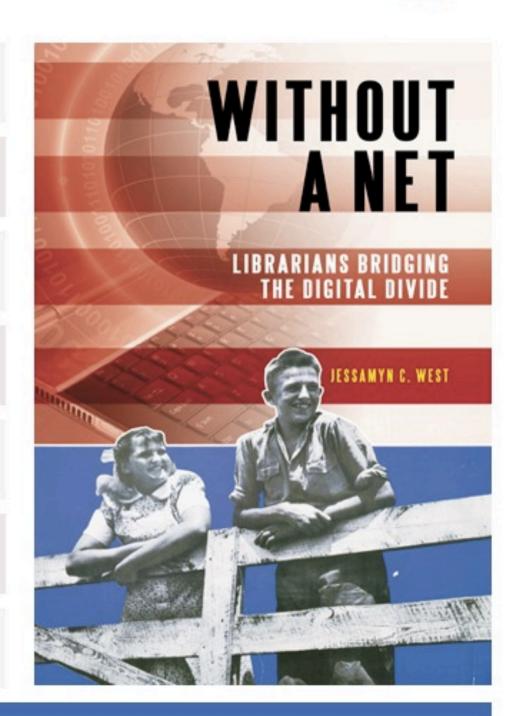
The Banana Junior 6000...
Buy one before it's too late.
Gene's mother wishes she had.



Without a Net



- About the Book
- About Jessamyn West
- Handouts & Presentations
- Related Websites & Appendix
- Bibliography
- Frequently Asked Questions
- Contact Me

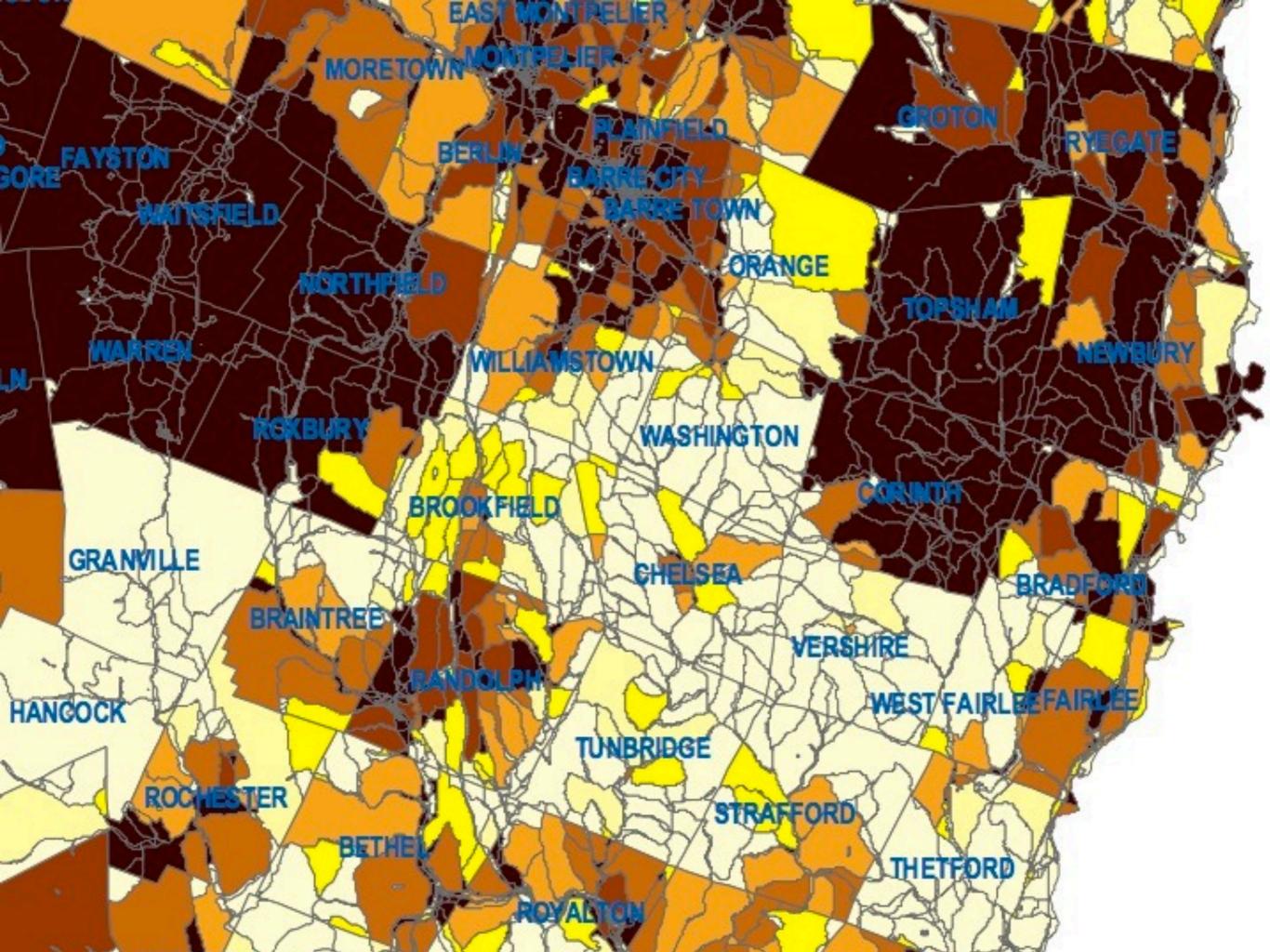


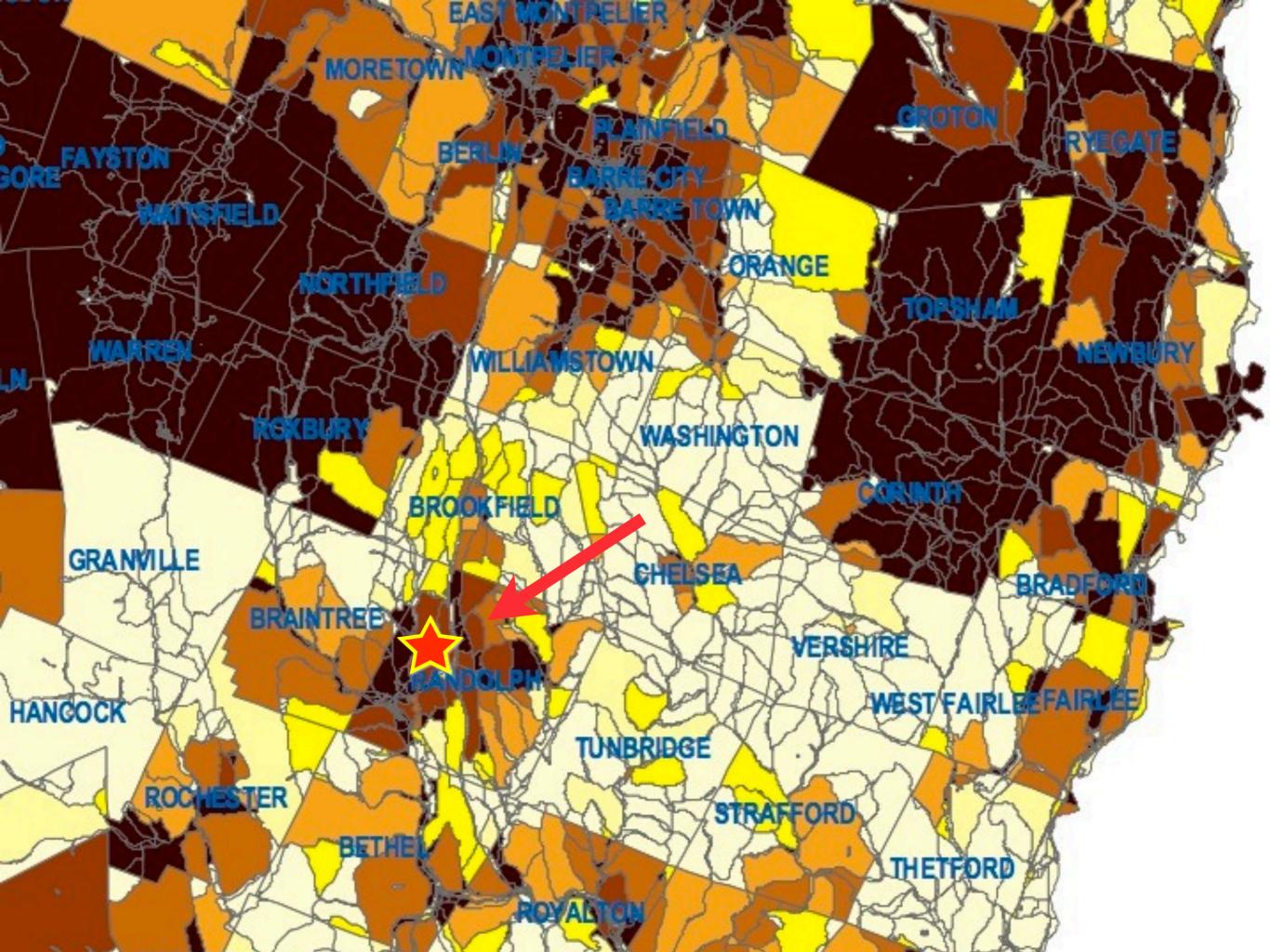
Without a Net: Librarians Bridging the Digital Divide written by Jessamyn West and published by ABC-CLIO's Libraries Unlimited imprint.

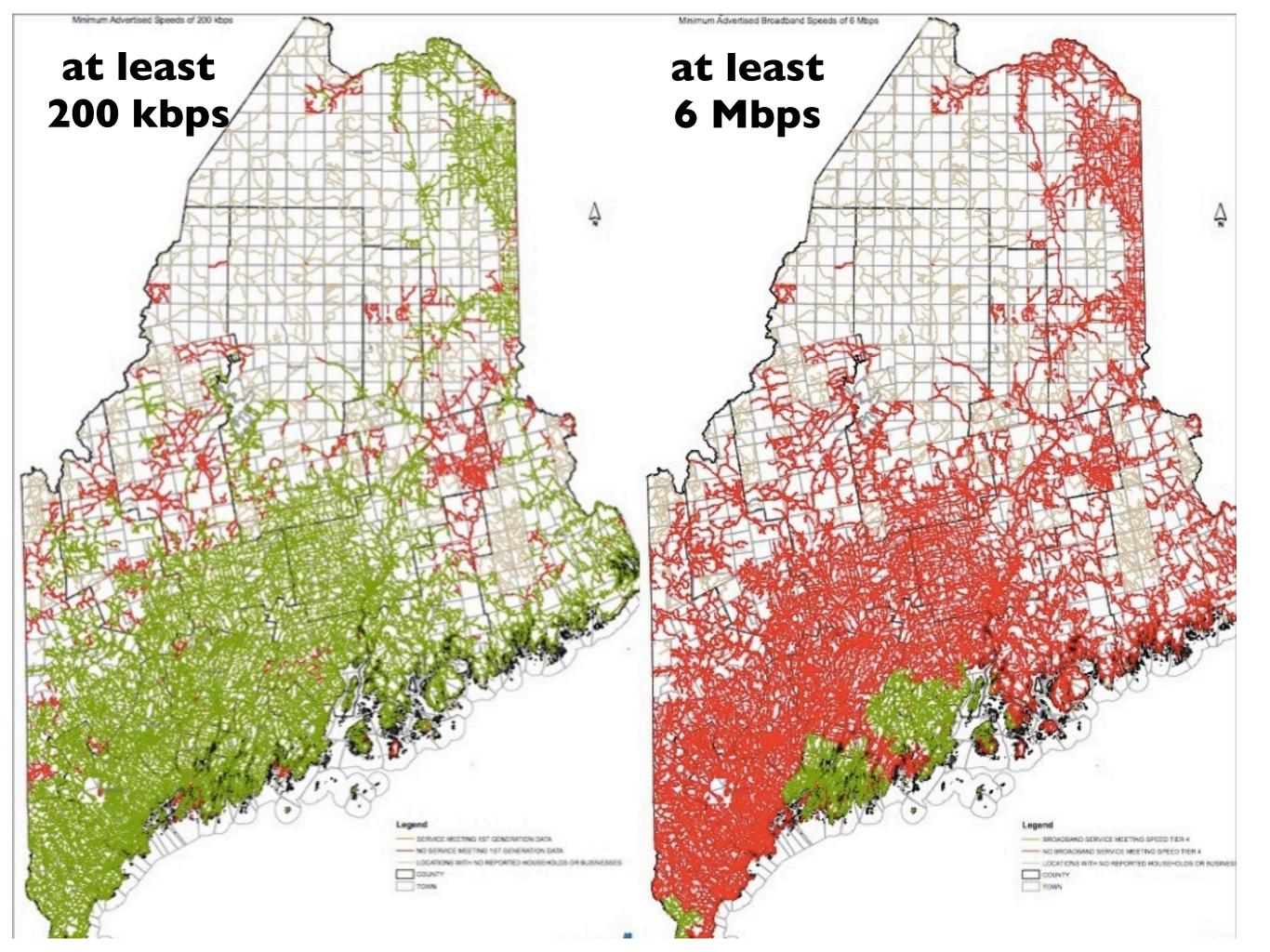
ISBN-10: 1598844539 ISBN-13: 978-1598844535

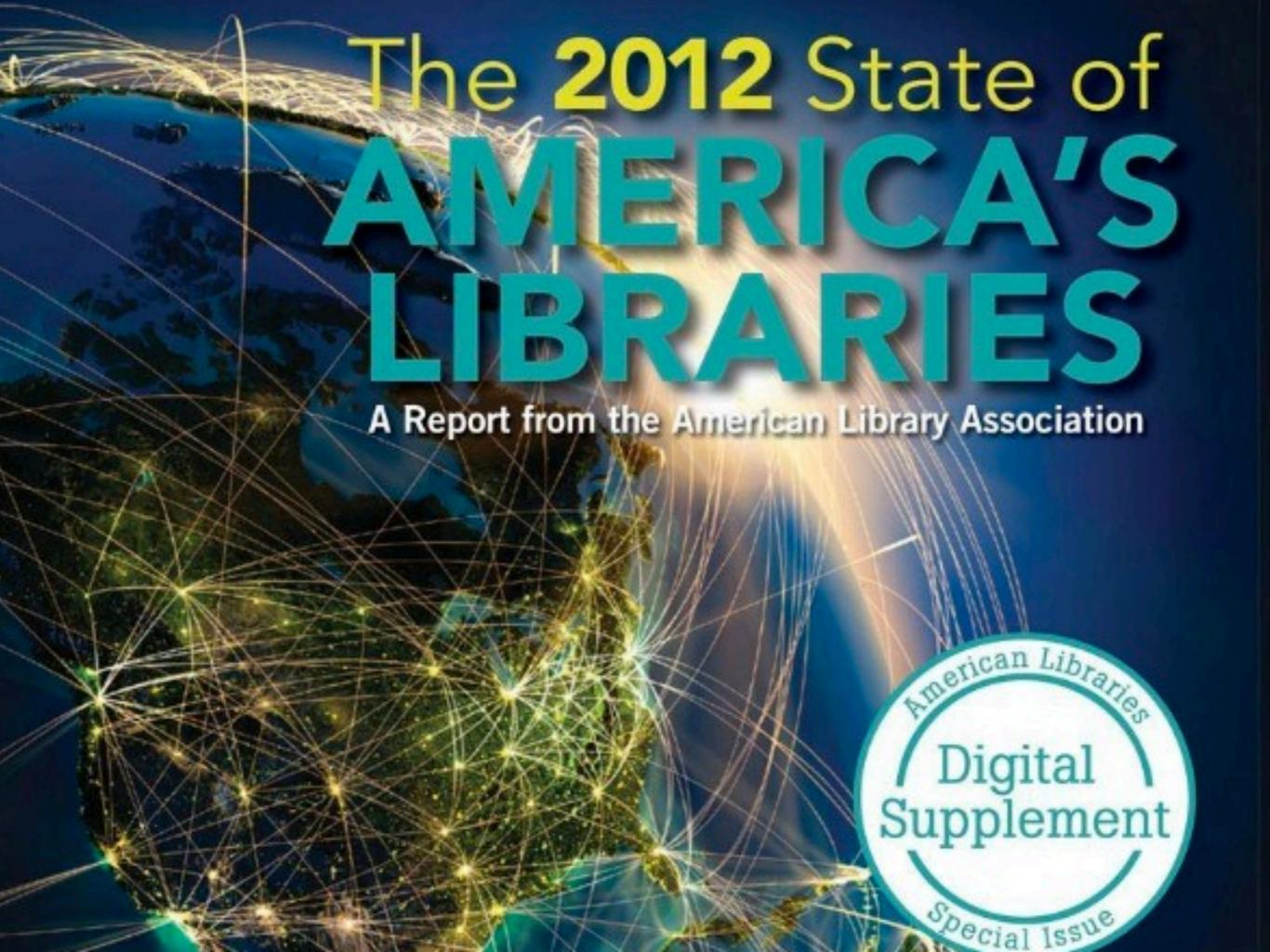
know your local situation

(and advocate)









We have 363 librarians in this state who are trying to teach everyone how to use computers.

know your local options

(long term and short term solutions)

Courses

Computer Lab

Are you talking an on-line college course, but need assistance with the technology or access to high speed internet? Are you interested in taking advantage of



web-based SkillsTutor or other web-based educational resources? Do you need computer assistance to complete your assignments for your adult high school completion? This open lab time is available for you to work independently with the support of a facilitator experienced with computers and internet access. You can bring your own laptop or sign out one from the center. By appt. Please call 422-4794 to schedule time.





Course schedule

This course meets Mon.

Start date: January 30th, 2012

End date: June 6th, 2012



Course location

Sullivan Learning Center/Town Office

Room: 2

1888 US Hwy. 1

Sullivan, ME 04664

Welcome to the Maine Computer Tutor



The Maine Computer Tutor, David, with a very attentive student.

My name is David Funk and I offer personalized help in using your computer and accessories (digital cameras, scanners, printers, etc.) in the comfort and convienence of your home.

Vells-Ogunquit Center At Moody

ost Road ~ Wells, Maine 04090

hone: 207-646-7775 ~ Fax: 207-646-8952

Z-Mail: swellsogunquit@maine.rr.com ~ Web Site: www.wocam.org



Good Afternoon, Today is Saturday, May 19, 201

Return To Home Page

Computer Tutor Class Schedule

We are scheduled to meet every other Thursday, but check the schedule to make sure that there will be a class. Free classes to help you become a computer expert or just to learn the ropes. Beginner's are always welcome and supported.

2012

Please contact the center to learn more about the resumption of computer classes coming soon.

computer tutor for beginners & novices (Portland)

Date: 2012-04-04, 3:06PM EDT

Reply to: 7gb5c-2893989235@serv.craigslist.org [Errors when replying to ads?]

COMPUTER TUTOR. Plain speaking, nonjudgmental tutor will answer your questions and help you feel comfortable at your computer. For beginners and novices, Mac or PC. Southern and midcoast Maine. House calls, phone calls, or a combination. Ruth, 774-9378.

Location: Portland

· it's NOT ok to contact this poster with services or other commercial interests

PostingID: 2893989235

We can help you with some of this, but have you also tried...?

don't reinvent the wheel

(steal one)

TECHNOLOGY TROUBLES



Need help with your camera? Your iPod, MP3 player. eBook reader?

Have questions about your computer? Your software program?



Vist our TECH TABLE

and get help from our exprets









Include library eBook instructions with your gift!

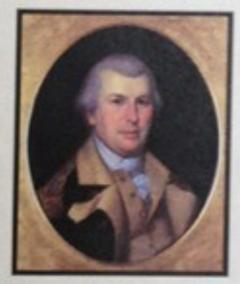






HEY!

The library offers free access to the Biography Collection Complete database



Get information on famous people online from home or here in the library

Grab an information sheet or visit the Reference Desk for more information Genealogical History of Our Ancestors

CHARLEST CONTRACT CON

Rutherford



Mousercise!



Practice your mousing skills with the following Mousercise. Click the 'Let's start mousercising!' button below to begin.



Let's start mousercising!

Computer Basics

Never used a computer before? Learn computer basics including using a mouse and keyboard, working with windows, and basic computer terminology.

Computer Basics Class Outline (p 1)

Using the Mouse (p 2-3)

Desktop, Taskbar, and Start Menu

(p4)

Window Elements (p 5)

The Calculator (p 6)

Scrolling (p 7)

The Keyboard (p 8)

Accessing Ainsworth Keyboard Trainer

(p9)

Ainsworth Keyboard Trainer Window (p 10)

Take Lessons (p 11)

View Progress Report and Exit Program
(p 12)

Troubleshooting Tips (p 13)

Proper Shutdown Procedures (p 14)

Glossary of Computer Terms (p 15-17)

Computer Comparison Chart (p 18)

Entire Computer Basics Curriculum

(Pgs. 1-18)

Learning for Life Online

Tools & tricks for living life online



Five Search Engines You Haven't Heard of...Yet

Posted on May 7, 2012 by Jennifer K

With all our coverage of privacy, security, and account settings, April was a pretty heavy month here at Learning for Life Online. Let's celebrate spring by lightening things up a little bit in May. We'll start by showcasing five search ... Continue reading →

Posted in This Week on LLO, Tools | Tagged bookfinder, books, duck duck go, ecofreek, images, million short, search engines, searching, spezify, surprisingly useful tools, visual search | Leave a comment

Facebook - Account Settings

Posted on April 30, 2012 by Jennifer K

My apologies – we never went back and looked at the main Facebook Account settings after walking through the Privacy Settings. For our final April is About Accounts post, let's quickly look at Account Settings in Facebook. Facebook Account Settings ... Continue reading →

Posted in Living Life Online, This Week on LLO, Tools | Tagged account.settings, facebook, privacy.settings, settings, third-party ads | 1 Comment

Finding and Using Online Help

Posted on April 24, 2012 by Jennifer K

Out in the wild world online, getting help using a particular tool is often up to you. However, using help centers, support pages, live chat, and discussion forums, there are many ways to figure out how to make things work ... Continue reading →

Posted in Basics, Living Life Online, This Week on LLO | Tagged everyday things, finding stuff online, life online, online accounts, online resources, read the screen | Leave a comment

What are other people doing that works? Can we do that?

identify, promote and create good design

(don't make it harder)





1-800-FED-INFO (333-4636)

Get Services News Explore Topics Find Government Agencies Contact Government

Home > Citizens > Get It Done Online! Este tema en español

Get It Done Online!

Find U.S. government services that you can access from your computer. You can also browse services by topic.

A B C D E F G H I J K L M N O P Q R S T U V W X-Z

A

- · Address Changes When You Move
- Airlines Compare On-Time Records
- · Air Traffic Advisory and Real-Time Airport Status
- Alcohol Calorie Calculator
- · Ask a Government Information Librarian
- Ask an Energy Expert
- Auctions

B

- Bank Find Check if Your Bank is Insured by FDIC
- Bankruptcy Forms
- Beach Temperatures
- Benefits and Government Assistance Eligibility Tool
- · Birth, Marriage, and Death Certificates
- Body Mass Index (BMI) Calculator
- Border Wait Times for Entering the U.S.
- Business Services Online
- · Buy from Government

Contact Your Government

- FAQs
- E-mail Us
- Chat
- Phone

Most Popular

- Change of Address
- Register to Vote
- USPS Change of Address
 Form

Get E-Mail Updates

Enter your e-mail address to sign up for free e-mail updates about online services.

E-mail address

Submit

AA

Search this site

Go 🕽

Home Contacts Do it online | Newsroom | Video

National Citizen Service for 16-17 year olds

93 per cent of participants said they'd recommend it to a friend: have you signed up yet?

National Citizen Service



Diamond Jubilee



Directgov

Public services all in one place

The Diamond Jubilee celebrations will take place around the weekend 2-5 June

Diamond Jubilee events

Visit the GOV.UK beta



GOV.UK is designed to replace the content

Straight to...

Motoring

Car tax, Learners, Driving licence...

- ▶ Education and learning Student finance, University, 14-19s...
- Money, tax and benefits Benefits, Taxes, Benefits adviser...
- Home and community Housing, Council Tax, Flooding...
- Travel and transport Journey planner, Passports...
- ➤ Caring for someone Carer's Allowance, Support services...
- Environment and greener living Saving energy, Recycling, Pollution...
- Government, citizens and rights

Parents

Preschool, Schools, Childcare...

Employment

Jobs, Redundancy, Holidays, Pay...

Young people

Money, Work and careers, Leisure...

Disabled people

Financial support, Housing, Rights...

- Pensions & retirement planning State Pension, Plan for retirement...
- Crime and justice

Types of crime, Victims, Prevention...

- Health and well-being Heathy living, Health services, A-Z...
- Britons living abroad

Saturday, May 19, 2012



Most popular

- Job search
- Student finance
- SORN
- Income Support
- Car tax
- Driving theory test
- Attendance allowance
- Jobseeker's
 Allowance
- Passports
- More online services

NHS info for parents



Get regular info and advice from the NHS, tailored to your baby's age

 NHS information service for parents

Send your parents a

Trust you'll be self sufficient

TECH SUPPORT care package



Hel	lo: Mom D	ad	
		☐ impressed ☐ worried ☐ jazzed your computer these days.	
CATI	EGORIES:	SELECT VIDEOS TO SEND:	VIEW ALL VIDEOS
THE	BASICS	☐ COPY & PASTE	
wo	RLD WIDE WEB	☐ ADJUST THE TIME ON YOUR CLOCK ⑤	
col	MMUNICATION	☐ CHANGE YOUR DESKTOP BACKGROUND (MAC)	
MED	DIA	☐ CHANGE YOUR WALLPAPER (PC) ⑥	
FINI	DING INFORMATION	MAKE TEXT BIGGER (OR SMALLER)	
		☐ TAKE A SCREENSHOT ⑥	
		☐ CHANGE YOUR SCREENSAVER (MAC) ▶	
		☐ CHANGE YOUR SCREENSAVER (PC) ▶	



We make getting online easy!

Online basics

Get started

Home

Why not use the buttons above to sign in or create an account to save your progress?

What next?

I'd like to plan

My Learning



I want to get started with the

Keyboard & Mouse

I want to set up an

Learn more

Email Account

I'm ready for a beginner's course

Create an account

Online basics 1

66 I'm 64 years young and I love to email my friends

"

Gerry, 64

I need a bit of help from a human being!

Find your nearest UK online centre - just type in your postcode:

Postcode



Ready to get broadband at home?



Find out more about how you can get

I'm back! I want to carry on learning.

If you're a returning learner, click below to sign back in.

SIGN BACK IN





Home

Your computer

Using the web | Email & sharing |

Living & interests | Safety & privacy

Glossary

Courses

a

Choose a course



The WebWise Online Course

Learn about the internet, mobile devices, email and staying safe online and keep track of your progress each time you come back



Internet Basics

What the internet is, how it can be used, how to search, how to register with a website, how to email and how to buy something online





Most popular



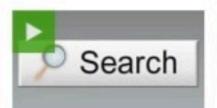
Computer Basics: The mouse



Computer Basics: The keyboard



Internet Basics: Your internet browser



Internet Basics: Searching the internet

Q

Auction site

A website (such as eBay) where people can bid money on different items for sale.



Shopping online

Audio clip

A sound file (for example, music or spoken word) which has been placed on the internet to either download or listen to online.



Music and photos



How do I download files?

Auto connect

When your computer has been set to automatically connect to a service (for example, the internet) whenever it detects that it is available.



How do I get broadband?



What equipment do I need for a broadband internet connection?

Avatar

A picture or cartoon of yourself or a favourite character that you use to represent yourself in games, on message boards or on social networking websites.



Get started with social networks



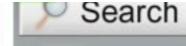
What are social networking sites?



What are online message boards?







internet

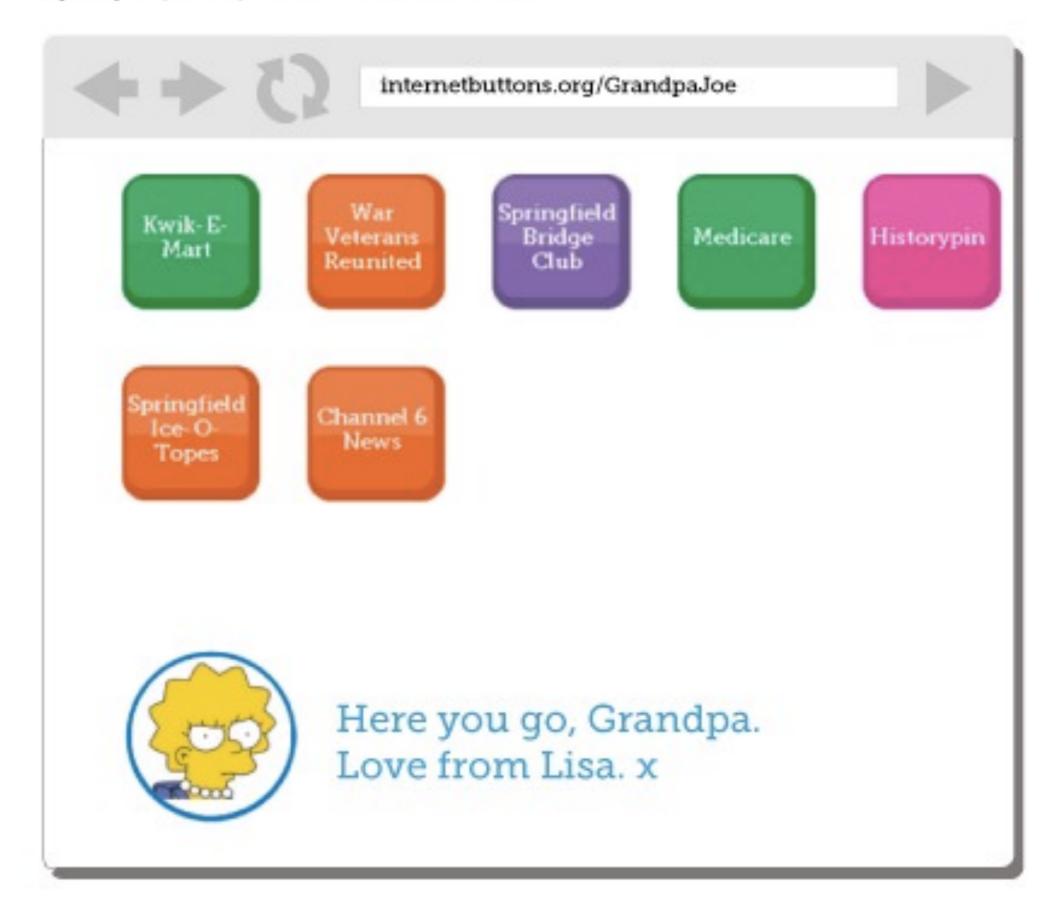
internet buttons







GRANDPA ABRAHAM SIMPSON



internet buttons





Helper Bar

Set up a page of Internet Buttons for someone else. Each button can link to a site or service you think they might like or find useful.

You can also upload a photo of yourself, your phone number and add a brief message so they can call you if they get stuck.

Just be sure to save what you have done.

Save





THE (ALL-ME-WHEN-YOV-GET-STU(K HOTLINE



Your phone number and message here

Browse Resources

Find Educator Tools

Learn the Basics

Learn Job Skills

In the Community

Collaborate V

Home

Learn the Basics

Build digital literacy skills by selecting from the categories below.



Using a Computer or Mobile Device

Learn how to use the mouse, keyboard, icons, and folders



Using Software and Applications

Use software applications: word processing, creating spreadsheets, tables and databases



Using the Internet

Search the Internet, use email, register on a website



Communicating on the Web

Share photos and videos, communicate using social networks, learn to be an informed digital citizen



Child Online Protection

Help children learn to be responsible and make informed decisions online



Need in-person help? Find your local library!

There are more than 16,600 public library locations around the United States - and nearly all of them offer no-fee public access to computers and the Internet, as well as trained staff to help you gain skills and connect you to online and print resources.

Not sure where your closest public library is?

Visit the Institute of Museum and Library Services website and enter your city or zip code to find your library.

FIND A LIBRARY

SEARCH

Browse Resources

Find Educator Tools

Learn the Basics

Learn Job Skills

In the Community

Collaborate *

Home

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FIND A LIBRARY

Search for Public Libraries

Library Information			About the Data Help
Library Name:	ry Name: FSCS ID:		SEARCH TIP: Searches are conducted based on all
Street Address: City: (Browse)		information you enter. You do not need to enter information for all fields. More specificity yields fewer results. When your search criteria is specified, click the Search button. Search Clear SEARCH TIP: Additional	
State: - Any State - County: (Browse) ZIP Code: Distance: Miles from ZIP Phone Number:			
Additional Characteristics			
Library type (All)			Characteristics should
Library System 🗹 🎰 Central Library 🗹 🛕 Branch Library 🗹			not be used if you
Bookmobile Book	-by-Mail 🗹		have already entered
Changes after Fiscal Year 2009 If information has changed pleas State Data Coordinator (pdf file,	se do not contact IMLS.	Instead contact the	
NOTE: All library types will be inc	luded in your search un	less you uncheck the b	oox.

How does our digital content look? Can people *really* use it?

form partnerships



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Home > Teaching and Curricula Resources >

Basic Computer Skills Curriculum

On this site you will find lesson modules covering basic computer skills developed by computer teachers* from Adult Basic Education programs in the St. Paul Community Literacy Consortium.

You will find Lessons (handouts), Teacher Guides, Vocabulary Lists and Activities. Some computer skills may have



several lessons associated with them and some lessons may cover several computer skills.

The lessons are grouped by computer task and skill. Rather than rigidly defining a day-by-day curriculum, teachers can pick and choose lessons and activities that suit their classroom needs and student's pace.

The teachers on this project highly recommend incorporating keyboarding practice into your curriculum. Using a keyboarding program such as Mavis Beacon every day will help your students feel comfortable on the keyboard.

Credits

* This project was funded by <u>America Connects Consortium</u> with the goal of creating lessons for common basic computer skills that teachers in the Adult Basic Education field could download and incorporate into their classroom at no cost.

Curriculum developed by:

- Jessica Schachterle from Minnesota Literacy Council
- Daniel Hoisington from Lao Family Community
- Deb Woodburn, volunteer with Chicanos Latinos Unidos En Servicio working with Minnesota Literacy Council

Thanks to the Minnesota Literacy Council and teacher, Jessica Grace Jones, for the new additions. For feedback or questions regarding the curriculum, contact Jessica at <u>jjones@themlc.org</u>.

Join us

Training

About us

Marketing

Resources

Centre partners



Helping communities tackle social and digital exclusion



UK online centre? - browse the site for handy resources or log in for exclusive funding and training opportunities



Community group? - browse the site for handy resources or join our network for additional benefits



981395

people have learnt with us since 2010

Make online easy!

Help your learners get started with free online courses and resources. Visit the learning website.



Who should we be working with who we aren't working with?

Why is Facebook going public?



thank you

librarian.net/talks/maine I 2>