

Keeping in touch

Setting up a Facebook account

A lot of people like the idea of Facebook to keep up to date with friends and family, but it can be hard getting started. Although you might not be able to cover everything, a simple demo of setting up an account or talking through things like privacy settings, can help attendees learn more about how it works.

What to consider

There are several things you can do to prepare before you start the session and many of them are covered in the Digital Mentors Course. Here are some more things to consider.

Making the session user friendly

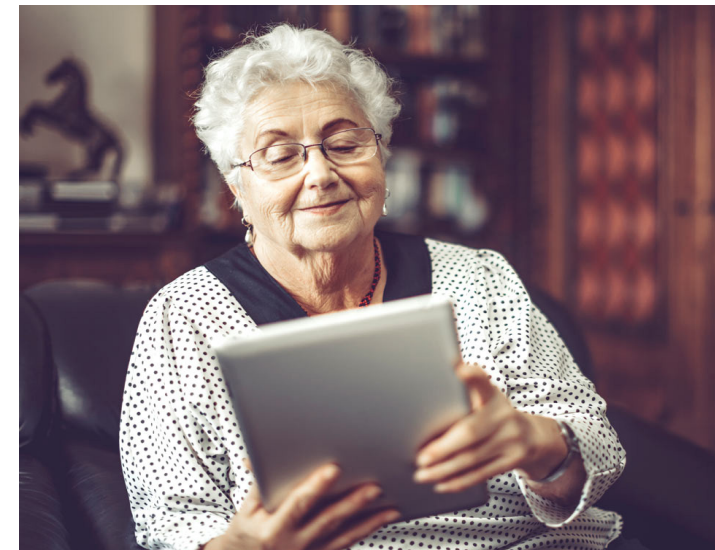
If you decide to do activities such as using Skype or Facebook it's likely that learners will not have an account. You can make your sessions user-friendly by preparing log in details beforehand.

This could include setting up a few learner email accounts and creating Skype and Facebook log in details which can be used again the next time you do a similar session.

When you are running the session be sure to explain that normally they would need to set up an email account or log in details and that they can learn how to do so by coming to related Be Connected sessions.

Equipment

For activities like Skyping you'll need equipment that you might not normally use such as webcams, make sure they are set up ready for the session



Information

Some people attending the session may want to go further and explore some of the courses at your centre, be sure to have information about the sessions you offer and the availability before you start.

Delivering a session

Here is an example of how to run your session using Skyping as a suggested activity. The session plan is designed to be flexible, so feel free to adapt it to your learners needs. This example session runs for 30 minutes.

Activity	Timing
Introduce yourself, and explain what you'll be asking the learners to do during the session.	5 minutes
Explain and demonstrate how to use Skype to the whole group.	5 minutes
Now ask the group to try Skype for themselves. Pair learners together and ask them to Skype another pair in a different room. It's important for learners to do as much as they can on their own whilst being supported by the Digital Mentors.	10 minutes
Ask learners to think about areas where they might need more support if they wanted to do the activity again on their own. Take time at the end of the session to explain the Be Connected sessions that you offer, including the topics that are relevant to what they have just learned. Here are a few that may be of interest to the learners but you can also use other examples if they are suitable.	15 minutes



Next steps with **Be Connected**...

Using email: This course is perfect for learners wanting to learn more about email.

Connecting to others: This course teaches learners about some different ways to make free video calls using applications such as Skype, WhatsApp and Facetime.