Roger Williams University
DOCS@RWU

Community Development | Community Partnerships Center

2014

Technology Resource Guide and Classes for Seniors: Barrington Senior Center

Evan Beck, Alana Peoples, Gabby Reardon
SOAR Leadership Program

Arnold Robinson
Community Partnerships Center, cpc@rwu.edu

Follow this and additional works at: http://docs.rwu.edu/cpc_comdev

Part of the Civic and Community Engagement Commons, Communication Commons, and the Community-based Learning Commons

Recommended Citation

Evan Beck, Alana Peoples, Gabby Reardon and Robinson, Arnold, "Technology Resource Guide and Classes for Seniors: Barrington Senior Center" (2014). *Community Development.* Paper 1.
http://docs.rwu.edu/cpc_comdev/1

This Document is brought to you for free and open access by the Community Partnerships Center at DOCS@RWU. It has been accepted for inclusion in Community Development by an authorized administrator of DOCS@RWU. For more information, please contact mwu@rwu.edu.

Community Partnerships Center at Roger Williams University

Technology Resource Guide and Classes for Seniors

Community Partner: Barrington Senior Center

Academic Partner: SOAR Leadership Program

Spring 2014

The Roger Williams University Community Partnerships Center

The Roger Williams University (RWU) Community Partnerships Center (CPC) provides project based assistance to non-profit organizations, government agencies and low- and moderate-income communities in Rhode Island and Southeastern Massachusetts. Our mission is to undertake and complete projects that will benefit the local community while providing RWU students with experience in real-world projects that deepen their academic experiences.

CPC projects draw upon the skills and experience of students and faculty from RWU programs in areas such as:

- American Studies
- Architecture and Urban Design
- Business
- Community Development
- Education
- Engineering and Construction Management
- Environmental Science and Sustainability
- Finance
- Graphic Design
- Historic Preservation
- History
- Justice Studies
- Law
- Marketing and Communications
- Political Science
- Psychology
- Public Administration
- Public Relations
- Sustainable Studies
- Visual Arts and Digital Media
- Writing Studies

Community partnerships broaden and deepen the academic experiences of RWU students by allowing them to work on real-world projects, through curriculum-based and service-learning opportunities collaborating with non-profit and community leaders as they seek to achieve their missions. The services provided by the CPC would normally not be available to these organizations due to their cost and/or diverse needs.

CPC Project Disclaimer: The reader shall understand the following in regards to this project report:

1. The Project is being undertaken in the public interest.

2. The deliverables generated hereunder are intended to provide conceptual information only to assist design and planning and such are not intended, nor should they be used, for onstruction or other project implementation. Furthermore, professional and/or other services may be needed to ultimately implement the desired goals of the public in ownership of the project served.

3. The parties understand, agree and acknowledge that the deliverables being provided hereunder are being performed by students who are not licensed and/or otherwise certified as professionals. Neither RWU nor the CPC makes any warranties or guarantees expressed or implied, regarding the deliverables provided pursuant to this Agreement and the quality thereof, and Sponsor should not rely on the assistance as constituting professional advice. RWU, the CPC, the faculty mentor, and the students involved are not covered by professional liability insurance.

4. Neither RWU, the CPC, the faculty mentor, nor the students involved assume responsibility or liability for the deliverables provided hereunder or for any subsequent use by sponsor or other party and Sponsor agrees to indemnify and hold harmless RWU, the Center, the Faculty Mentor, and the Center's student against any and all claims arising out of Sponsor's utilization, sale, or transfer of deliverables provided under this Agreement.

Community Partnerships Center
Roger Williams University
One Old Ferry Road
Bristol, RI 02809
cpc@rwu.edu
http://cpc.rwu.edu

Community Partnerships Center
at Roger Williams University

Lesson 1
Navigating the Internet

Getting used to iOS/Windows & Navigating the Internet

Barrington Senior Center

Technology Class Series

Class #1: Monday, April 7th

Overview

This class will help members get used to iOS and Windows and also how to navigate through the Internet.

Objectives/Topics Covered

Getting Used to iOS/Windows

- Using Siri
- Sorting applications with app folders
- Using the App Store and iTunes Store
- Using various utilities such as calendar, reminders, etc.
- Navigating through Windows

Internet

- Understanding the differences in Browsers
- Google and other Search Engines
- YouTube and other social sites
- Tool Bar functions

End Results

To have members of the Barrington Senior Center better equipped in using the Internet, iOS, and Windows.

Materials

Projector

Laptop for Instructor Use

PowerPoint Presentation

Handouts

Personal Laptops

BSC Computers

iPads/iPhones

Class Team Members

Veronica Alicea

Jackie Sears

Soar Members

Evan Beck

Alana Peoples

Gabby Reardon

Navigating the Internet

Objectives

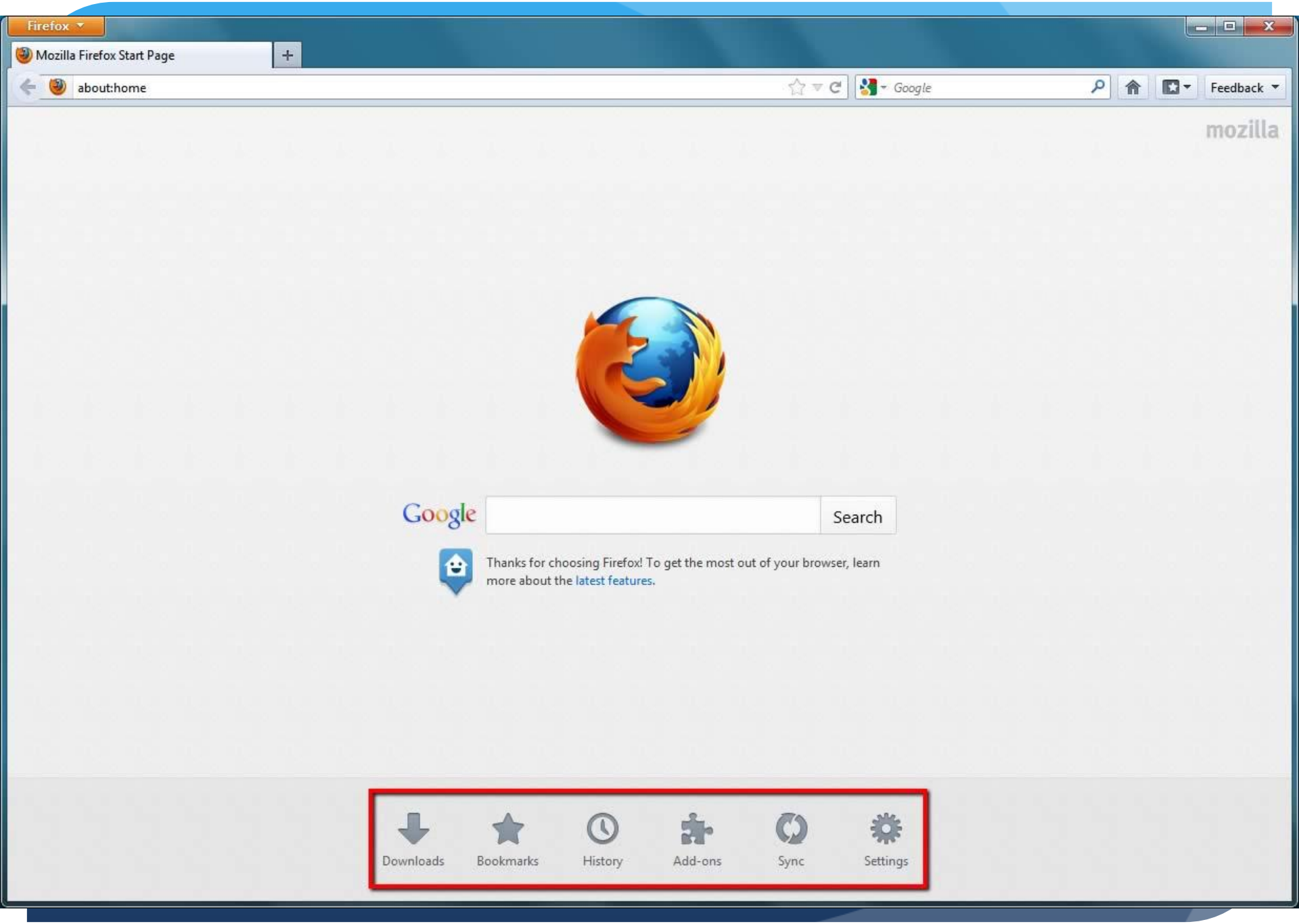
- Teach members to navigate through applications such as Siri, iOS, and the App Store
- Give useful tips of how to organize and use their applications through App Folders
- To show how to use utilities on iphones or ipads like calendars and alerts

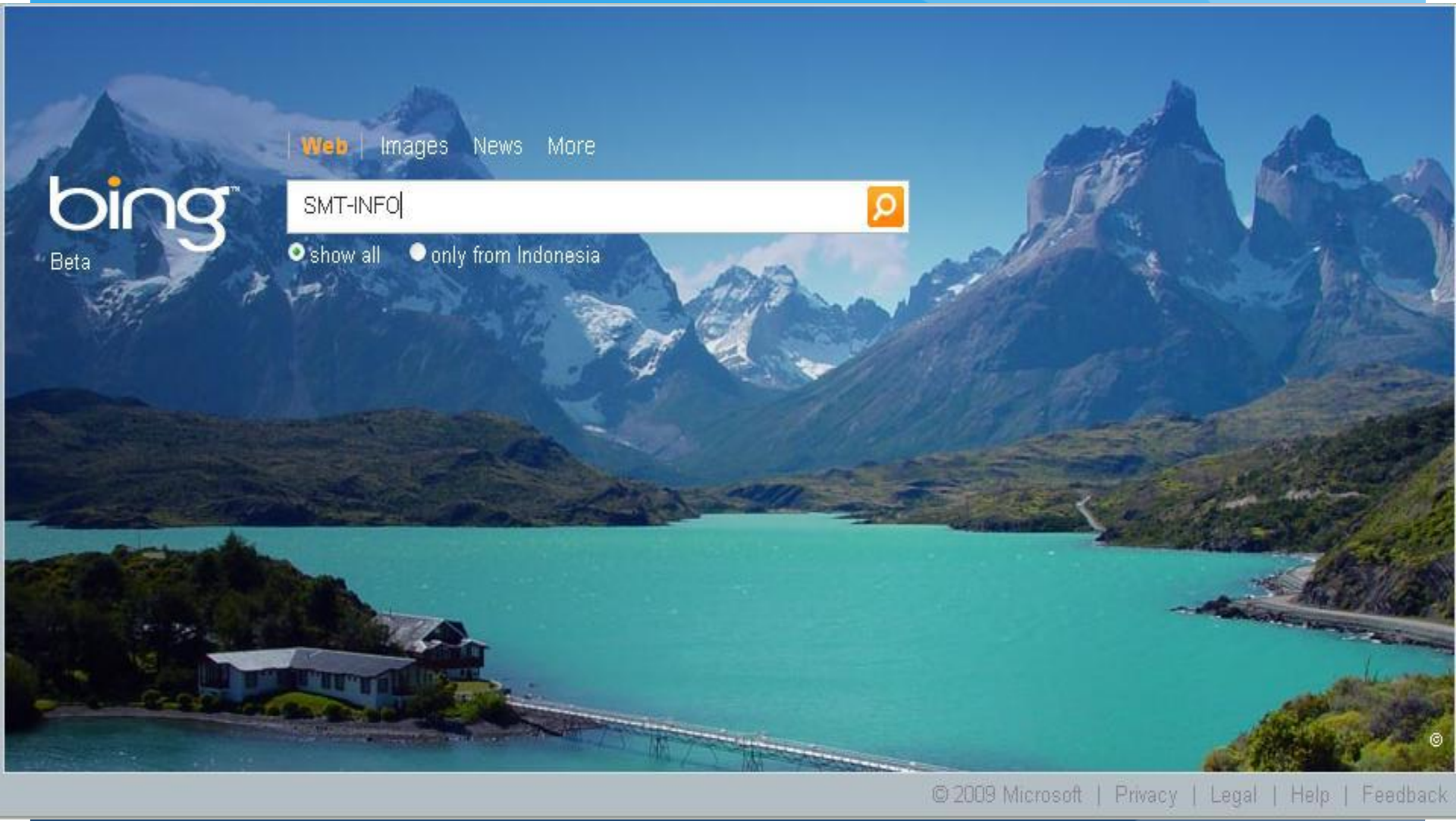
Internet

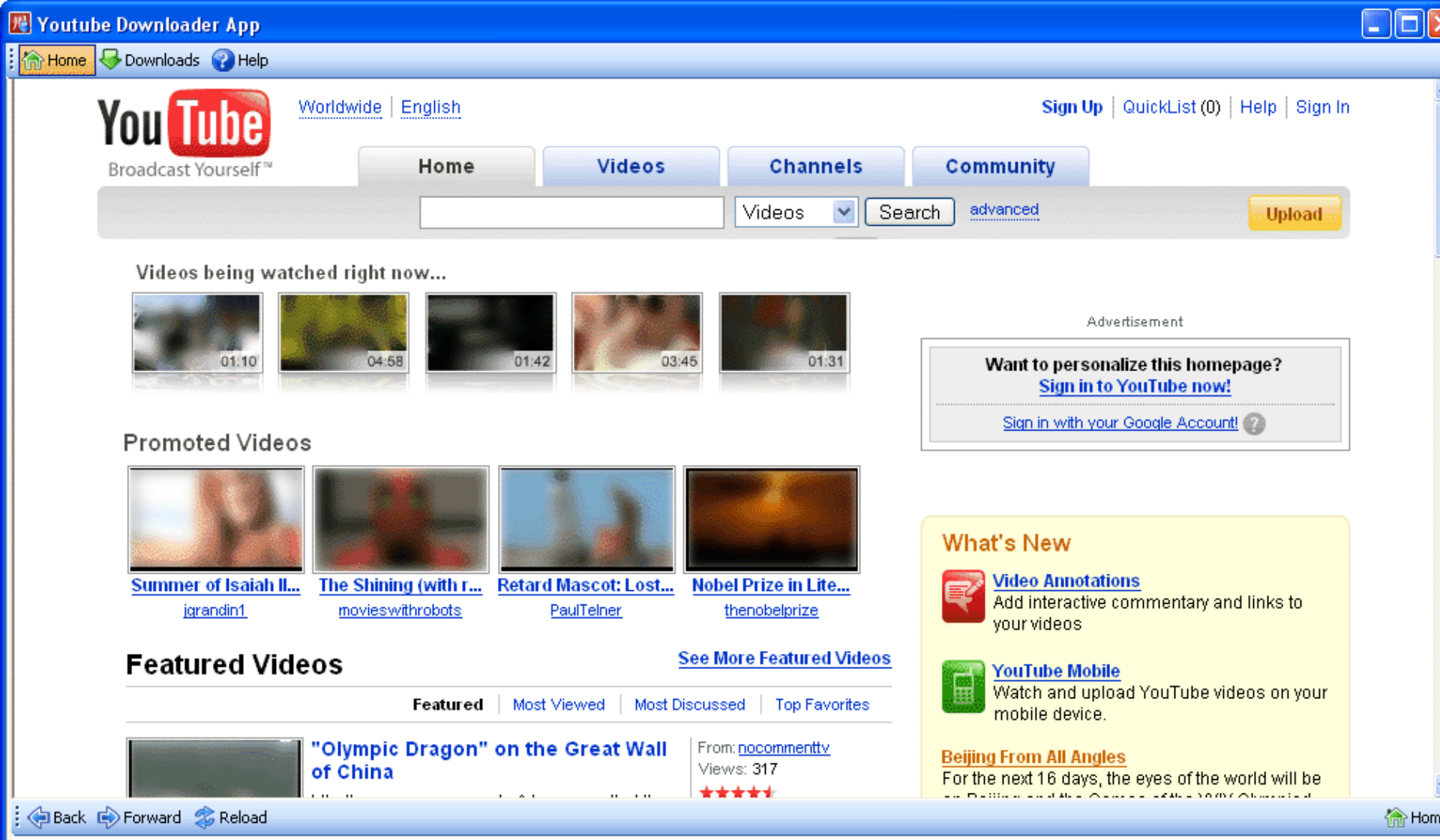
- Browsers
- Google
- Search Engines
- YouTube
- Tool Bar Functions

Browsers

Google Search I'm Feeling Lucky

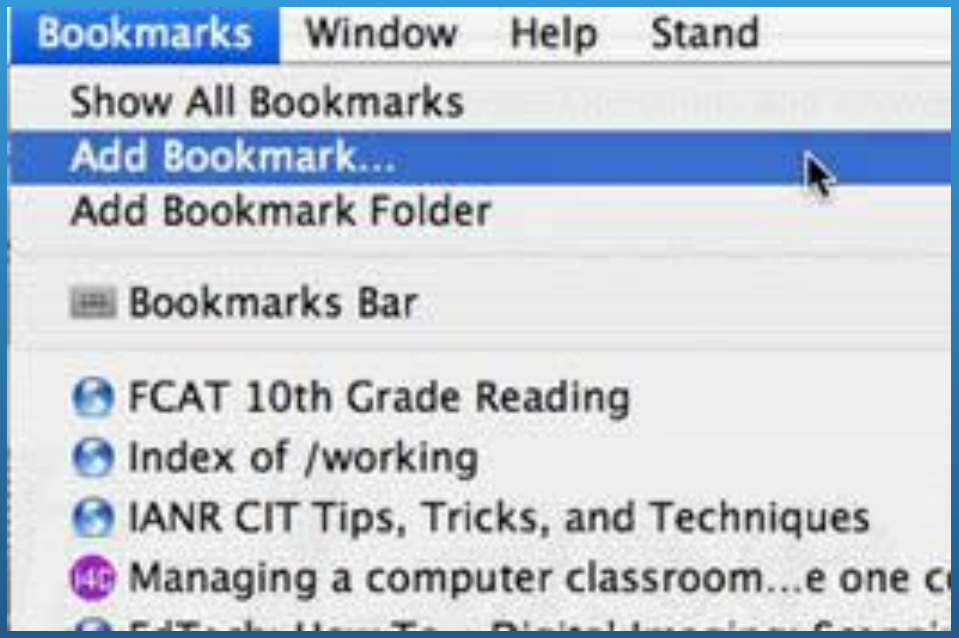

Firefox
Mozilla Firefox Start Page
about:home
Google
Feedback
mozilla
Google
Search
Thanks for choosing Firefox! To get the most out of your browser, learn more about the latest features.
Downloads
Bookmarks
History
Add-ons
Sync
Settings


Web
Images
News
More
bing
Beta
SMT-INFO
show all
only from Indonesia
© 2009 Microsoft | Privacy | Legal | Help | Feedback

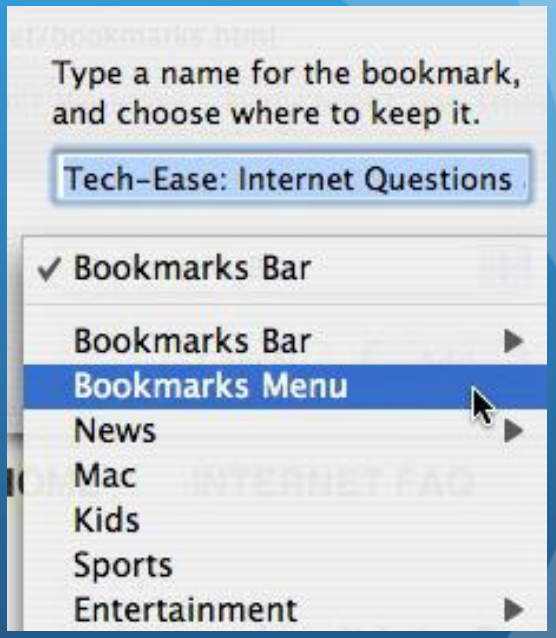

Youtube Downloader App
Home
Downloads
Help
YouTube
Broadcast Yourself™
Worldwide | English
Sign Up | QuickList (0) | Help | Sign In
Home
Videos
Channels
Community
Videos
Search
advanced
Upload
Videos being watched right now...
01:10
04:58
01:42
03:45
01:31
Advertisement
Want to personalize this homepage?
Sign in to YouTube now!
Sign in with your Google Account!
Promoted Videos
Summer of Isaiah II...
jgrandin1
The Shining (with r...
movieswithrobots
Retard Mascot: Lost...
PaulTelner
Nobel Prize in Lite...
thenobelprize
What's New
Video Annotations
Add interactive commentary and links to your videos
YouTube Mobile
Watch and upload YouTube videos on your mobile device.
Beijing From All Angles
For the next 16 days, the eyes of the world will be
Featured Videos
See More Featured Videos
Featured | Most Viewed | Most Discussed | Top Favorites
"Olympic Dragon" on the Great Wall of China
From: nocommenttv
Views: 317
Back
Forward
Reload
Step 1
Stream URL:
http://www.youtube.com/
Select Stream

How To Bookmark a Page

STEP 1:



STEP 2:



https://www.youtube.com/watch?v=ZVGvqI-u_xU

IOS

- Siri
- Apple Folders
- Social Media
- Resources Guide
- Apple Store
- Utilities

Siri

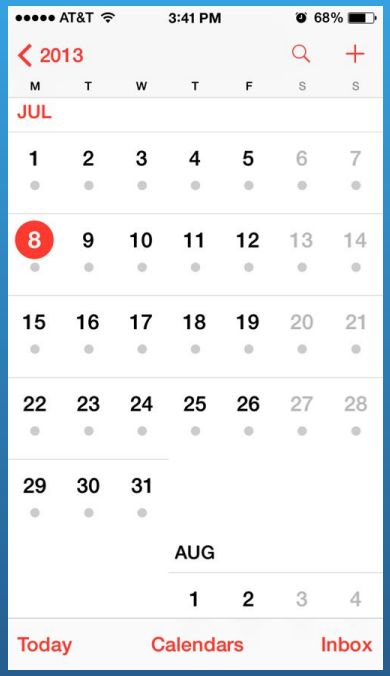
Apple Folders

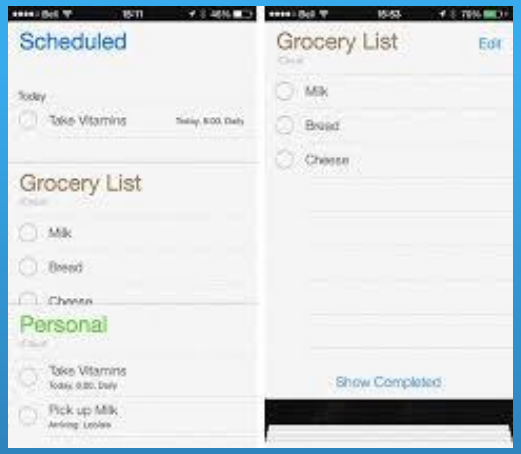
Social Media

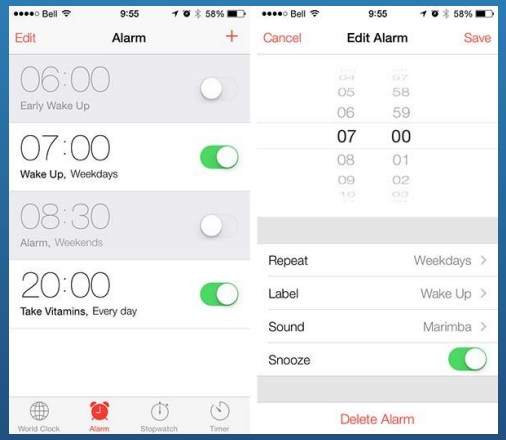
Apple Store

No SIM
20:18
New
What's Hot
Genius
iCookbook
APP OF THE WEEK
TICKET TO RIDE Pocket
GAME OF THE WEEK
GAMES
Football
Mojang
Minecraft – Pocket...
£4.99
583 Ratings
Great British Chef
Great British Chefs - ...
£1.99
Fotonauts Inc.
Featured
Categories
Top 25
Search
Updates
No SIM
20:19
Updates
Purchased
All
Not On This iPhone
Chillingo Ltd
Superman
Version 1.0 14/11/11
Imagine Publishing
Apps Magazine App
Version 2.2 13/10/11
Future plc
Comic Heroes
Version 1.2 16/11/11
Future plc
Digital Camera
Version 1.2 16/11/11
Atari
Asteroids: Gunner
Featured
Categories
Top 25
Search
Updates

Utilities


AT&T
3:41 PM
68%
2013
M T W T F S S
JUL
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
AUG
1 2 3 4
Today
Calendars
Inbox


Scheduled
Today
Take Vitamins
Grocery List
Milk
Bread
Cheese
Personal
Take Vitamins
Pick up Milk
Grocery List
Edit
Milk
Bread
Cheese
Show Completed


Edit
Alarm
06:00
Early Wake Up
07:00
Wake Up, Weekdays
08:30
Alarm, Weekends
20:00
Take Vitamins, Every day
World Clock
Alarm
Stopwatch
Timer
Cancel
Edit Alarm
Save
Repeat
Weekdays
Label
Wake Up
Sound
Marimba
Snooze
Delete Alarm

280

Windows

Community Partnerships Center
at Roger Williams University

Lesson 2
Email and Photosharing

Email & Photo Sharing

Barrington Senior Center

Technology Class Series

Class #2: Thursday, April 10th

Overview

This class will help members become more proficient in using the different functions associated with email as well as photo sharing.

Objectives/ Topics Covered

Email

- Creating an account, either by aol, yahoo, gmail and etc.
- "How to" send, read, delete, and manipulate emails
- "How to" attach documents or pictures
- "How to" forward messages, or BCC individuals
- "How to" customize your own individual signature
- "How to" mark messages as read or not
- "How to" move emails from folders in email account
- "How to" view more emails/ more items that were deleted
- "How to" adjust the viewing of the site, emails, and background
- "How to" put an icon image
- "How to" save unfinished emails as drafts
- "How to" add contacts
- Formatting, and other options

Photo Sharing

- "How to" upload photos by an external camera
- "How to" edit photos (basic version), which sometimes comes with specific cameras or apps
- "How to" store photos, either by files on desktop/ laptop
- "How to" upload photos for sharing purposes

End Results

The individual will learn and understand how to send, read, and manipulate emails, and also how to share photos to enhance their efficiency in everyday life.

Materials

Projector

Laptop for Instructor use

PowerPoint Presentation

Handouts

Personal Laptops

BSC Computers

External Cameras

Cables for Cameras

Class Team Members

Joshua Leitao

Soar Members

Meaghan Cleaver

Kyler Jesanis

Colleen Munroe

FROM PROFESSIONAL TO RECREATIONAL

Overview

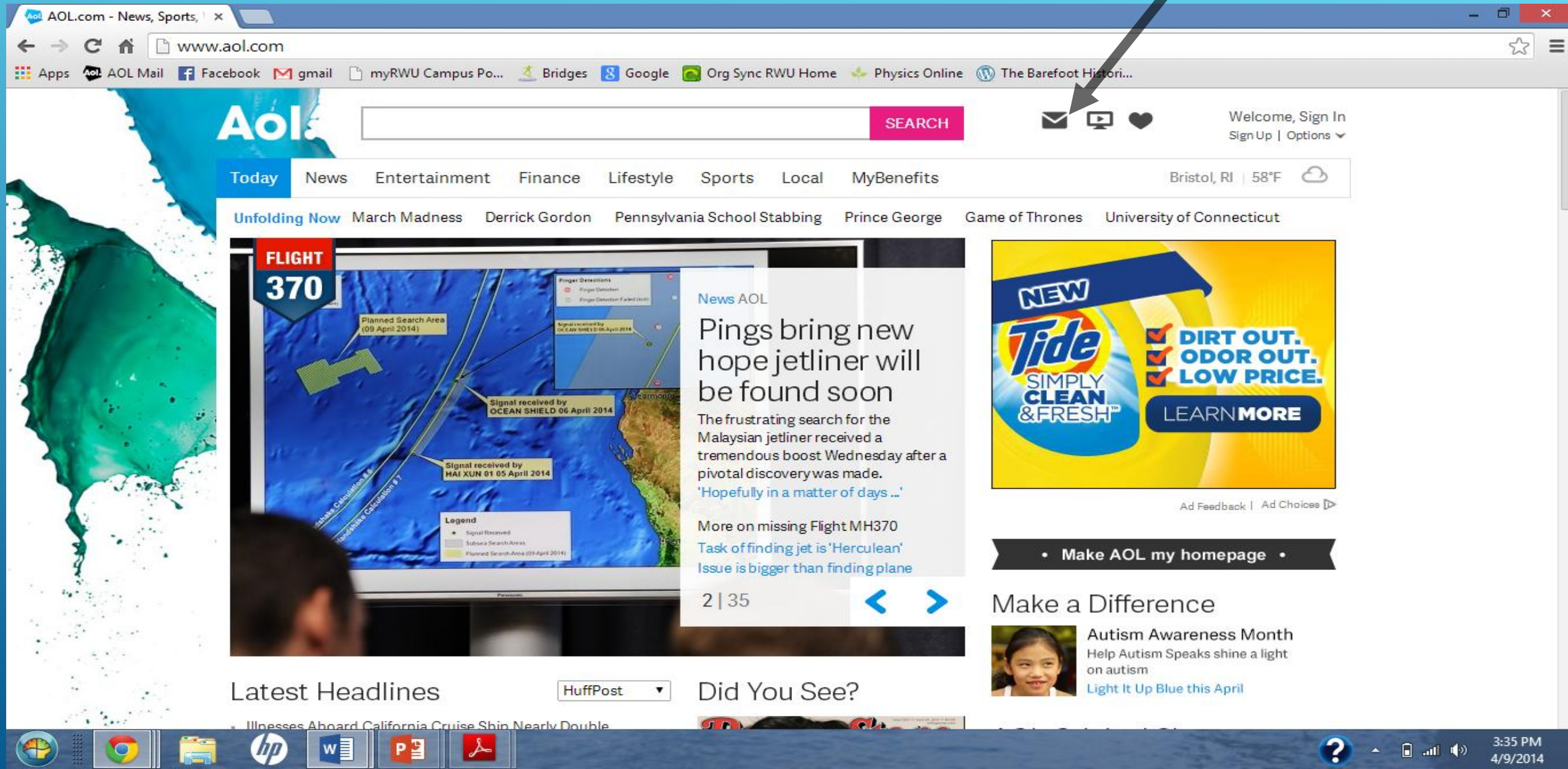
This course will equip the individual with tools in which he/ she can utilize to become proficient in using E-mail, and photo sharing.

CREATING AN ACCOUNT?

- Yahoo, Aol, Gmail, and etc.
- Today we are going to look at how to create an account on Aol

AOL.com

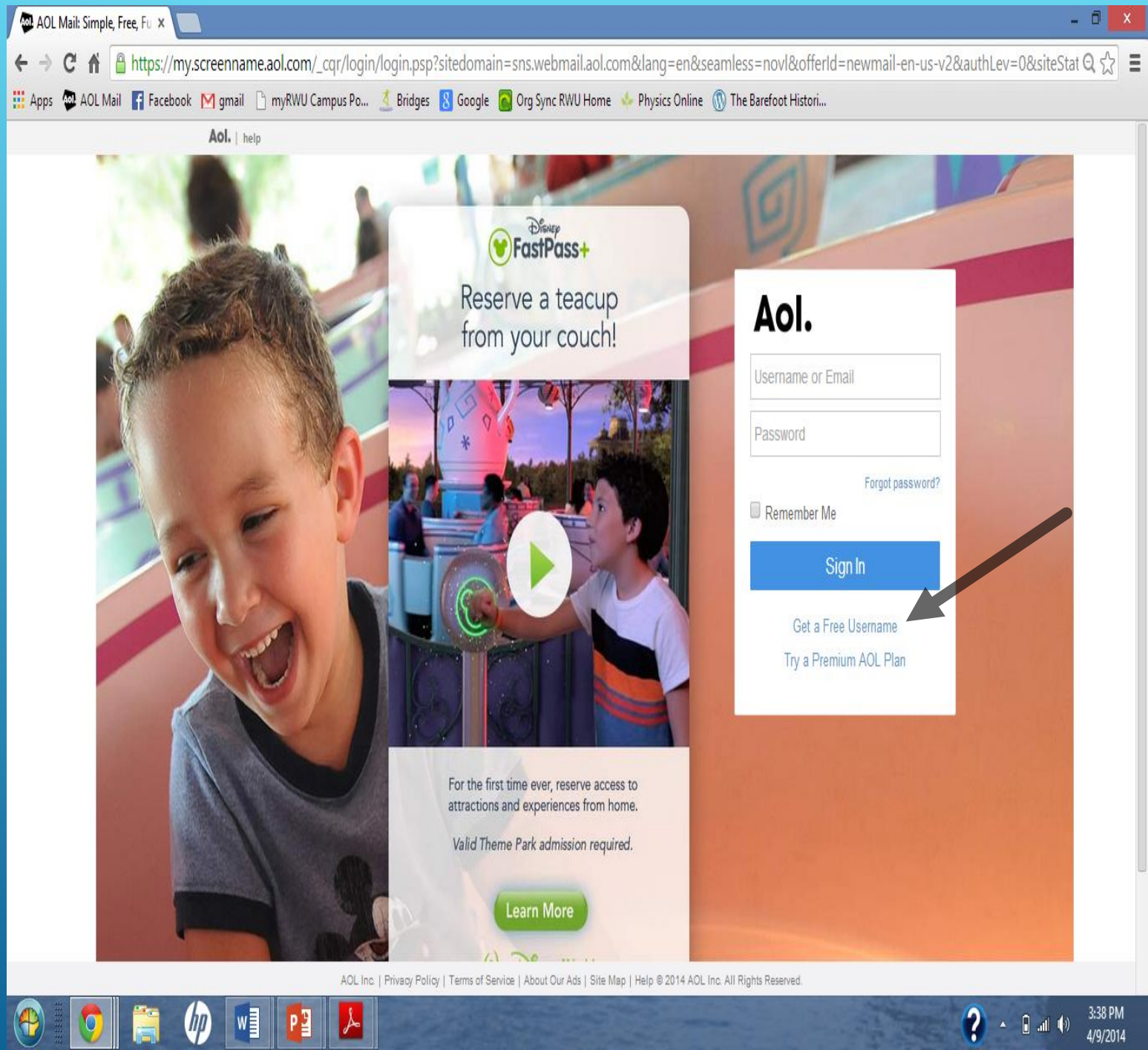
Click Here



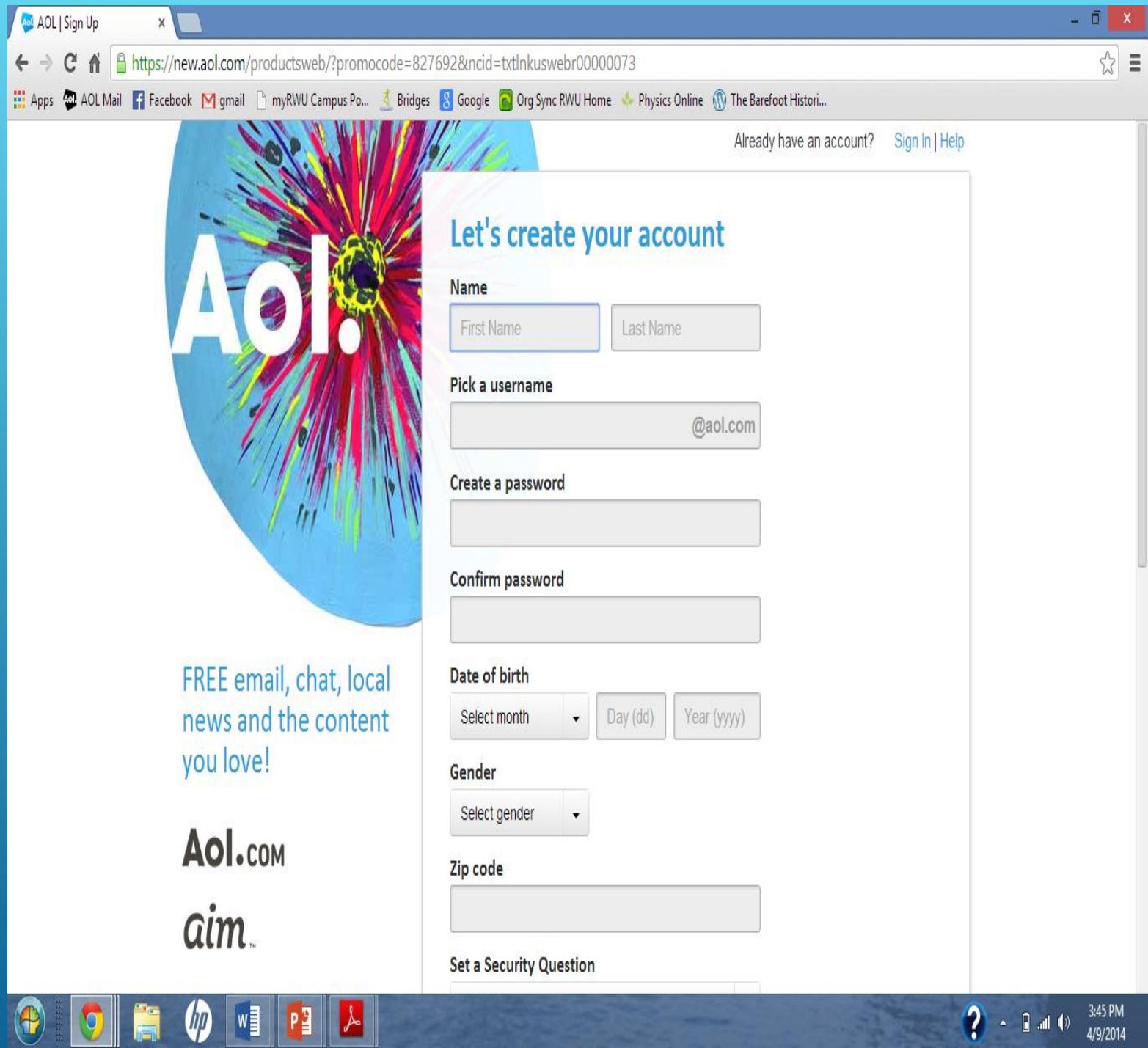
Click on:

Get a Free Username

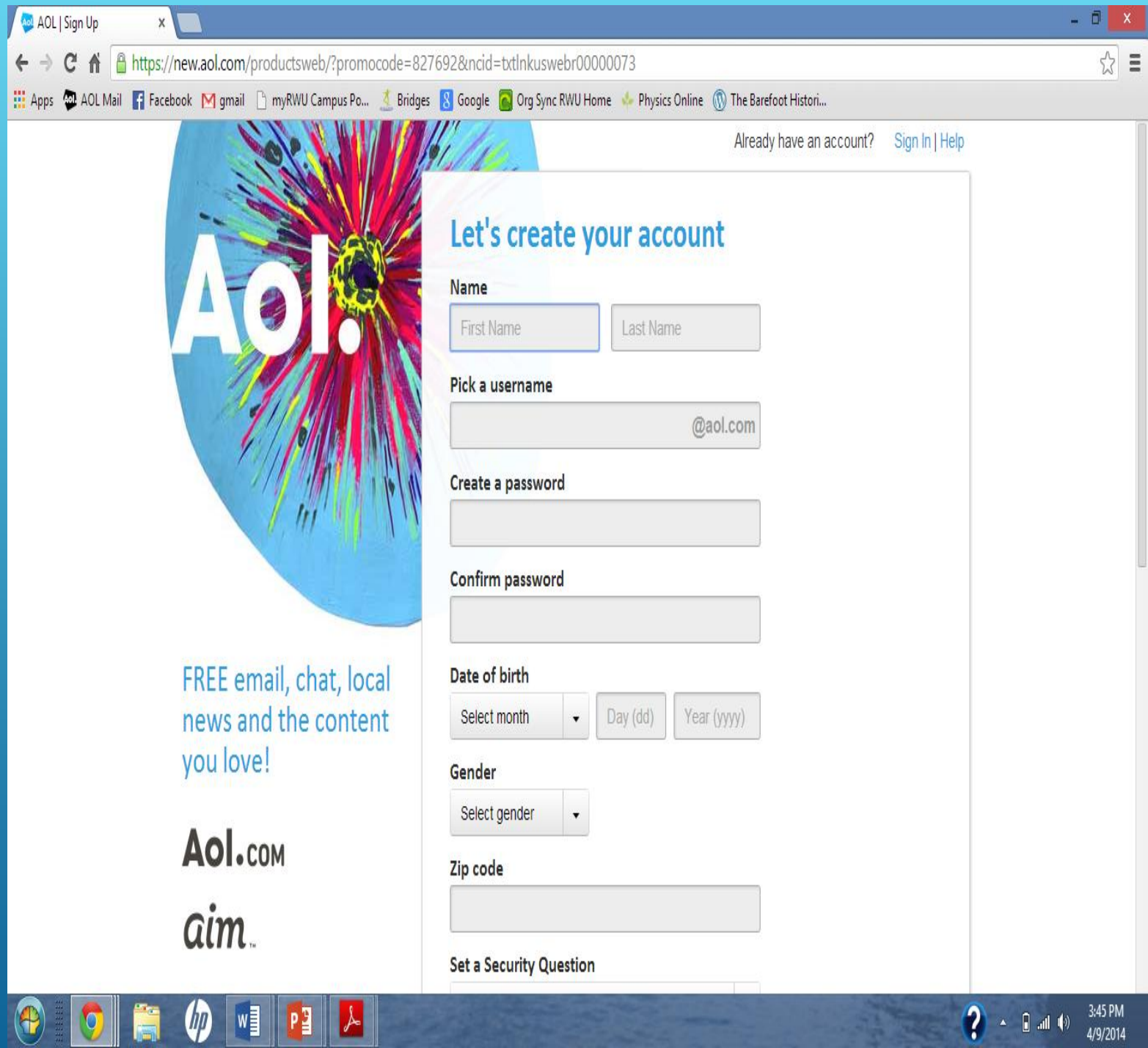
Under the SIGN IN button



- Add the necessary information to the different cells.
- Pick a username: For example, jleitao913
- The @aol.com will be already inserted into your username
- Create a password that is unique



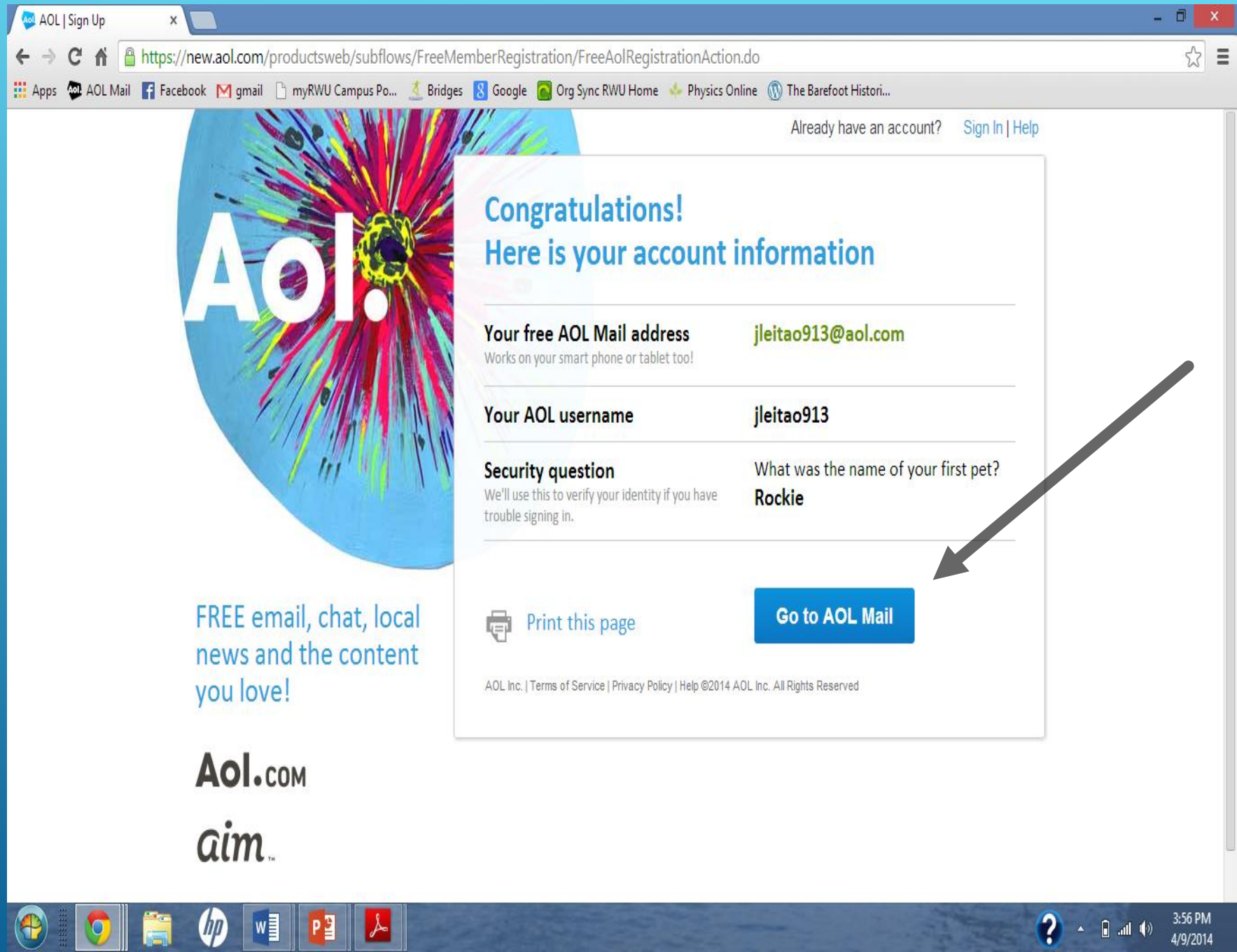
- Pick a security question from the drop down list
- Answer the question underneath, this is used whenever you forget your password or username
- Type in numbers and or letters presented in the box <u>without any spaces</u>
- Then Click Sign Up

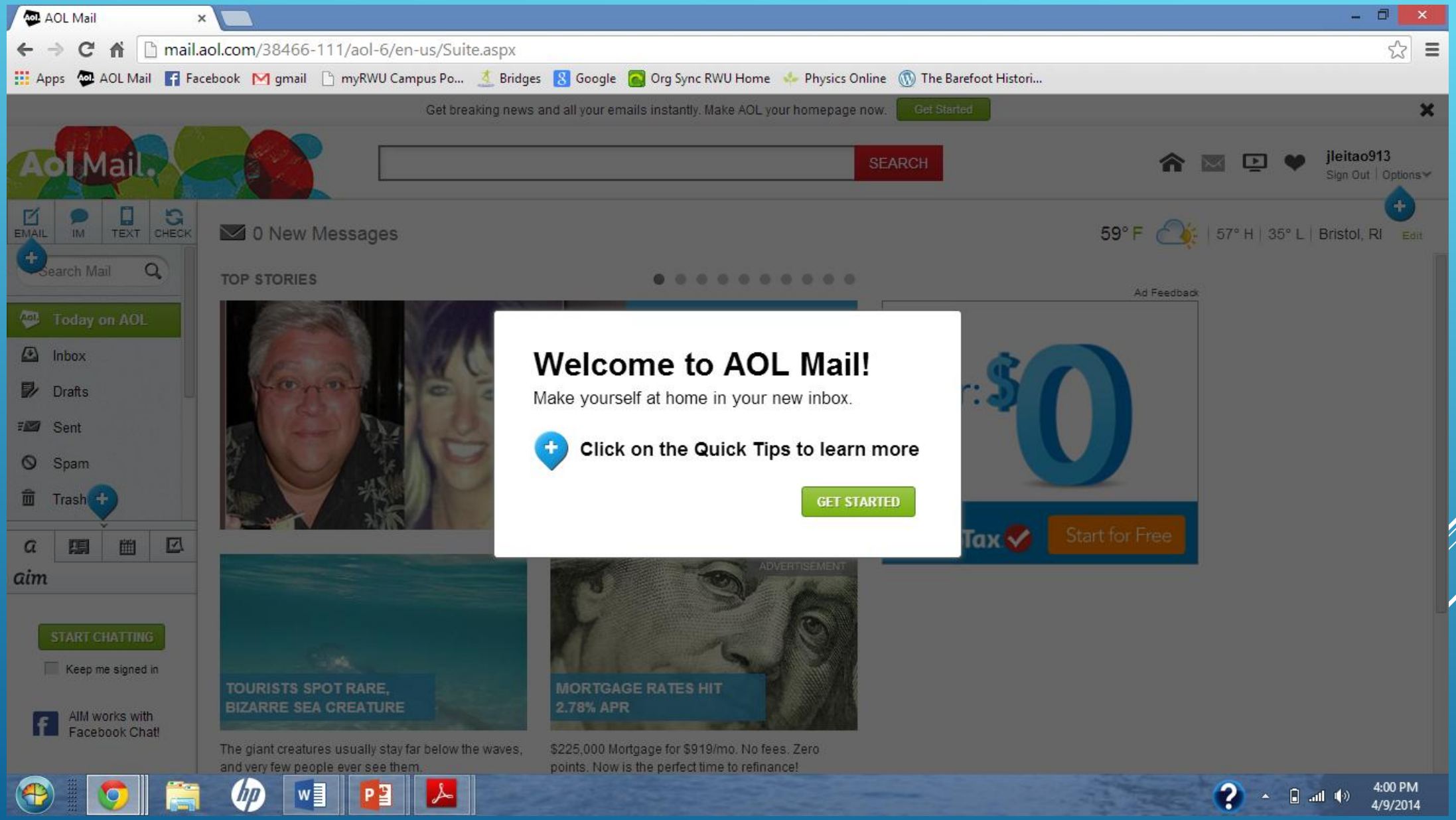


Congratulations

You just created an email account

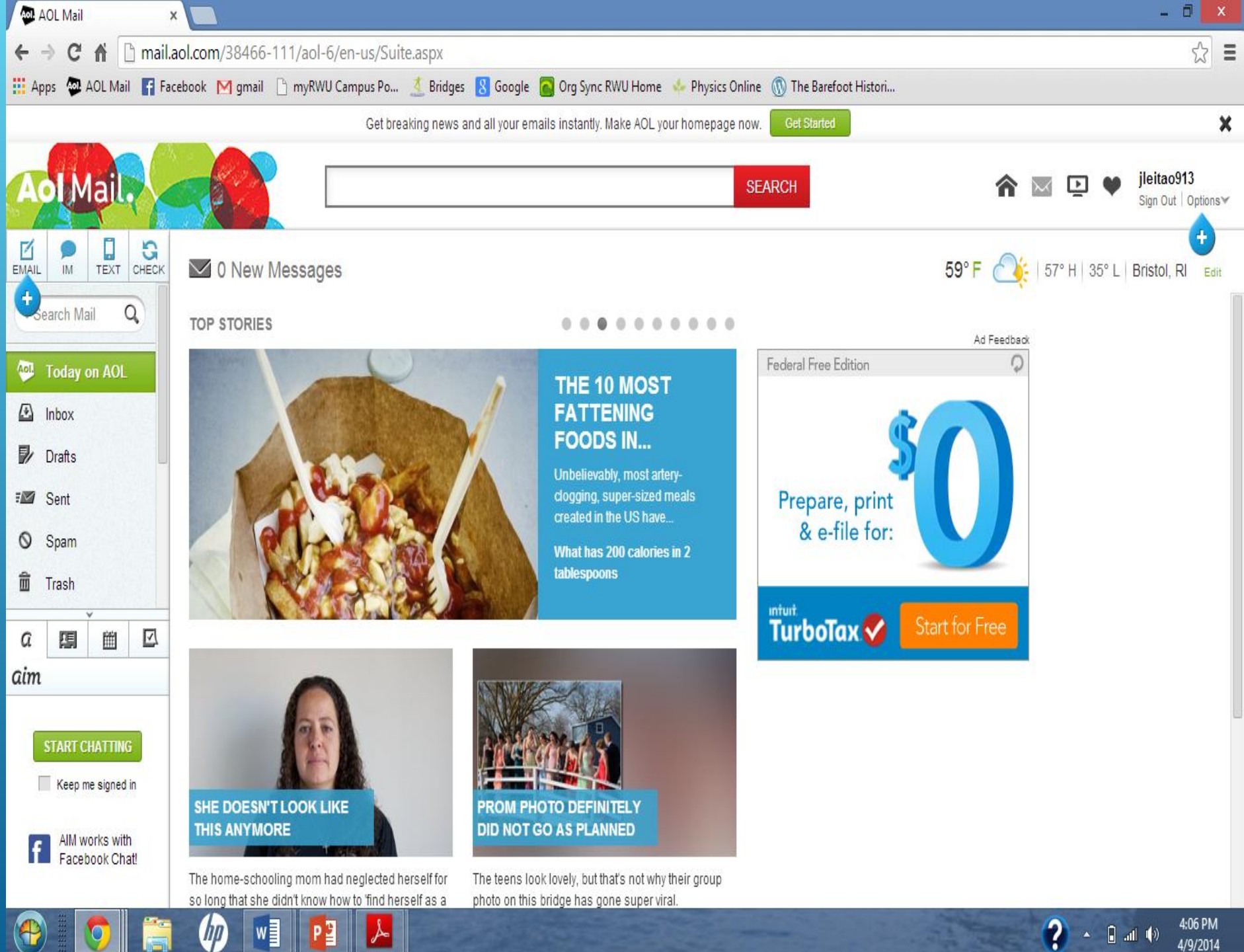
- Save this information as well as your password
- See your new email account by clicking: Go to AOL Mail



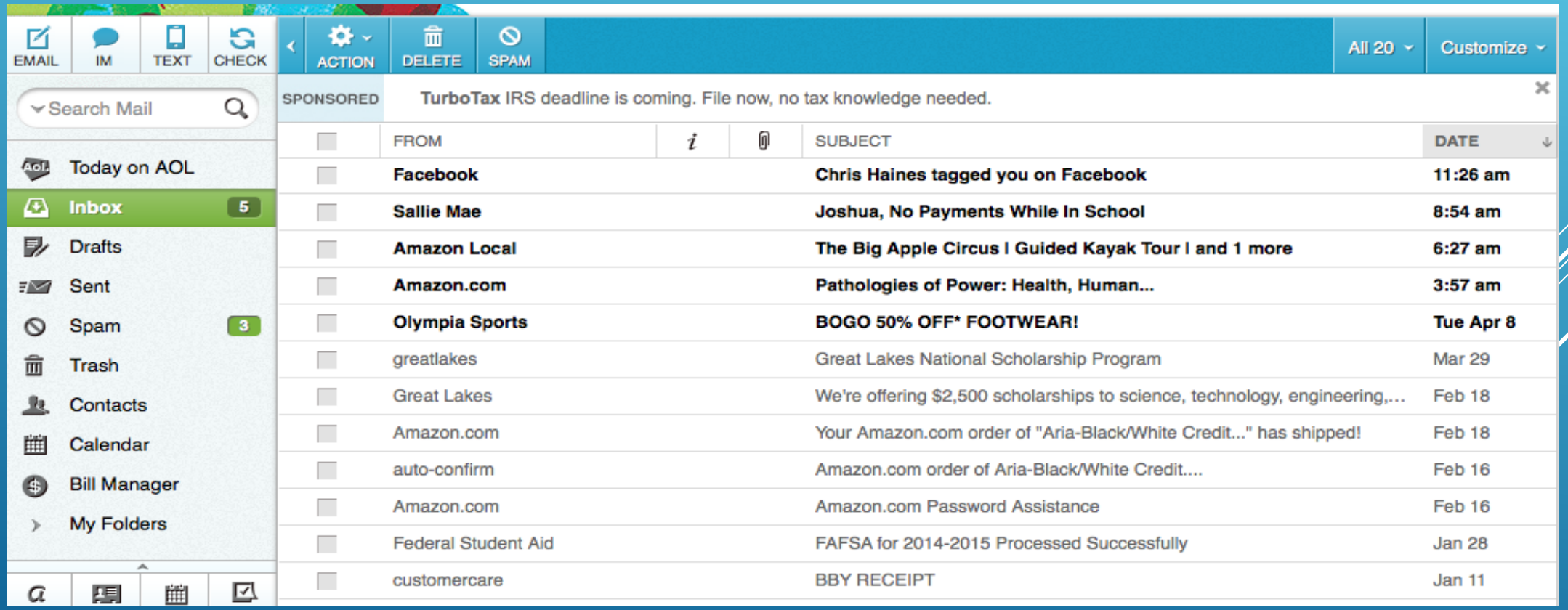

AOL Mail
mail.aol.com/38466-111/aol-6/en-us/Suite.aspx
Apps
AOL Mail
Facebook
gmail
myRWU Campus Po...
Bridges
Google
Org Sync RWU Home
Physics Online
The Barefoot Histori...
Get breaking news and all your emails instantly. Make AOL your homepage now.
Get Started
Aol Mail.
SEARCH
jleitao913
Sign Out | Options
EMAIL
IM
TEXT
CHECK
0 New Messages
59° F
57° H | 35° L | Bristol, RI
Edit
Search Mail
Today on AOL
Inbox
Drafts
Sent
Spam
Trash
TOP STORIES
Ad Feedback
Welcome to AOL Mail!
Make yourself at home in your new inbox.
Click on the Quick Tips to learn more
GET STARTED
Start for Free
TOURISTS SPOT RARE, BIZARRE SEA CREATURE
The giant creatures usually stay far below the waves, and very few people ever see them.
ADVERTISEMENT
MORTGAGE RATES HIT 2.78% APR
$225,000 Mortgage for $919/mo. No fees. Zero points. Now is the perfect time to refinance!
aim
START CHATTING
Keep me signed in
AIM works with Facebook Chat!
4:00 PM
4/9/2014

Page Breakdown

- Search Bar
- Email, Folders, Contacts, Sign out

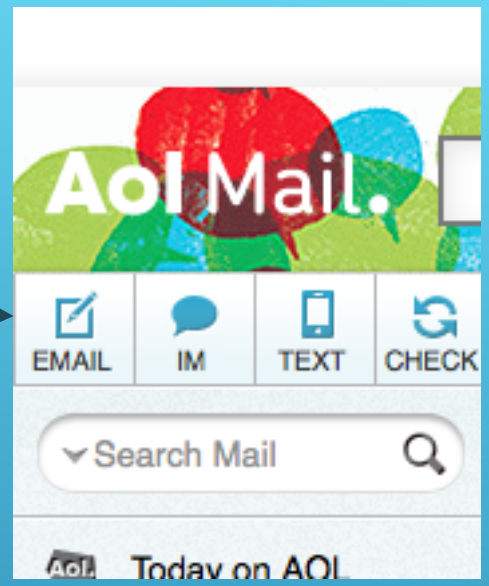


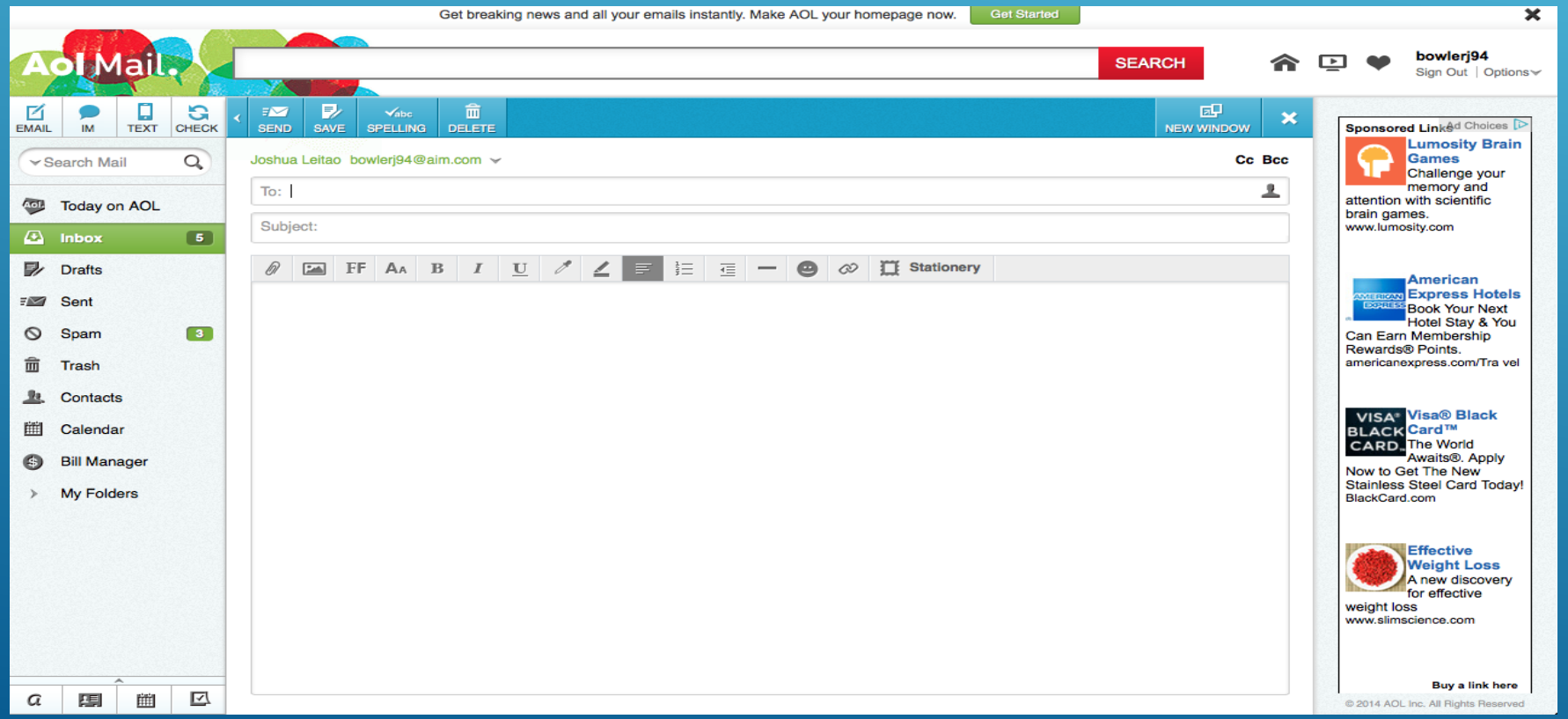
INbox


EMAIL
IM
TEXT
CHECK
ACTION
DELETE
SPAM
All 20
Customize
Search Mail
Today on AOL
Inbox 5
Drafts
Sent
Spam 3
Trash
Contacts
Calendar
Bill Manager
My Folders
SPONSORED
TurboTax IRS deadline is coming. File now, no tax knowledge needed.
FROM
SUBJECT
DATE
Facebook
Chris Haines tagged you on Facebook
11:26 am
Sallie Mae
Joshua, No Payments While In School
8:54 am
Amazon Local
The Big Apple Circus | Guided Kayak Tour | and 1 more
6:27 am
Amazon.com
Pathologies of Power: Health, Human...
3:57 am
Olympia Sports
BOGO 50% OFF* FOOTWEAR!
Tue Apr 8
greatlakes
Great Lakes National Scholarship Program
Mar 29
Great Lakes
We're offering $2,500 scholarships to science, technology, engineering,...
Feb 18
Amazon.com
Your Amazon.com order of "Aria-Black/White Credit..." has shipped!
Feb 18
auto-confirm
Amazon.com order of Aria-Black/White Credit....
Feb 16
Amazon.com
Amazon.com Password Assistance
Feb 16
Federal Student Aid
FAFSA for 2014-2015 Processed Successfully
Jan 28
customercare
BBY RECEIPT
Jan 11

How to write an email?

Click on the email Icon

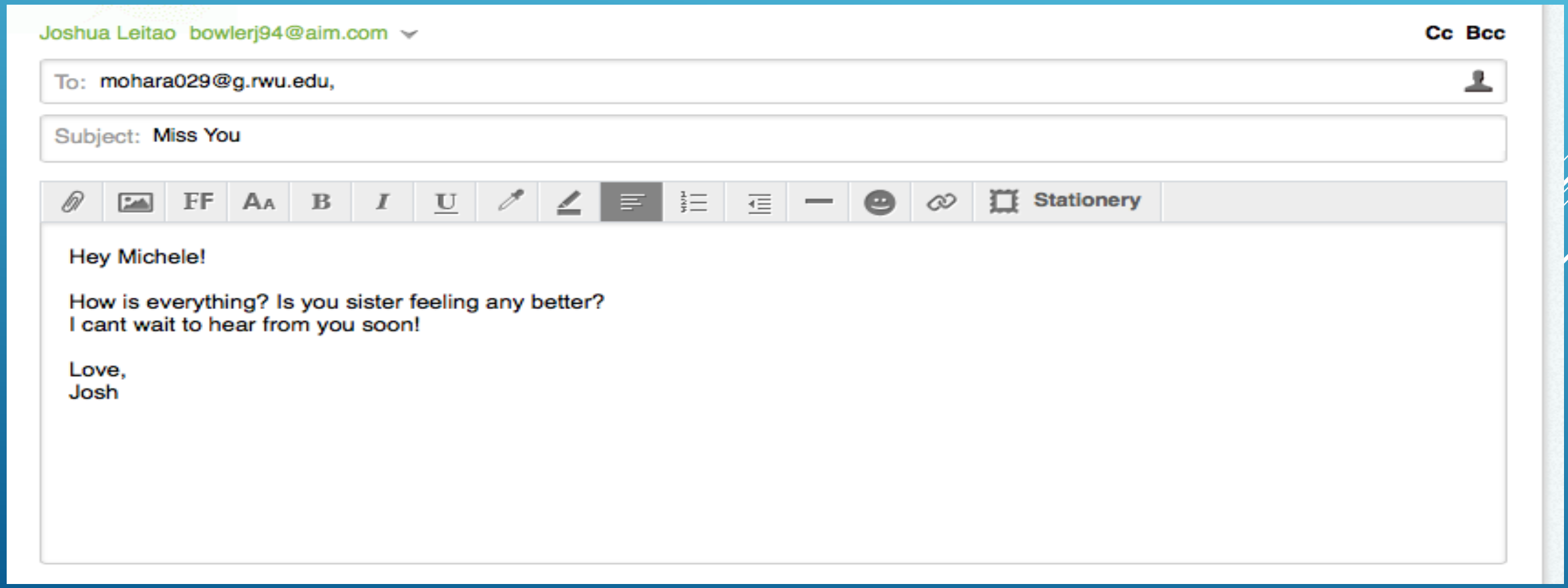




Enter necessary information:

- Sender's email in "To" line
- Add the topic of discussion in "Subject" line

EXAMPLE

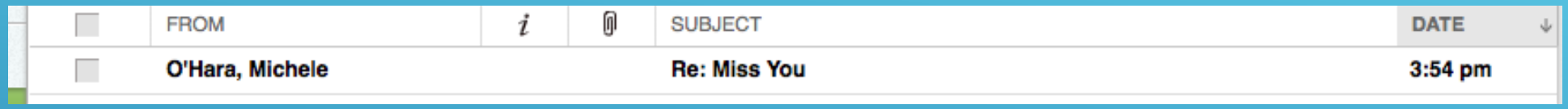

Joshua Leitao bowlerj94@aim.com
Cc Bcc
To: mohara029@g.rwu.edu,
Subject: Miss You
Stationery
Hey Michele!
How is everything? Is you sister feeling any better?
I cant wait to hear from you soon!
Love,
Josh

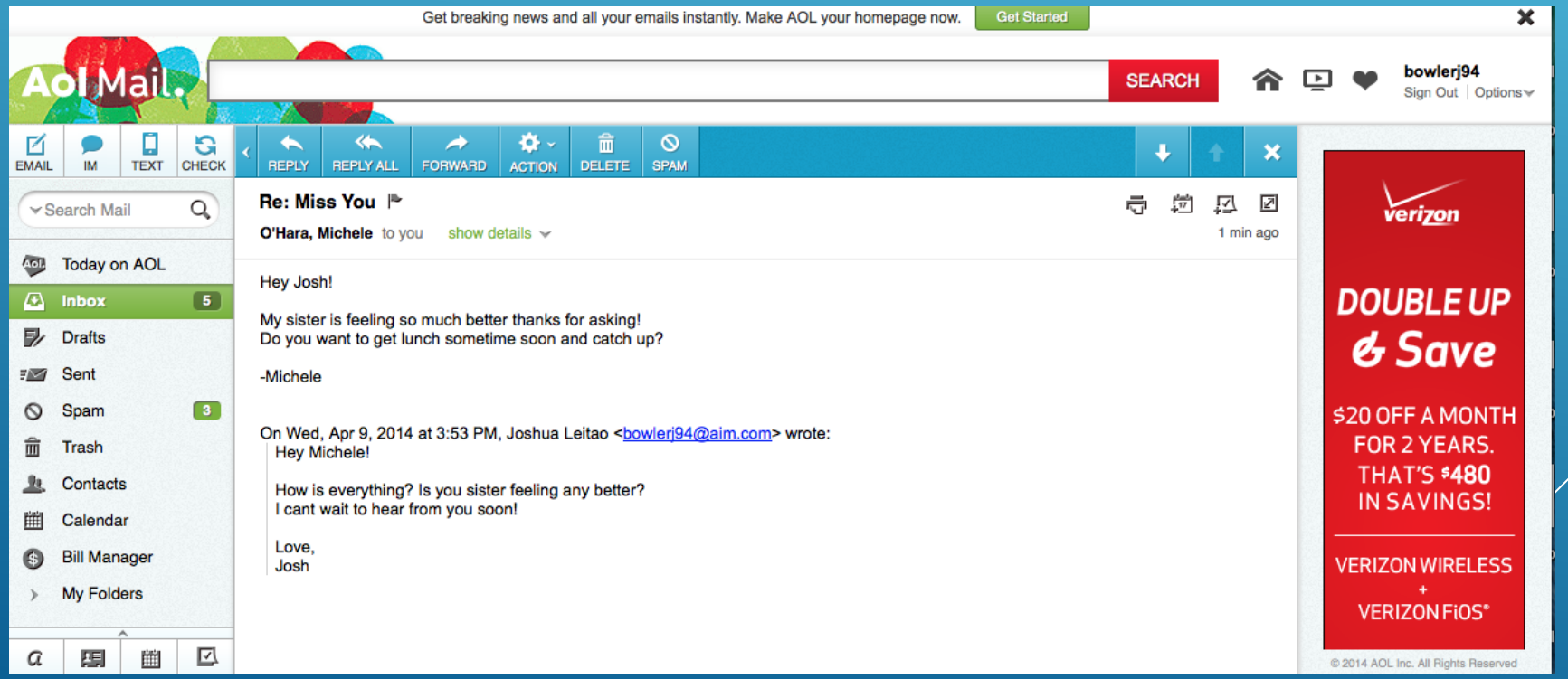
Add attachments, like files on your computer or word processing documents

Send any pictures, or picture files

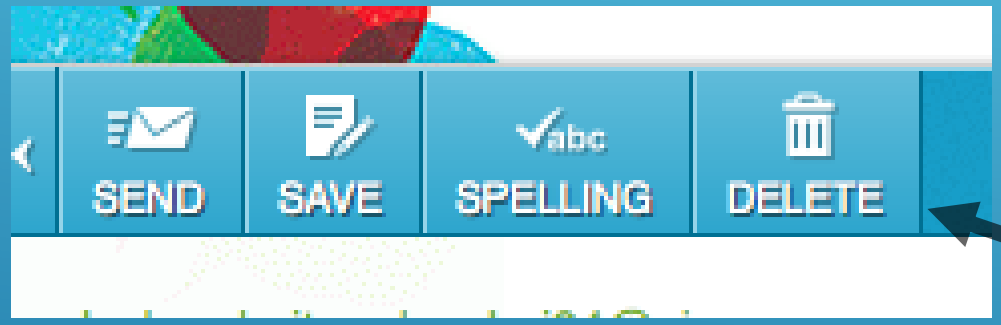
Change text fonts

Response back found in Inbox, Click on message





WHEN YOU'RE READY…. SEND



You can also delete any unwanted emails or advertisements here

OTHER EMAIL ACCOUNTS

- Other email accounts such as google (gmail), yahoo, hotmail, have the exact same instructions
- It is just a different server

QUESTIONS, CONCERNS, COMMENTS?

Community Partnerships Center
at Roger Williams University

Lesson 3
Skype

Video Chatting on Skype

Barrington Senior Center

Technology Class Series

Class #3: Monday, April 14th

Overview

This class will help the members set up an account on Skype and show them how to make and receive video chats.

Objectives/Topics Covered

- Creating an account with Skype
- Downloading the Skype application to laptops
- Adding friends
- Finding friends
- Changing camera and microphone settings
- Making a call
- Answering a call
- Using the messaging app

End Results

The members of the class will have a much better understanding of how to use the various features of Skype.

Materials

Projector

Laptop for Instructor Use

PowerPoint Presentation

Handouts

Personal Laptops

BSC Computers

Class Team Members

N/A

Soar Members

Andrew Erickson

Manveer Singh

Taylor Sutherland

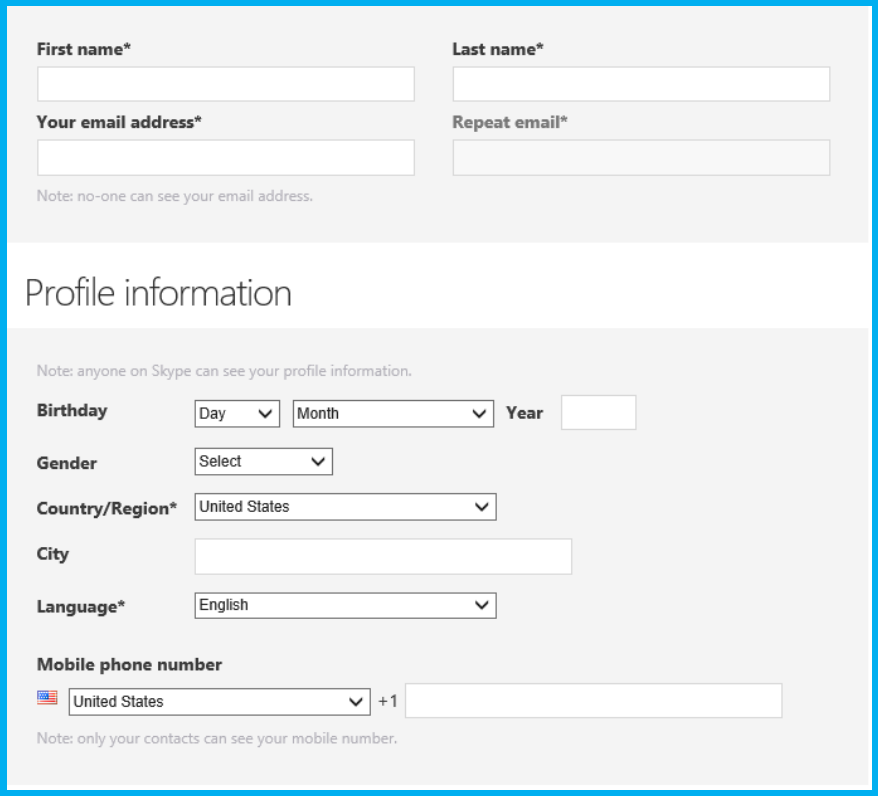
skype™

Overview

- Making an account
- Logging In
- Editing your account
- Finding friends
- Adding friends
- External microphone/webcam
- Making/answering video calls.
- Instant messaging

Making an Account

- Add the necessary information to the different cells.
- When all information is added, click I agree and continue.
- Once your profile is complete, you can download Skype to your computer (if it is not already).
  - Simply follow the instructions on the screen to do that.

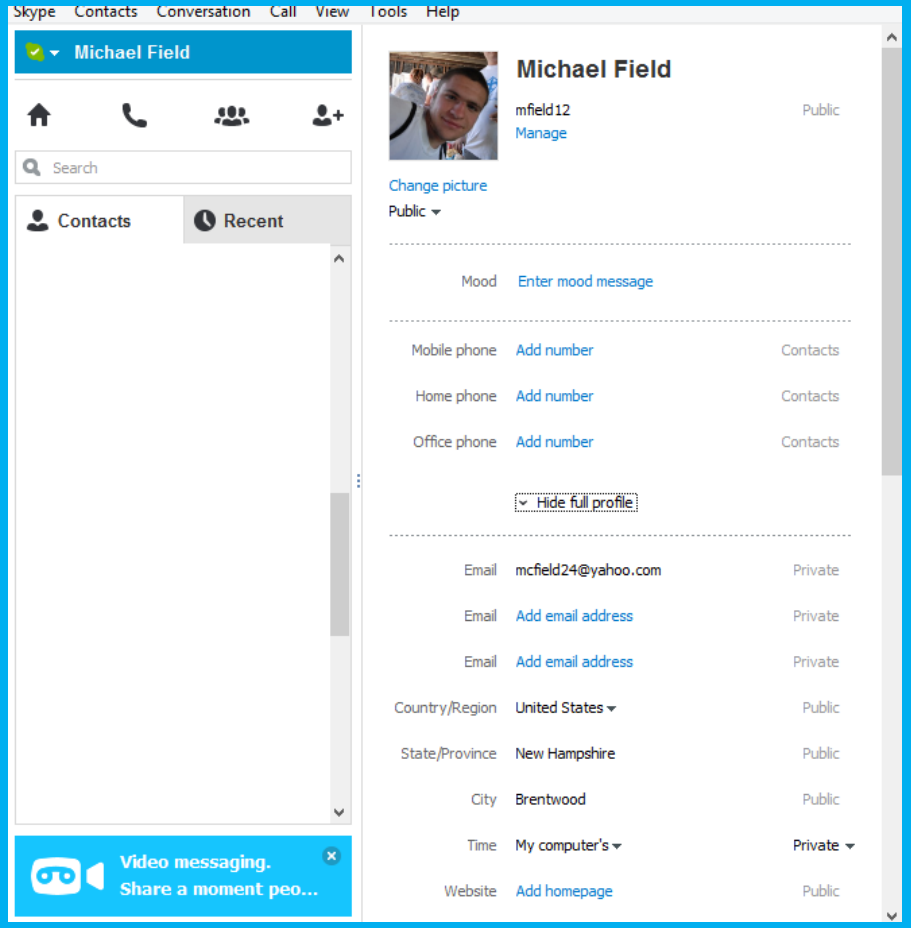


Logging In

- Enter your email and password.
- Click log in.

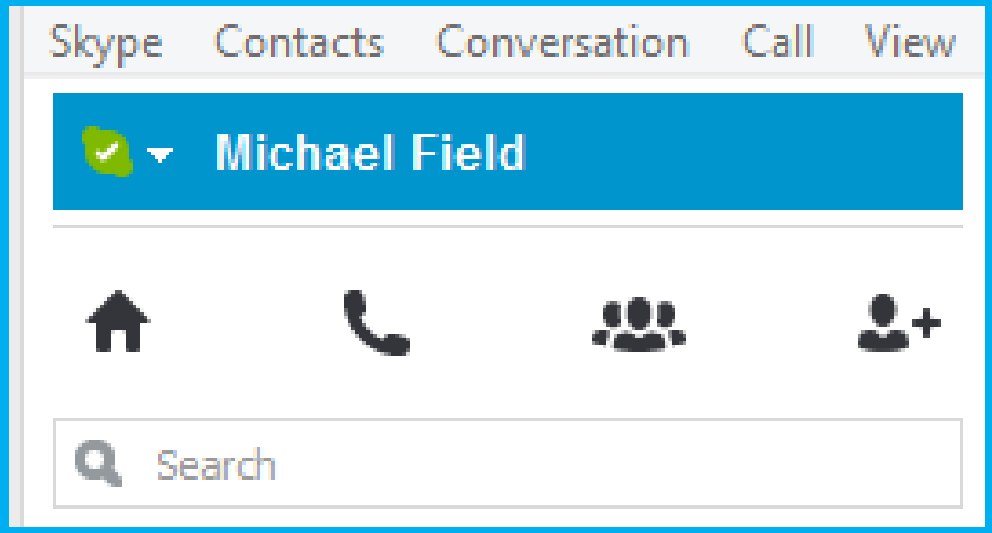
Editing Your Account

- Click your name in top left corner.
- Click show full profile.
- Edit items within.



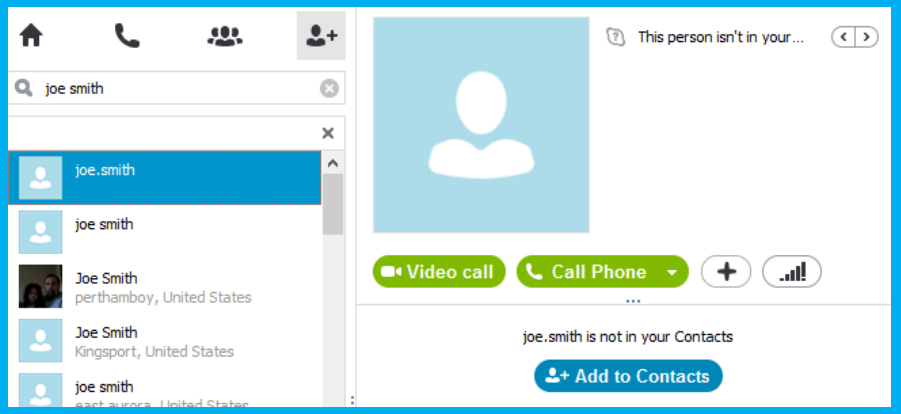
Finding Friends

- Click search and type in the name of a contact.
- Click on their profile to interact

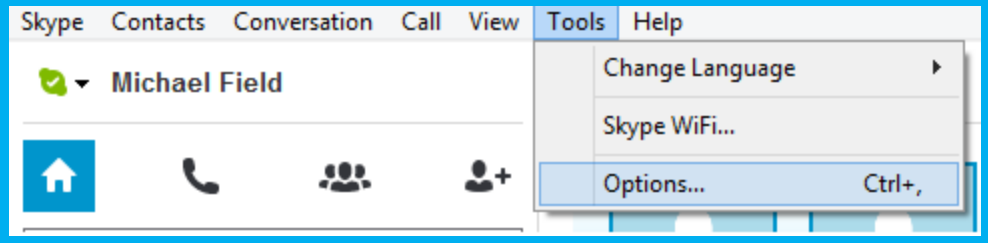


Adding Friends

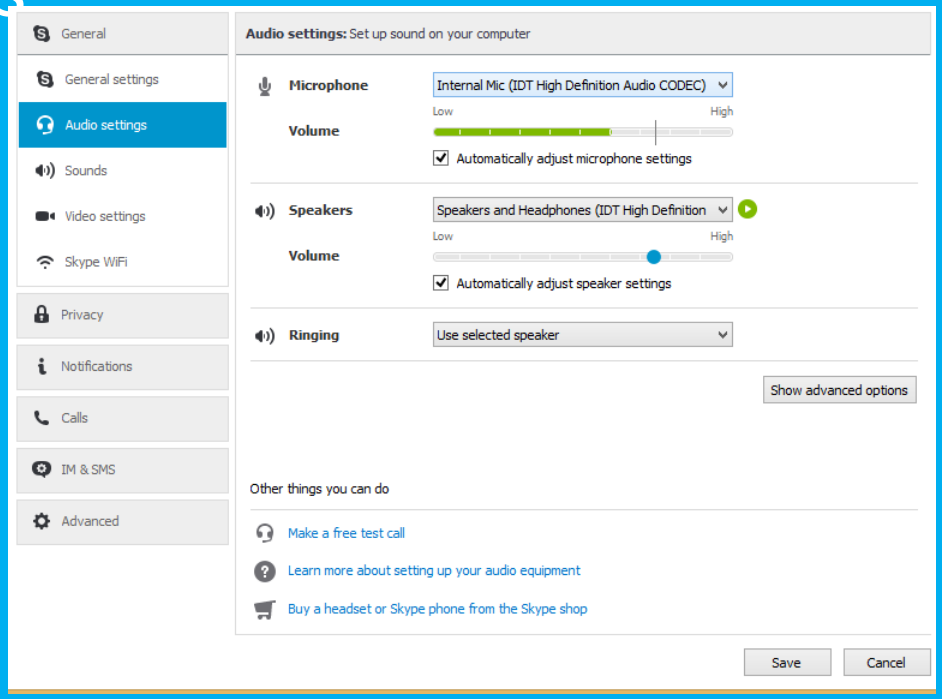
- Click the far right icon in the upper left corner that looks like a person and a + sign
- Enter name, Skype name, or email of person you're searching for.
- When you find them, click their name and then "add to contacts" which will be in the middle of the screen



External Microphone



- Click tools on the top toolbar, then options
- Click the drop down next to the Microphone icon. Then select the applicable mic

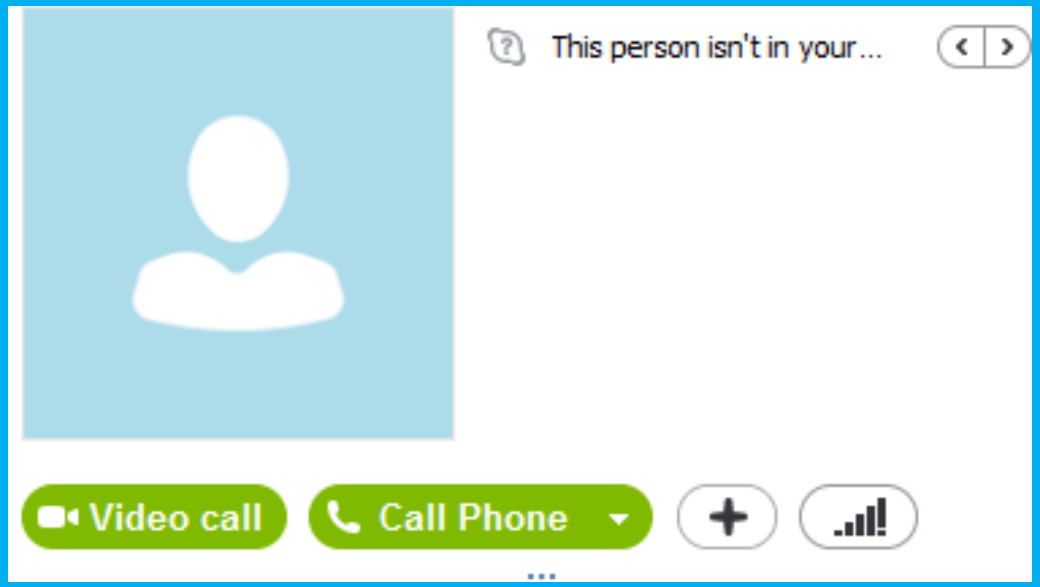


External Camera

- If the camera isn’t recognized by Skype click tools
- Click “options”
- Go to video settings
- Click the external camera that applies

Making a Video Call

- Click the contact you want to call
- Click the video call button on their profile

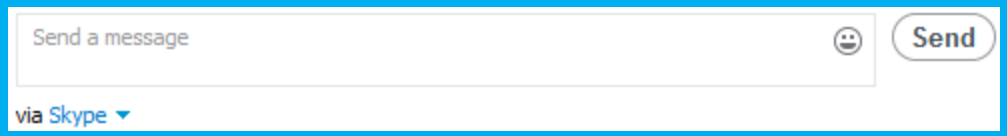


Answering a Video Call

- The call will pop up on your screen,
- Click answer with video call

Instant Messaging

- If you want to send a message to someone
- Find their profile
- Click "send a message" at the bottom of the page
- Begin typing.



- When you have finished your message, you can either hit the enter key to send it or the send button to the right of the text bar.

Questions?

Community Partnerships Center
at Roger Williams University

Lesson 4
Internet and Computer Security

Internet & Computer Security

Barrington Senior Center

Technology Class Series

Class #4: Monday, April 21st

Overview

This class will help the members better protect themselves both on their own personal device and the Internet.

Objectives/Topics Covered

Computer Security

- Creating a username and password for logging in
- Not saving sensitive information on a computer
- Understanding what is unsafe to download onto a computer

Internet Security

- Understanding the difference between http and https
- Understanding what a secure website is
- Understanding what a secure form is
- Understanding what a secure purchase is
- Understanding where and when to not enter personal information
- Understanding how to make a safe password
- Explaining the danger of pop-up advertisements and promotions
- Explaining the danger of Internet advertisements on web pages
- How to enable a pop-up blocker
- Discussing the security level of various Internet browsers
- Understanding what information is OK to save on the internet
- Password storage

End Results

The members of the class will have a much better understanding of Internet security and how to protect themselves against potential security threats.

Materials

Projector

Laptop for Instructor Use

Personal Laptops

BSC Computers

PowerPoint Presentation

Handouts

Class Team Members

Matt Regan

Jackie Sears

Soar Members

Josh Grab

Community Partnerships Center
at Roger Williams University

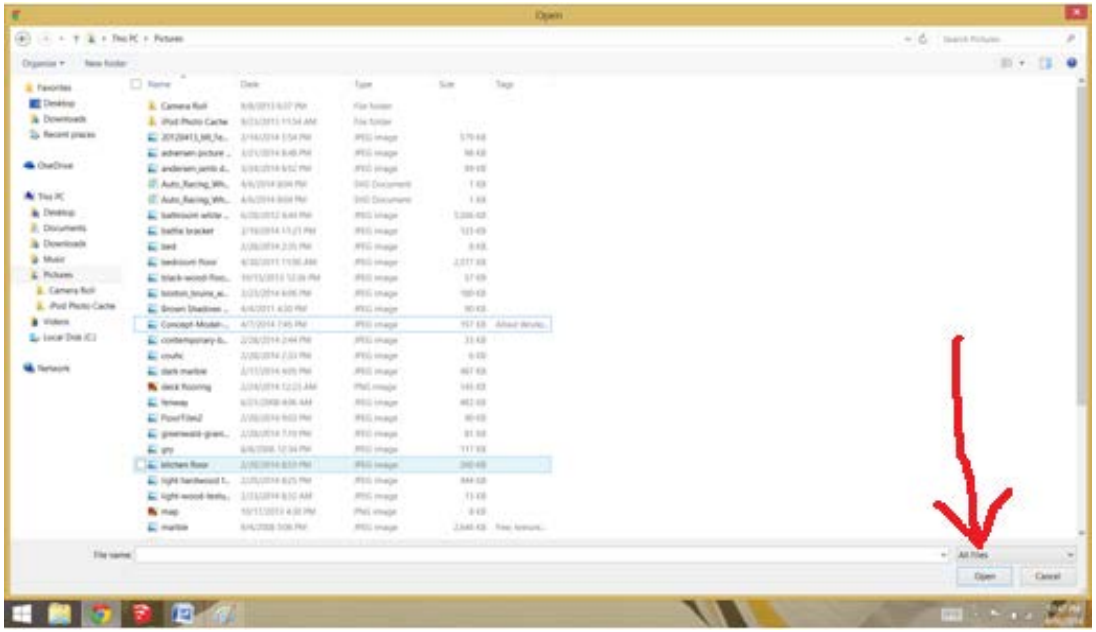
Resource Sheets
Photosharing & Skype Support

Photo Sharing Resource Guide **Taylor Sutherland**

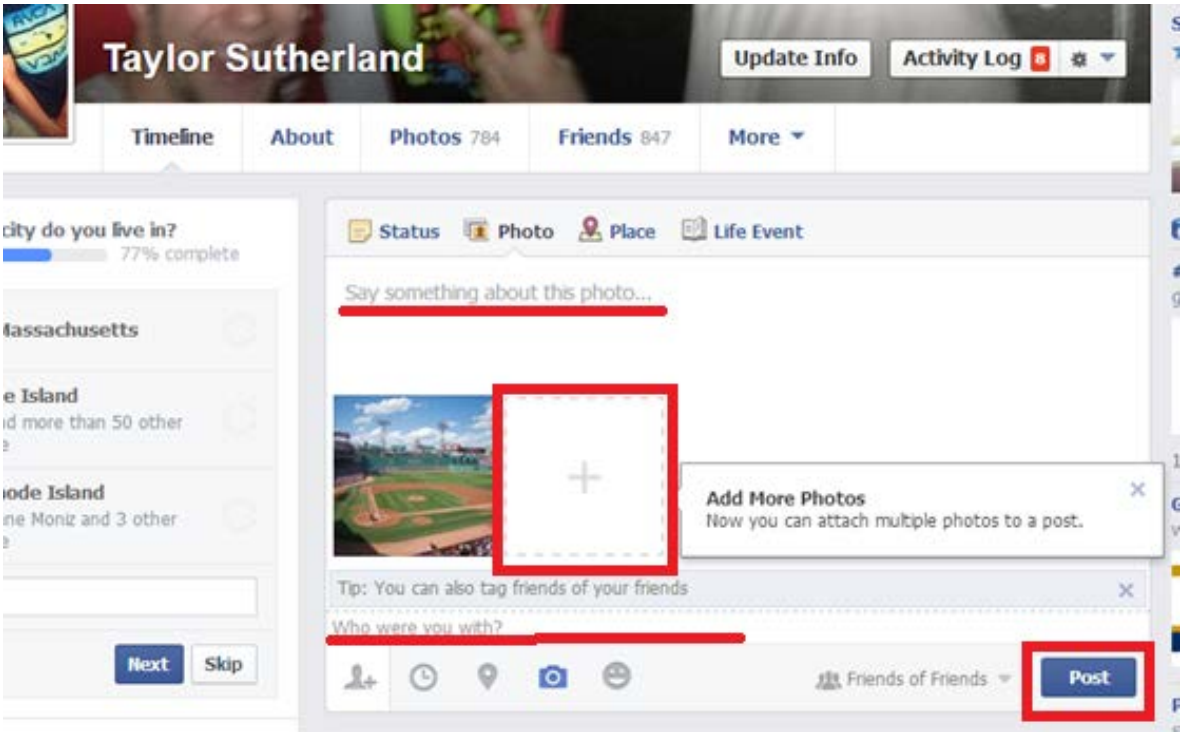
Sharing Photos from your computer

1. Sharing Photos on Facebook
    a. Log in to your Facebook account
    b. Go to your Facebook profile
    c. In the box where it allows you to post a status, click “Photo”

    d. Then select either “Upload Photos/Video” or “Create Photo Album”
    e. If you select “Upload Photos/Video,” then find the picture you want to share from the folder it is in on your computer and click “Open.”



f. The photo you selected will show up on the status bar. You can now add more photos, write a caption to the photo, tag people in the photo, or just post it the way it is.



g. When you are finished tagging or writing a caption, click post and the photo will be posted on your Facebook wall where your friends can see it and comment on it.

2. Sharing Photos by Email

a. Log into your email account (Gmail, Yahoo, Outlook, etc.)

b. Click “Compose” to create a new Email.

c. Click the “Attach files” button.

d. Find the photos in their designated folder on your computer and click “Open”

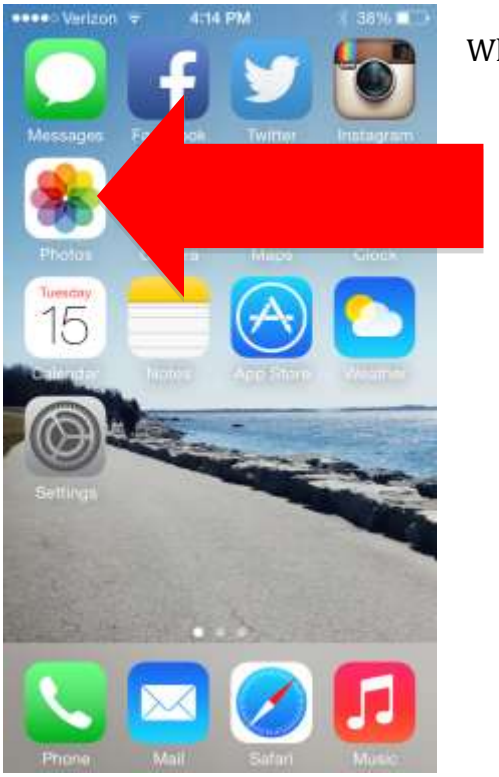
i. If the files are too large, you may have to send each photo in separate Emails. To do this just repeat the process for each photo.

e. Enter the person’s Email that you want to send it to.

f. You can now add text to the subject line and the body of the Email.

g. When you are finished, click send and the Email will be sent to that person.

Photo-sharing Using an iPhone

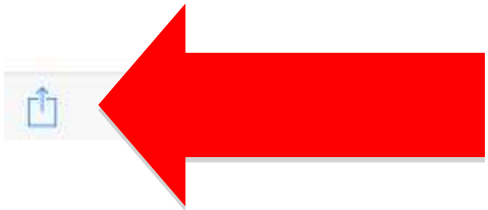


When looking at your iPhone screen, click on Photos, here you will find all the photos you have taken using the camera.

Once in Photos, select the photo you want to share via email, text message, or on Facebook.

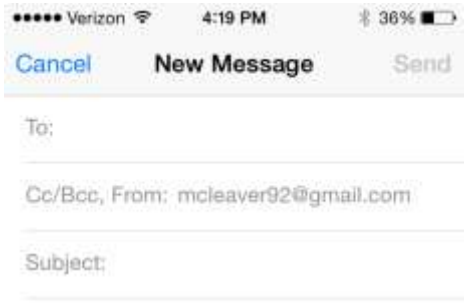
After selecting the photo you wish to share, the screen will look similar to this but with the photo you have chosen.

Click on the icon that looks like a square with an arrow pointing upwards on the bottom left-hand corner.

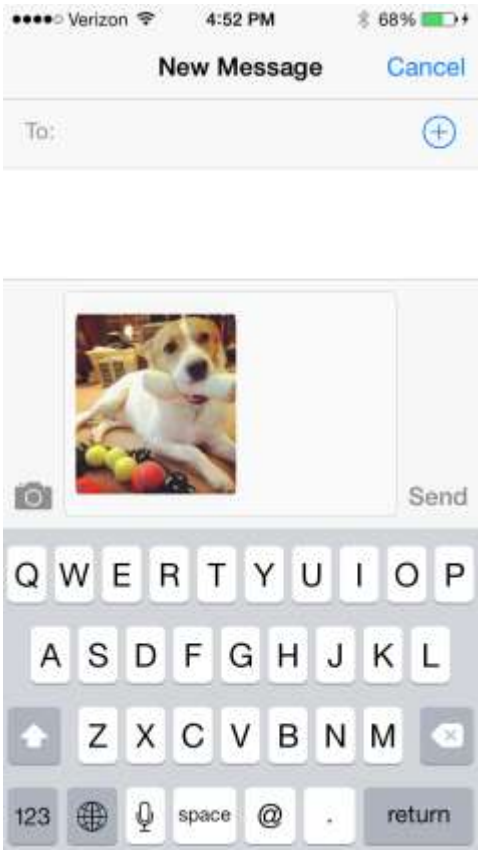


After hitting the icon on the bottom left of the screen, a page similar to this will pop up with the photo you selected displaying a blue check mark.

Here you can click on icons including Messages, Mail, and Facebook to share your photo.



If sending the photo via selecting the Mail this screen will pop up, where you can type an email address where it says To: by tapping in that area.

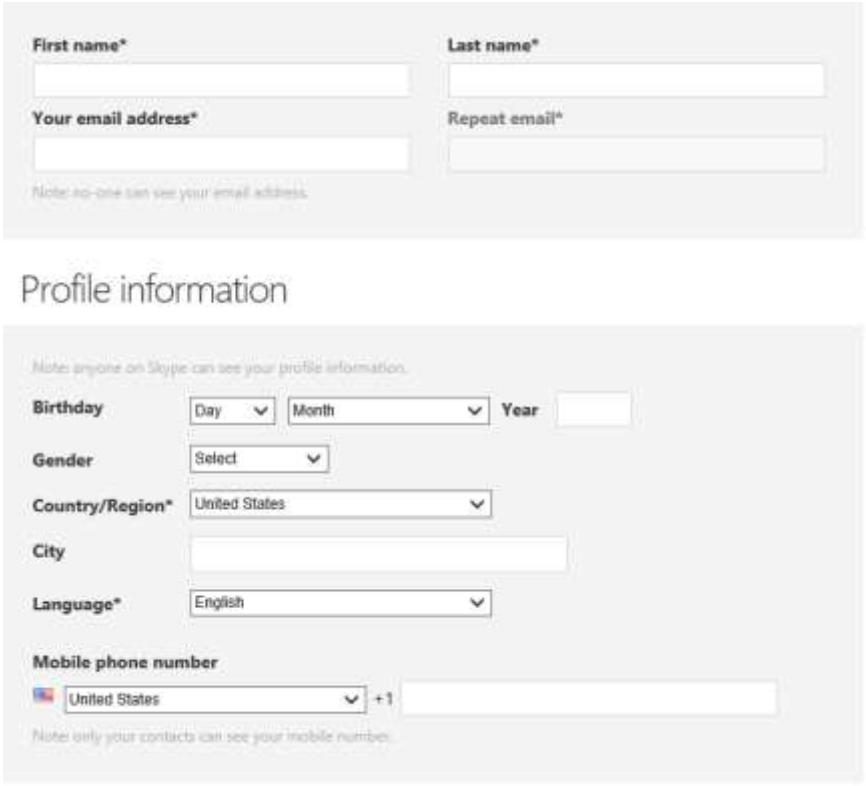


When sharing a photo via text message, you just need to type the name or phone number of the person you wish to contact by tapping on where it says To:

When posting a photo to Facebook you would just have to hit post on the top right of the screen.

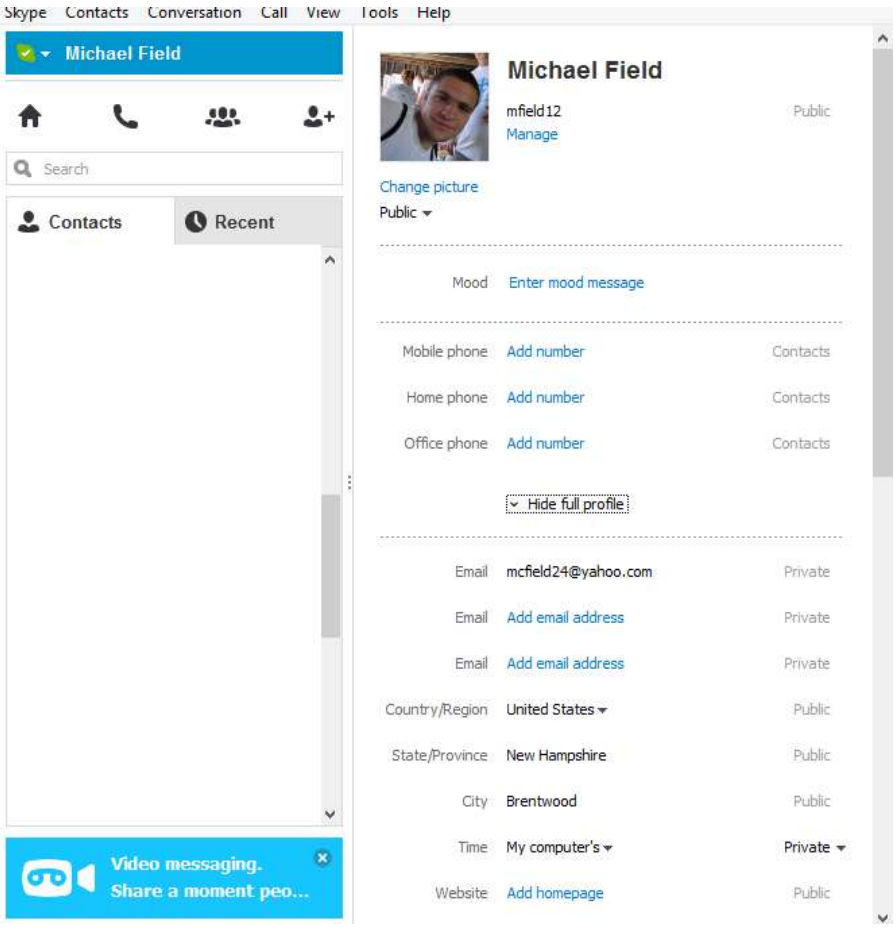
You can also select the album you wish to post it to and add a location.

Creating an Account



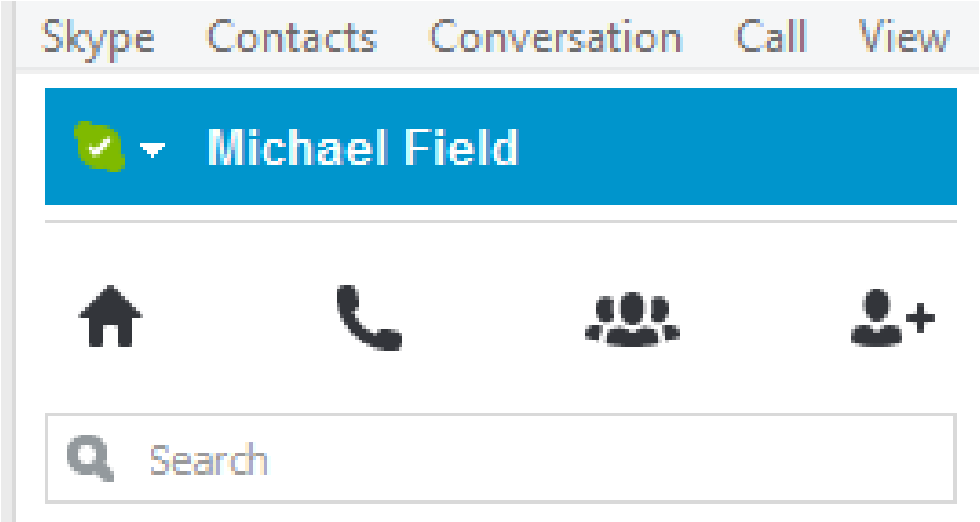
- **Add the necessary information to the different cells.**
- **When all information is added, click *I agree* and continue.**
- **Once your profile is complete, you can download Skype to your computer (if it is not already).**
- **To log in: enter email and password, click log in.**

Editing your Account



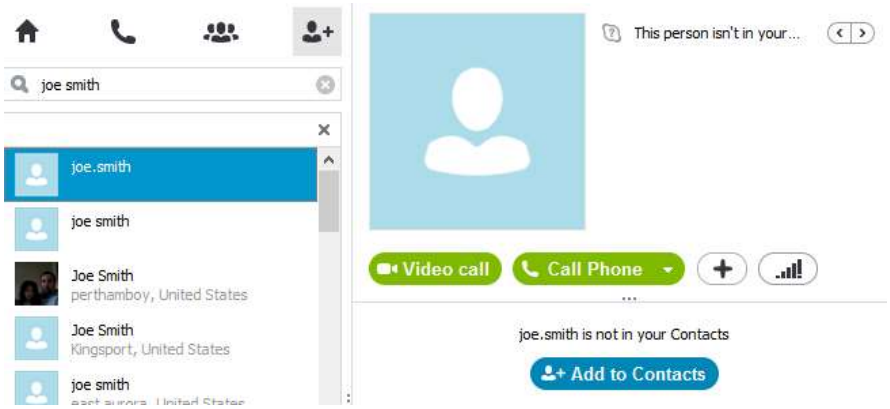
- **Click your name in top left corner.**
- **Click show full profile.**
- **Edit items within.**

Finding Friends



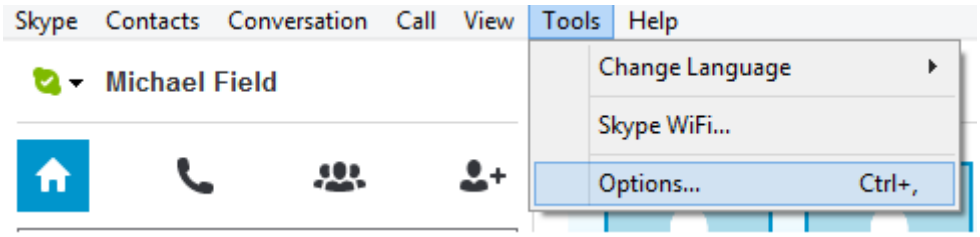
- **Click search and type in the name of a contact.**
- **Click on their profile to interact**

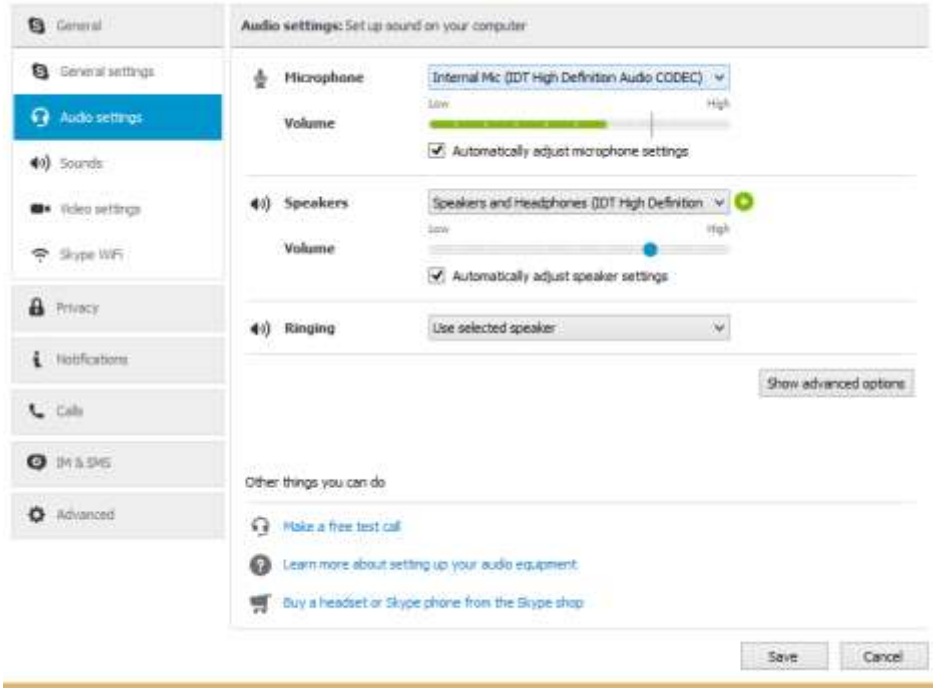
Adding Friends



- **Click the far right icon in the upper left corner that looks like a person and a + sign**
- **Enter name, Skype name, or email of person you're searching for.**
- **When you find them, click their name and then "add to contacts" which will be in the middle of the screen**

External Microphone



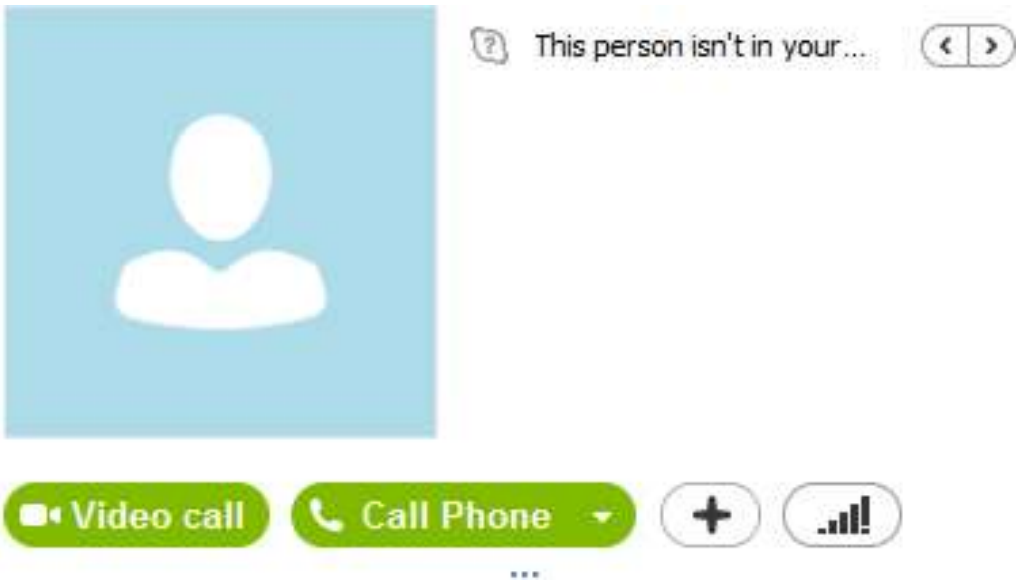


- **Click tools on the top toolbar, then options**
- **Click the drop down next to the Microphone icon. Then select the applicable microphone**

External Camera

- **If the camera isn’t recognized by Skype click tools**
- **Click “options”**
- **Go to video settings**
- **Click the external camera that applies**

Making a Video Call



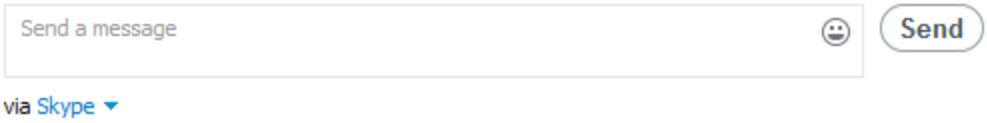
- **Click the contact you want to call**
- **Click the video call button on their profile**

Answering a Video Call

- **The call will pop up on your screen,**
- **Click answer with video call**

Instant Messaging

- **If you want to send a message to someone**
- **Find their profile**
- **Click "send a message" at the bottom of the page**
- **Begin typing.**



- **When you have finished your message, you can either hit the enter key to send it or the send button to the right of the text bar.**

cpc
Community Partnerships Center
at Roger Williams University