

Instructor Outline: Mobile Device Basics—Android

This document is designed to be used by the instructor alongside the PowerPoint presentation and/or projected live demonstration. It includes a course overview, talking points, and instructions for the activities. Please note the slide numbers to help keep you on track.

Workshop Description

This in-person or virtual workshop is for those who have a new Android mobile device, or are considering getting one, and want to learn more about the basic functions. It will help learners get connected, identify common apps, and build confidence in using their device safely.

Curriculum Track

Basics

Audience

Adults from newly connected households and/or who are looking to build basic skills and confidence using technology

Workshop Length

60–90 minutes

Training Method

Volunteer, instructor-led, hands-on

Purpose

In this workshop you will introduce newly connected computer and internet users to Android mobile devices. Learners will find out about using touch gestures and discover common apps. A primary objective of the workshop is for learners to increase confidence in their ability to use their devices safely.

Requirements

In person: Projector and projection screen; internet-connected computers for instructor and participants; laser pointer (recommended)

*For this workshop, learners are encouraged to bring their mobile device and to follow along with the instructor as you demonstrate using the PowerPoint presentation. The instructor will engage participants by talking through the activities and performing interactive tasks in a group discussion format.

Virtual: A web conferencing platform; computers for instructor and participants with internet connections. Encourage learners to bring their mobile device to follow along and engage in activities. The instructor will engage participants by talking through the activities and performing interactive tasks in a group discussion format.

Software Requirements

Computer capable of running a PowerPoint presentation with a web browser, preferably Google Chrome.

Material Requirements

- Notepaper plus pens or pencils
- Instructor PowerPoint—before the workshop, review the slides and update the following information:
 - Verify which web browser you will be using during the workshop, and practice launching the browser from the desktop.
 - Slide 1: Update instructor name, instructor affiliation (for example, library staff member, community volunteer, etc.), and location name.
 - Add your organizational logo.
 - Be prepared to give a brief introduction about yourself.
 - Slide 28: Insert information about Wi-Fi connections at your location.
 - Slide 46:
 - Include your organization's website URL.
 - Include future PLA DigitalLearn workshops that will be offered in the coming months, if applicable.
- Instructor Outline (this document): Review the Instructor Outline and familiarize yourself with the workshop materials.
- Learner Handout
 - For an in-person workshop, print handouts for each learner and provide them before the workshop begins.

- For a virtual workshop, provide a link to the Learner Handout, either before the workshop as part of their registration confirmation or in the online platform's chat feature.
- Learner Activity Worksheet
 - For an in-person workshop, print handouts for each learner and provide them before the workshop begins.
 - For a virtual workshop, ask the questions listed in the activity sheet during the workshop. The PowerPoint presentation includes the questions and activities. You may ask attendees to share their answer through chat or use the internal polling tool if it's available within the web conferencing tool.
- Certificate of Completion: For the in-person workshop, print certificate to hand out to each learner once the workshop is completed. For virtual attendees, send each an electronic copy by email.
- Attendee Name Tags: If you want to easily identify attendees, bring name tag stickers or table tents.

Learning Objectives

At the end of the session, learners will be able to:

- Identify external buttons on a mobile device.
- Distinguish between common touch gestures for navigating and engaging with a mobile device.
- Identify apps for common tasks on a mobile device.
- Identify a secure network versus a public network on a mobile device.
- Recall two tips for keeping safe on Wi-Fi.
- Recall two tips for keeping your device safe and secure.

Before the Workshop Begins

- In person:
 - Make sure all computers are turned on and ready for attendees to use. (See the previous note about classroom settings, in the "Equipment Requirements" section.)
 - Place learner materials at each computer. These materials include the Learner Activity Sheet and Learner Handout. They may also include paper (for attendees to take notes) and pens or pencils.
 - If you're using name tags, make sure they are easily accessible to attendees and that you provide a marker or pen for learners to write their name.
 - Keep a registration list so you can identify who attended.
 - Review the computer before the course and see which web browser is installed and how to launch it from the computer.
 - Identify a "parking lot," which is a place to track questions to be answered later in the workshop. Some suggested places for a parking lot are a whiteboard, flip chart, or notepad. Encourage learners to note the slide number and section as they "park" questions.

- Virtual:
 - Send instructions to participants about how to connect to the workshop. If possible, you may want to create a short video or document with step-by-step instructions (with images) to provide a basic overview of how to use the web conferencing tool.
 - Send a link before the workshop to the learner materials. Learner materials include the Learner Activity Sheet and Learner Handout. During the workshop, resend the link through the web conferencing chat tool.
 - Keep a registration list so you can identify who attended.
 - Identify a “parking lot,” which is a place to track questions to be answered later in the workshop. Some suggested places for a parking lot are a whiteboard, flip chart, or notepad. Encourage learners to note the slide number and section as they “park” questions. Or you may want to use the chat feature or the question feature of the web conferencing tool.

Instruction Methods

- When possible, encourage learners to practice what they are learning.
 - For this workshop, each learner is encouraged to bring their own Android mobile device. Encourage learners to perform activities as you demonstrate the features. Also, learners can complete the practice activities at specific times in the workshop.
 - The option you choose will depend on your comfort level, the number of students, and whether you have assistants helping you.
 - If learners are performing the same steps as you are, think about how you will help learners who are experiencing issues. Will you stop the workshop and assist the learner, or will you wait until the practice section?
 - Even if learners are performing the same steps as you are, encourage them to complete the Activity sections to reinforce the workshop objectives.
 - The section times are based on learners listening to the facilitator and then practicing their skills. If you invite learners to follow along using their computers, then the time it takes to complete each section will increase.
 - If learners do not have access to a mobile device in the workshop, invite them to ask questions and call out answers. There are question prompts in the outline below.

Assessment Technique(s)

Successful completion of activities

Important: Additional Workshop Requirements

Please contact learners in advance of the workshop to encourage them to bring their Android device to the workshop. Remind learners: This workshop is specific to Android mobile devices and the Android operating system. If you are interested in another operating system, please visit dititalliteracy.att.com or consider signing up for a different scheduled workshop.

There are points in the workshop where learners will benefit from you demonstrating on your own device but in a way that your device remains private—for example, to see what a tap or swipe looks like, or to see where your charging port is located. Please demonstrate these features or functions if you have a device, even if it is not an Android device.

As previously mentioned, please look up the Wi-Fi information for the classroom ahead of time and add this information to slide 28. This will allow learners with devices to have hands-on experience getting connected.

Instructor Presentation

Slide 1: Mobile Device Basics—Android.

Please update this slide with the appropriate information:

- Instructor name
- Instructor affiliation (for example, AT&T employee, library staff, community volunteer, and so on)
- Location name
- Organizational logo

Before the workshop, please review the Instructor Outline. It provides guidance on what to do to prepare for the workshop, how to conduct the workshop, and what you should do once the workshop ends.

Today's workshop is provided by AT&T and the Public Library Association.

INSTRUCTOR NOTE: Include a thank-you to community collaborator if applicable.

My name is <**your name here**> and I am <**brief description of yourself**>. Before we get started, here are a few housekeeping items: *[Mention the items that are relevant to your workshop.]*

- Where are the restrooms?
- Where are the emergency exits?
- When/how to ask questions. Point to the page number located on each slide for participants to write down along with the question.
- If you have a cell phone with you, please make sure to either turn it off or set to silent.
- Will there be a break?

Slide 2: Workshop Content Outline—Agenda (3 mins.).

In this workshop you will learn about mobile devices, and Android devices in particular. We'll work on building skills and confidence in using your Android device.

INSTRUCTOR NOTE: Please remind participants: This workshop is specific to Android mobile devices and the Android operating system. If you are interested in another operating system, please visit dititalliteracy.att.com or consider another workshop being offered.

We will cover:

- An introduction to mobile devices
- Skill building, including . . .
 - Navigating your mobile device
 - Common apps on mobile devices
 - Getting connected to Wi-Fi on your device
 - Helpful device settings for accessibility and privacy

You'll also learn tips and tricks for safety and security with your device. And you will have opportunities to practice.

Slide 3: Introduction: What Brings You to This Workshop?

INSTRUCTOR NOTE: Ask learners the question on the slide. Lead a brief discussion on why they're attending the workshop. Possibilities include that they have an Android device and want to learn more, or that they're in the process of deciding on whether to buy an Android device.

Slide 4: Introduction (continued)—What Is a Mobile Device?

Today's mobile devices can do many of the same things that a traditional computer can do. You can search the internet, access email messages, watch videos, play games, take pictures, listen to music, get directions, and connect with friends and family.

Slide 5: Introduction (continued)—Smartphones and Tablets.

Here you can see an Android smartphone and an Android tablet.

A smartphone is a mobile telephone that has both cellular and internet access. Smartphones allow you to make and receive phone calls and text messages. Because they are connected to the internet, they also have the capability to share photos, play videos or games, check and send email, and browse the web.

A tablet is a portable computer that uses a touchscreen. Most tablets are smaller and weigh less than a computer laptop but are usually bigger and weigh slightly more than a smartphone. Tablets connect to the Internet through a Wi-Fi or cellular connection.

Slide 6: Touch Gestures.

A primary difference between a mobile device and a computer is the way you get around. Rather than using a mouse or keyboard, you use your fingers to tap, type, scroll, and more. You can also use your voice to help navigate your device.

INSTRUCTOR NOTE: If you have a mobile device, demo these gestures on your phone:

- *Instead of clicking, you tap.*
- *The keyboard is on screen, and you type using that.*
- *You scroll with your finger instead of using your mouse or pointer.*

Slide 7: External Buttons.

INSTRUCTOR NOTE: If you have a mobile device, demonstrate these features on your phone, and encourage learners to find them on their own phones.

The ports and buttons on your smartphone or tablet will vary depending on the specific model you are using. In general, phones and tablets have a power button and volume control. Smartphones typically have a ring/silent switch.

Slide 8: Charging Port.

Both smartphones and tablets have a charging port.

INSTRUCTOR NOTE: If you have a mobile device, demonstrate the charging port on your phone, and encourage learners to find it on their own devices.

Slide 9: Unlocking Your Phone.

As we get started using the phone, the first thing we need to do is unlock the device. The way you do this depends on the Android device you have and the choices you made when you set up your phone.

Some phones allow you to unlock a phone with face recognition. Others unlock using your fingerprint, or you can enter a passcode or password.

Slide 10: Home Screen.

INSTRUCTOR NOTE: Talking points for this slide include:

- *Home screen has some apps already, but you can add more that you like.*
- *Top of screen includes a status bar that has information including battery percentage, Wi-Fi, and cellular reception.*
- *Navigation buttons are on the bottom.*
- *Tap or swipe up (depending on your phone) to go to the Apps view.*

Please point out to participants here and as needed throughout the workshop: The screens and the button locations in this presentation may look different from your own device, depending on the type of Android device and the carrier you use.

Slide 11: Apps View.

Apps are on the Apps view screen. All Android mobile devices have built-in apps for your convenience.

INSTRUCTOR NOTE: Ask learners: What apps do you recognize? What apps have you used?

Android phones come with these basics: phone, messages, email, internet, camera, maps, clock, calendar and more.

Slide 12: Tap | Tap and Hold.

INSTRUCTOR NOTE: If you have a mobile device, demonstrate the touch gesture of tapping and tapping and holding. This is just to show what a tap or tap-and-hold looks like with your finger, not to actually show your screen.

Tap your finger on the screen to activate a control, type on a keyboard, or select something onscreen. For example, you can tap on an app to open it. Give it a try. Go to the Maps app on your phone, and open it. (To close the app, swipe up from the bottom of the screen. We'll look at swiping again in a moment.)

Tap-and-hold with your finger to display a menu of options. In this example, if you tap and hold the Meriam-Webster app icon, the menu opens. Give it a try. Go to an app on your phone, and then tap and hold. Do you see a menu appear?

Slide 13: Swipe Up/Down | Left/Right.

INSTRUCTOR NOTE: If you have a mobile device, demonstrate the swiping touch gestures. This is just to show what a swipe looks like with your finger, not to actually show your screen.

Swiping Up or Down: From the home page, you can swipe up from the bottom of the screen. This will bring you to the Apps view on your phone. Swiping up and down is what you do to scroll through apps and websites. If you're on your home screen, give this a try: swipe up from the bottom of the screen to see your Apps view.

Swiping Left or Right: From the Apps view, you can swipe left to see more apps available on your phone. You can swipe left and right on many apps and websites to navigate around. From your Apps view, give this a try: swipe left across the screen to see the next page of apps.

Slide 14: Activity #1.

INSTRUCTOR NOTE: Point attendees to Activity 1 on Activity Sheet page 1.

Slide 15: Activity #1—External Buttons and Touch Gestures.

INSTRUCTOR NOTE: Walk around and help learners with the activity as needed. Demonstrate features on a device or use slides 12 and 13 as needed. When participants have finished the activity, talk through each item in the activity and answer questions as needed.

Answers to questions 4 and 5: *To see all your apps, swipe up from the bottom of the screen. To scroll through a website, swipe up (to scroll down) and swipe down (to scroll up).*

Slide 16: Common Apps.

In this section, you will introduce seven of the most common apps on an Android smartphone. Encourage participants to use their own phones to follow along and explore the apps as you demo them. Note that if attendees are on a tablet, they will be able to follow along with all apps except for the phone app.

Please point out to participants: Your screen and the button locations may look different than the device shown on the slides, depending on the type of Android device and the carrier you use

Phones and tablets offer access to an almost unlimited number of apps. Apps are programs designed to help you accomplish different tasks.

When you turn on your phone and want to get to the Apps view screen, swipe up from the bottom of the Home screen. You should then see a screen that looks something like this one.

In this section of the workshop, I will introduce and talk about some of the most common apps on Android devices, shown here on the screen. Please follow along on your own device and briefly explore each of the apps.

Slide 17: Phone.

The Phone app allows you to make and receive calls. To use it, tap on the app to open it.

INSTRUCTOR NOTE: Point out the Phone app, then click ENTER to bring up the phone app image.

Press ENTER to bring up phone app image.

When the app opens, you will see the keypad. You will also see options to go to other screens for recent calls, your contacts, and places.

INSTRUCTOR NOTE: Point out these items in the bottom menu.

There are two main ways to make a call. You can tap the Contacts icon to select a name listed in your contacts app, or, type a number on the keypad. After dialing a number, you'll tap the green phone button to start the call.

Press ENTER to bring up image of phone call.

When you're ready to hang up, tap the red phone button to end the call.

Press ENTER to bring up incoming call image.

To answer incoming calls, tap on Answer.

Slide 18: Messaging.

If you want to send a text message, you'll use the Messages app. To open the app, tap on it on the Apps view screen.

INSTRUCTOR NOTE: Point out the Messages app, and then click ENTER to bring up the Messages app image.

When you open the app, you'll see your current conversations.

You can use the search box to search all of your text messages. You can tap the blue button to start a new conversation, or you can tap a current conversation to send or read a new messages and send a response. *INSTRUCTOR NOTE: Point out these items as you discuss them.*

To create a new text message conversation, you'll tap on the blue button to start a conversation.

Press ENTER to bring up next image.

You can send a text message to a someone by typing their cell phone number in the To field, or, if the person is in your contacts, you can begin to type their name. Once the name of the person displays, you'll tap it to select it. Then you'll type your message, and then tap on the blue arrow to send it.

Slide 19: Email.

If you want to read or send email, you would tap on the Email app from the Apps view.

INSTRUCTOR NOTE: Point out the Email app, and then click ENTER to bring up the email app image.

Press ENTER again to bring up the email app image.

In the example on the screen, this individual (David) used his Google account to set up his email on his mobile device. When you open the email app on your phone, you'll see the Gmail account you used to set up your phone.

You can add more apps to your phone in the Settings app. We won't go through these steps, but it's helpful to know that you can add an email account from almost any email provider using the Settings app.

Slide 20: Browser.

When you want to search the web from your phone, tap on the internet icon to launch a web browser. This app works much like a web browser on a computer.

INSTRUCTOR NOTE: Point out the internet app, then click ENTER to bring up the Internet app image.

Press ENTER again to bring up the image of the internet app.

In this example, we can see the homepage of the Chicago Public Library. You can search the web or visit a website using the address bar on the top.

INSTRUCTOR NOTE: Point out the address bar.

Once you have a webpage up in the browser, you can swipe up to scroll down the page.

Slide 21: Camera.

When you want to take a picture or video, tap on the Camera icon to launch the camera app.

INSTRUCTOR NOTE: Point out the Camera app, and then click ENTER to bring up the camera app image.

Press ENTER again to bring up the camera app image.

You can use these buttons to switch between camera modes—photo and video.

INSTRUCTOR NOTE: Point out these items as you discuss them.

This menu across the top allows you to change the camera settings, turn the flash on or off, set a time, change the aspect ratio, or add a filter.

INSTRUCTOR NOTE: Point out these items as you discuss them.

To take a picture, tap this button to take a picture or record a video.

INSTRUCTOR NOTE: Point out the button.

Press ENTER again.

After you take a picture, you have the option to like the image, edit the image, share the image, or delete the image.

INSTRUCTOR NOTE: Point out these items as you discuss them.

If you want to share your photo or video by email, text message, or other sharing platform (such as social media), tap the Share icon.

Slide 22: Maps.

When you want to find an address or get directions, you'll tap on the Maps icon to launch the maps app. As we can see in this example, Android devices come preinstalled with Google Maps.

INSTRUCTOR NOTE: Point out the Maps app, and then click ENTER to bring up the maps app image.

To do a search, you would enter the location into the "Search here" box.

Press ENTER again to bring up the location.

Once you have the location on the screen, click on Directions to get directions to the location.

Press ENTER again to bring up directions.

From there, you can select directions for driving, public transit, walking, and more.

INSTRUCTOR NOTE: Point out these items as you discuss them.

To get live directions similar to a GPS, you must have a data plan and be connected to a cellular or Wi-Fi network. You may also need to give the app permission to view your location, or you can add your location manually.

Slide 23: Popular Categories of Apps.

INSTRUCTOR NOTE: Ask participants: what other apps might you be interested in? Ask what popular apps they may know of in these popular categories, or others they come up with on their own (for example, Spotify or Pandora for music, Netflix or Hulu for streaming video, and so on).

Slide 24: Play Store.

To add apps on any Android-supported device, you would tap on the Play Store icon located on the Apps view screen.

INSTRUCTOR NOTE: Point out the Play Store app, and then click ENTER to bring up the Play Store image.

Press ENTER again to bring up Play Store image.

From the Play Store you can browse Featured Apps, look through categories, or search for an app by name.

INSTRUCTOR NOTE: Point out these items as you discuss them.

Press ENTER again to bring up results list.

Here we can see results from a search for a dictionary app. Let's take a look at the first app in the list.

Press ENTER again to show app screen.

If an app has an Install button instead of a price, like this example, the app is free. If you see an Open button, the app is already installed on your device. From this page you can learn more about the app, including preview pictures and customer reviews.

To install the app, you would click on the Install button. Once the app downloads, it appears on your Apps view screen. If the app is not free, you may be required to authorize the purchase by typing in your email account password or by verifying with your facial recognition or fingerprint.

Press ENTER again to show screen with Uninstall menu.

To delete an app, tap and hold on the app. A menu will appear where you can Uninstall the app.

Slide 25: Activity #2.

INSTRUCTOR NOTE: Point attendees to Activity 2 on Activity Sheet page 2.

Slide 26: Activity #2—Common Apps.

INSTRUCTOR NOTE: For the first six questions, ask learners the questions, and have them call out the answers. Encourage them to tap to open each of the apps. Consider asking one learner to show you their screen so you can check that learners are following along and are able to open the appropriate apps. Encourage learners without a device to answer using the Activity Sheet image.

What app do you use to:

- Send an email? _____
- Search the web? _____
- Send a text? _____
- Record a video? _____
- Make a phone call? _____

How do you get back to the Apps view when you have an app open? _____

Open the camera app and take a picture. Show the instructor the image you took.

Open the browser and search for the PLA Digital Learn website: <https://www.digitallearn.org/> Scroll to the link about Accounts and Passwords. Tap the link and show the instructor your screen.

Slide 27: Settings—Getting Connected.

Mobile devices must be connected to a cellular or wireless network to access the internet and make calls. To connect your phone to a cellular network, you need to have a service plan with a cellular service provider. If you have a cellular plan, your phone will connect to the network automatically everywhere your cellular plan has coverage. You will know you are connected to the cellular network when you see the cell phone signal symbol to show the strength of the connection. The number of bars of the cellular connection lets you know how strong the signal is.

Another way you can connect your phone or tablet to the internet is connecting to a Wi-Fi network. All smartphones and tablets can connect to the internet using Wi-Fi.

Many businesses, libraries, and other public places offer free Wi-Fi. You can use these public Wi-Fi networks while you visit these locations. Sometimes, you may need a password to access the network.

If you want to connect your Android phone to a Wi-Fi network in your home, you will need to sign up with an internet service provider (ISP).

Slide 28: Getting Connected (continued).

INSTRUCTOR NOTE: Please edit this slide to add a text box with information on the Wi-Fi at your location, for learners to connect to.

If you want to connect to Wi-Fi, you'll click on Settings on the Apps view screen.

INSTRUCTOR NOTE: Point out the Settings app, and then click ENTER to bring up the Settings app image.

Press ENTER again to bring up the next screen.

Then you'll tap on Connections.

INSTRUCTOR NOTE: Point out Connections on the image.

Press ENTER again to bring up the next screen.

You'll see a list of Wi-Fi networks that are nearby. Networks with a lock icon require a password. Networks without a lock are public and do not need a password. Some public networks may ask you to accept an agreement before they will allow you to connect your device.

Once you are connected to the Wi-Fi network, you will see the Wi-Fi icon in the status bar at the top of your device.

INSTRUCTOR NOTE: Point out the Wi-Fi icon on the status bar.

Slide 29: Wi-Fi Security Tips.

To keep your information safe when you connect to Wi-Fi, follow these Wi-Fi security tips.

Press ENTER to see bullet 1.

Make sure you trust a public network before connecting to it. Do you know who set up the network?

Press ENTER to see bullet 2.

Try not to send private information over public Wi-Fi networks.

Press ENTER to see bullet 3.

If you do send personal information, make sure the website is secure and begins with *https*.

Press ENTER to see bullet 4.

Set up a password for your home network to block intruders from accessing it.

Slide 30: Activity #3.

INSTRUCTOR NOTE: Point attendees to Activity 3 on Activity Sheet page 3 and 4.

Slide 31: Activity 3—Getting Connected.

INSTRUCTOR NOTE: Check the public and secured Wi-Fi options using your own device. Use this information to discuss learners' answers about which are secure and which are public.

If a learner doesn't have their own device, they can use the image on the Activity Sheet to write down a secure and a public network.

Slide 32: Activity #3 (continued).

INSTRUCTOR NOTE: Talk through the questions on the scenario of using Wi-Fi in a coffee shop.

You're relaxing in a coffee shop. You want to connect to Wi-Fi and do some personal tasks on your smartphone. On your phone, you see a list of Wi-Fi networks. Which would you connect to? Why or why not?

Answer: They would want to use the public Wi-Fi because it's free, but they would want to be careful about what personal tasks they are engaging in.

You want to do some online banking at the coffee shop. Is this a good idea on the Wi-Fi network you're on? Why or why not?

Answer: It's a bad idea to do banking on a public network. It's best to wait to do banking on a private network where you know and trust the person who set up the network.

Slide 33: Settings—Security, Privacy, and Accessibility.

INSTRUCTOR NOTE: Please point out to participants: Your screen and the button locations may look different from your own device, depending on the type of Android device you have and the carrier you use.

In the Settings app, you can view and change the settings on your mobile device, including accessibility features, biometrics and security preferences, software updates, and more.

Slide 34: Unlocking Your Phone.

INSTRUCTOR NOTE: Lead a brief discussion with learners: What method are using to lock and unlock your phone?

Possible methods: PIN, passcode, Face ID, iris scan, or fingerprint

Mobile devices come with settings to help protect your device and your information. One of the most important things you can do is set a personal identification number (PIN) or passcode to access and use your mobile device. This will help protect the data that is stored on your device if it is ever lost or stolen. Each time you turn on your device or wake up the screen, you will see a prompt to unlock it.

Slide 35: PIN or Passcode.

To set a pin or passcode, tap Settings.

Press ENTER to bring up the next screen.

Then look for the option to lock the screen.

Press ENTER again to bring up the next screen.

You'll find the options there.

You can also use unlock your phone using Face ID, iris scan, or fingerprint. You would need to follow the prompts to store that information in your Settings before you can enable this feature.

INSTRUCTOR NOTE: Please recommend that learners explore these features on their own after the workshop. The Learner Handout includes this recommendation.

Slide 36: App Security.

Many apps on mobile devices have regular updates. Sometimes the updates have new features, but most importantly, updates fix bugs and problems and increase security. The Android will automatically update the apps when the phone is connected to a Wi-Fi network.

You can see these settings by going to the Play Store.

Press ENTER to bring up the next screen.

Then go into your account and tap “Manage Apps & Devices.”

Press ENTER again to bring up the next screen.

A list of how many updates are available displays. In this example all of the apps are up to date.

Slide 37: Privacy.

Privacy settings are also important for mobile devices. Using your phone’s privacy settings, you can decide which apps have access to information and data stored on your device, such as your location, photos, and microphone.

To access the privacy settings, tap on the Settings icon.

Press ENTER to bring up the next screen.

Then tap the donut icon.

Press ENTER again to bring up the next screen.

Then tap Privacy and follow the prompts. The way you set your privacy settings may differ depending on the device manufacturer. Because there’s a variety of Android mobile devices, you may notice slight differences between your device and this example.

INSTRUCTOR NOTE: Please recommend that learners explore these features on their own after the workshop. The Learner Handout includes this recommendation.

Slide 38: Accessibility.

Accessibility settings on your mobile device can help you customize your phone to meet your visual, physical, motion, or hearing needs. To find the Accessibility features, tap on Settings. Then scroll down the page and tap Accessibility.

Press ENTER to bring up the next screen.

Common features to explore include a voice assistant to get spoken guidance to navigate the device without needing to see the screen; changing text size, contrast, and display color of the screen; adjusting audio settings; and enhancing or changing the touch interactions.

INSTRUCTOR NOTE: Please recommend that learners explore these features on their own after the workshop. The Learner Handout includes this recommendation.

Slide 39: Activity #4.

INSTRUCTOR NOTE: Point attendees to Activity 4 on Activity Sheet pages 4 and 5.

Slide 40: Activity #4: Which App Seems More Trusted?

INSTRUCTOR NOTE: When learners have completed the activity, lead a discussion on what people came up with.

Which of these apps seems more trusted? How do you know?

Answer: The second one is the more trusted. In the first app, the reviews average 2.2. The reviews discuss that the app isn't free, and that they can't figure out how to log in. The second app has very good reviews. It also tells you that there are in-app purchases (this information increases trust).

Slide 41: Activity #4: What Might Be a Problem?

Imagine you're at work talking with some co-workers. Even though your phone is locked, you receive this notification. What might be a problem in this situation? How could you address this problem?

Answer: The problem is that you may want this information to be kept private, especially if co-workers could see it. Do you want your co-workers to know you have a job interview? To address this problem, you would go to Settings and then Privacy Settings. Then you would change your notification settings.

INSTRUCTOR NOTE: Allow learners a few minutes to find this setting on their phone and support them as needed.

Slide 42: Security Tips.

Here are some security tips to keep you safe when using your mobile device.

Press ENTER to bring up bullet 1.

Set a passcode on all of your mobile devices to prevent someone from accessing the information stored on the device if it is lost or stolen.

Press ENTER to bring up bullet 2.

Download trusted apps only. You can determine this by reading reviews, ratings, and privacy statements.

Press ENTER to bring up bullet 3.

Review the privacy settings on your device. Adjust your settings to control which apps have permission to access your camera, location, microphone, and personal information.

Press ENTER to bring up bullet 4.

Adjust your notifications to change how much content will display on the lock screen when messages come in.

Press ENTER to bring up bullet 5.

Check that the apps and operating system are running the most up-to-date versions available, or set these to automatically update.

Slide 43: Activity 5.

In this activity, we will practice what we've covered and see what everyone has learned.

Open a web browser and type in: <https://www.digitallearn.org> in the address bar. Click on "Using a Mobile Device (Android)." Then click on Lesson 7: Practice.

INSTRUCTOR NOTE: Allow learners several minutes to work on the Practice lesson. Then go through the Practice lesson as a demo and have learners participate in answering the questions. Note that learners can also complete this activity on their mobile device by going to the web address above.

Slide 44: Questions.

INSTRUCTOR NOTE: Ask if there are any other final questions and answer any outstanding ones that may have been missed in the "parking lot" sections. For information about what the parking lot is, see the "Before the Workshop Begins" section of the Instructor Guide.

Slide 45: Congratulations!

Congratulations! Today you have:

- Learned about Android mobile devices
- Built skills to:
 - Navigate your device
 - Get connected to Wi-Fi
 - Identify common apps
 - Identify helpful settings
- Learned useful tips to connect to Wi-Fi and use your device safely

INSTRUCTOR NOTE: Provide each learner with a Certificate of Completion.

Slide 46: Additional Training Online.

INSTRUCTOR NOTE: Point the learners to additional courses that are available. Draw learners' attention to the website address in the slide.

Slide 47: Thank You!

Thanks again to AT&T and the PLA for this workshop. We appreciate all our participants for coming, and we encourage you to keep learning!