

Digital Horizons

Introduction

Digital Horizons is an 8-week programme designed to help you learn how to use a tablet or an iPad for the first time or to brush up on some of the basics.

We start at the very beginning.

It will focus on things that are useful, will develop your digital skills and feel more comfortable navigating the internet in a safe way. We will also help you explore your local area online and have some fun.

Our hands-on approach gives you the opportunity to try, make mistakes and learn as a group.

There will be activities to complete in between classes, additional resources and support to further digital learning.

Course Delivery

Due to the current Covid-19 restrictions, classes take place online over a video chat software called Zoom. Learners will receive support to join the classes and will attend a Zoom induction before the programme starts.

Once registered on the course, you will be contacted to discuss your individual needs.

The class size is restricted to 8 learners, so places are limited.

Please only register if you can commit to the whole course.

If you have any questions, then contact:

07523 646 277 (Phone, WhatsApp or Text) **info@clearcommunityweb.co.uk** (Email)

Course Outline

Week 1: Getting to know your tablet. Part 1

A basic overview on navigating a tablet, using the keyboard, touch screen features and accessibility settings.

Week 2: Getting to know your tablet. Part 2

Extending our learning from week 1, using recognition and introducing notes.

Week 3: Using Applications

A tour of the different applications (apps) on a tablet, what they do and downloading new ones.

Week 4: Searching the Internet

Using a web browser, searching for information, and saving bookmarks.

Week 5: Using Email

How to access your mailbox, sending and replying to your email and adding accounts.

Week 6: Watching Videos

In introduction to YouTube, how to search for videos of personal or cultural interest and key features.

Week 7: Taking Photos

A basic introduction in how to use the camera, view photos and organize files.

Week 8: Getting Directions

Using Maps to search for directions and learn about your local area.

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When does the programme start?

Classes will take place every Thursday at 11am -12pm for 8 weeks.

We have two start dates for this programme:

- *Thursday 4th February – 25th March*
- *Thursday 8th April – 27th May*

Please note, you may only sign up for ONE of the programme dates above and will need to be able to commit to attending all 8 classes.

I have never used Zoom before, can I still join the programme?

Yes! Before the programme starts, you will be invited to join an induction session covering the basics of how to use Zoom and to join the class.

You will also be eligible to receive remote support, over the phone and doorstep visits if needed to help you download the software.

Does it cost anything?

No, it does not cost anything to join the programme.

We can offer this programme free of charge thanks to funding from the The National Lottery Community Fund.



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Is this for me?

The programme is open to local residents that are eager to learn how to use a tablet, develop their digital skills and increase their confidence using technology.

It is designed for people that would benefit from using these skills in their everyday lives, so they can stay connected with loved ones or access vital services during Covid-19 restrictions.

It is important for people to have a commitment to their learning, ability to engage with the programme and can attend all 8 classes.

What prior knowledge do I need?

You are not expected to have prior knowledge of using a tablet to join the programme. It is open for people that have no skills or a basic understanding of using a tablet which may be one of the following:

- You can do one or two simple things on like send an email or use a search engine.
- You have been on the internet before, but you don't know how to do any of these things.
- You have never used a tablet before.

If you have more advanced digital skills and feel confident that you can do all these things and more on a tablet this programme may not be suitable for you.

However, we would still like to hear from you and there will be other ways we can help you develop your digital skills.

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What do I need?

If you own a tablet, ensure it is fully charged or charging before each class begins. We have a limited number of tablets for people to use for the duration of the programme. If you do not own a tablet, please do still get in touch with us.

It is important to familiarise yourself with any logins you may have before the programme begins.

This may include passcodes to unlock your tablet or email login details.

We do not ask you to share these details with us, but you may need to remind yourself of them to participant in activities.

Do you have further questions?

If you have any further questions about this course or any of our other initiatives do not hesitate to contact us by email on info@clearcommunityweb.co.uk or phone, text or WhatsApp on 07523 646 277