

Contents for the training workshops

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Training Curriculum

INTRODUCTION module (16h)		
General Objectives	<p>At the end of this module, trainees will be able to:</p> <ul style="list-style-type: none"> • Understand the basic principles of how a tablet works and what the differences between tablets and personal computers/laptops are • Gain basic competences in the use of tablets (including touchscreens, doing updates, saving files, etc.) • Have better confidence in their personal ICT skills • Increase their knowledge on technological security and feel safer about tablet usage 	
UNIT 1 (4H)	In class (2h)	<p>Introduction – What is a tablet?</p> <ul style="list-style-type: none"> • Additional user value of tablets compared to computers • Stimulate interest <p>The touchscreen</p> <ul style="list-style-type: none"> • Functions and basic principles • Move things, increase and decrease sizes • Desktop and returning to the desktop. <p>Proposed activities:</p> <ul style="list-style-type: none"> • Group discussion: Advantages of tablets in everyday-lives, questions & answer, share experiences with mobile devices • Joint introduction of the device: Switch On/Off, Lock/Unlock; Open/Close Apps; Increase/Decrease size; (Together, trainer is present for questions) • Introduction of e-learning (e.g. facebook-group) • Joint opening of learning game (already installed): e.g. Where is my water? (Disney), Pudding Monsters (Zeptolab), Paint Joy Color Draw (or other Painting App)
	E-activities (2h)	<ul style="list-style-type: none"> • Do-it-yourself User's-Guide: Switching device on/off, charging, lock/unlock, desktop & returning to desktop • Reach certain levels of the game or save drawings & share in next lesson
UNIT 2 (4H)	In class (2h)	<p>Apps and files</p> <ul style="list-style-type: none"> • Registration, making accounts • What is an app? • Organisation of the desktop • App Stores • Close Apps <p>Updates</p> <ul style="list-style-type: none"> • Why update? • Changes and continuities • How and when to update <p>Proposed activities:</p> <ul style="list-style-type: none"> • Group discussion: question and feedback of e-learning • Slides: What is an app? • Joint registration in Google play store + Slides: Step-by-Step instruction • Joint download of 1 app (suitable for local context), e.g. public transport, weather forecast • Slides: Updates, How & when to update
	E-activities (2h)	<ul style="list-style-type: none"> • Download facebook-messenger • Send message to trainer/other trainees

UNIT 3 (4H)	In class (2h)	<p>The internet and wifi</p> <ul style="list-style-type: none"> • How does the internet work? • Introduction of different browsers: Google, Bing, • Browser properties and options • How does Wifi work? • Where can I use Wifi? • Security of Wifi • Identification and log-in <p>Data saving: Clouds</p> <ul style="list-style-type: none"> • What's a cloud? • What for and how can I use it? • Cloud storages • Registration • How safe is a cloud storage? <p>Proposed activities:</p> <ul style="list-style-type: none"> • Group discussion: question and feedback of e-learning • Slides: What is WIFI, What is a cloud? What can I use it for? • Joint registration in WIFI in training institution • Joint registration in cloud-service and upload of 1 file
	E-activities (2h)	<ul style="list-style-type: none"> • "WIFI-Map": Find out and list free WIFI possibilities in social space • Log in and send several messages to e-learning group on facebook in different places
UNIT 4 (4H)	In class (2h)	<p>Online Security</p> <ul style="list-style-type: none"> • Safe and unsafe websites • Viruses, cyber criminality, phishing e-mails • How to identify dangerous content? • Ways to be safe <p>Proposed activities:</p> <ul style="list-style-type: none"> • Group discussion: Question and feedback of e-learning • Input by expert, question & answer • Slides: Check list: How to spot a fraud e-mail & What does a safe password look like?, Practical do's & don'ts • Slides: How to desinstall In-App-Sales
	E-activities (2h)	<ul style="list-style-type: none"> • Discuss experiences with online security with friends/family etc. and share interesting experiences on e-learning group on facebook • Desinstall In-App-Sales (Using the slides as a Step-by-Step Instruction)

E-INTERACTION / E-COMMUNICATION module (16h)		
General Objectives	<p>Learning outcomes - at the end of this module, learners will be able to:</p> <ul style="list-style-type: none"> • acknowledge the importance of using new technologies • show interest in accessing social media resources • acquire the skills necessary to use different programs, software and websites • create an e-mail, Facebook, Google+, Skype, • manage this account • communicate through these social media resources • share different thoughts, pictures, videos with friends in the virtual environment • look for the information they need 	
UNIT 1 (4h)	in class (2h)	<p>Communication: e-mail</p> <ul style="list-style-type: none"> • create an e-mail account (yahoo mail, gmail, hotmail) • account settings/ privacy settings • creating and sending an e-mail • attaching documents/ pictures in e-mail • adding contacts • creating mail groups/sending messages to groups
	e-activities (2h)	<ul style="list-style-type: none"> • add to contacts the e-mail of the trainer • sending to the trainer an e-mail in which are attached a document or a picture • sending e-mail to the colleagues
UNIT 2 (4h)	in class (2h)	<p>Communication: Skype</p> <ul style="list-style-type: none"> • creating a Skype account • using video calls • sending messages
	e-activities (2h)	<ul style="list-style-type: none"> • using video calls with the colleagues/family • sending message/ questions to the trainer
UNIT 3 (4h)	in class (2h)	<p>Accessing and using social media resources: Facebook</p> <ul style="list-style-type: none"> • create a Facebook account • account settings/ privacy settings • uploading photos and putting them in albums • adding / removing friends • adding comments on their own profiles or on friends profiles • sharing different information • tagging persons • using the chat and sending messages
	e-activities (2h)	<ul style="list-style-type: none"> • uploading personal photos • adding friends • adding comments on friends profile • accessing different Facebook profile

UNIT 4 (4h)	in class (2h)	<p>Interaction: Forums</p> <ul style="list-style-type: none">• seek necessary information on specialized forums e.g.: forum for discussion regarding the legislation; forum where to find information and ask questions about traveling; medical forums, etc. Softpedia forum http://forum.softpedia.com/• create accounts on different forums; create a new topic/thread; posting messages; replying to messages
	e-activities (2h)	<ul style="list-style-type: none">• search discussion forums for their area of interest• asking questions on forums

E- INFORMATION / E-GOVERNMENT module (16h)		
General Objectives	<p>By the end of this module, participants will be able to:</p> <ul style="list-style-type: none"> • Find out relevant information from websites and government portals • Acquire the needed information about legislation (laws), protection and exercising their rights on EU and national level • Acquire information needed to protect and exercise their rights – these can be found on webpages of various local and national governmental institutions and citizen associations working to protect the seniors’ rights • Find options within legal norms on how to solve a consumer problem; how to protect themselves against financial abuse – where and how to seek help • Acquire information on how to claim their social benefits • Locate important institutions 	
UNIT 1 (4H)	In class (2h)	<p>EU and national documents</p> <ul style="list-style-type: none"> • Learning about finding information available online which deals with rights of senior citizens at national and EU level, such as <i>The national program for the protection of the elderly</i>, <i>National Concept for the protection of human rights of citizens</i> • Acquiring information from European rights protection documents • Acquiring information at national level: Government portals and webpages of particular Government Departments, e.g. State Department of Health, National strategy for rights protection, National programme for senior’s protection
	E-activities (2h)	<ul style="list-style-type: none"> • Searching for specific information or material online on rights of elderly - abuse, on services provided by individual municipalities, on entitlement to allowances. Participants can share useful information and raise their social and legal awareness. • Seek out particular act dealing with senior rights protection, both at EU and national level
UNIT 2 (4H)	In class (2h)	<p>Consumer Protection</p> <ul style="list-style-type: none"> • how to stay protected against scams and mischievous business practices and financial abuse • consumer protection • practical information about consumer rights and how to claim them
	E-activities (2h)	<ul style="list-style-type: none"> • Search for a webpage about consumer protection – associations and counseling organizations providing consumer advice and solutions to particular problems • Download specific law on scam business practices in services and in providing loans. Use the Department of Justice portal. Simulate a specific problem and search for its solution.

UNIT 3 (4H)	In class (2h)	<p>E-government interaction</p> <ul style="list-style-type: none"> • Seeking out information about benefits for seniors • Acquiring information about arranging specific social services and seeking counselling on which benefits a senior is entitled to • Being able to find out information about particular municipality providing a range of services <p>Practical exercises:</p> <ul style="list-style-type: none"> • Find out about online services provided by a particular municipality: who is entitled to it and how to apply for it • Send a message to relevant municipal body • Find an electronic form to fill out
	E-activities (2h)	<ul style="list-style-type: none"> • Find out about particular services and conditions for their granting via the central portal for public service • Download an application iObcan and Odkaz pre starostu (iCitizen and Message for the Mayor – or other apps available in your country), get familiar with the options, submit an entry, share the response, etc. • Send a message to the Mayor, inquire online about municipal services via • Send a message to the municipality
UNIT 4 (4H)	In class (2h)	<p>E-services</p> <ul style="list-style-type: none"> • Acquiring knowledge on how and where to get various on-line information about services such as traffic on national and local level, public transport options, culture events, sports, hobbies, entertainment, arts, maps, locating institutions, finding directions, weather, news, etc. • Useful links on national and local level
	E-activities (2h)	<ul style="list-style-type: none"> • Choose an institution/venue you need to visit and find the address, find out different ways how to get there including public transport options, check timetable and connections, etc. • Consult the city cultural agenda online and propose an interesting event to the group • Check the weather forecast for the next 7 days

NOTE: In countries where consumer protection issues don't need to be further addressed, **Unit 2** can be replaced by **e_Finances**. Proposal for e-Finances:

UNIT 2 (4H)	In class (2h)	<p>E-Finances</p> <ul style="list-style-type: none"> • Learn how to search for laws dealing with succession processes • Learn about online banking services, internet and mobile banking • State Department of Finance • Other useful financial webpages: banking advice, manage your finances in one place, centre for financial help, online banking services, internet and mobile banking
	E-activities (2h)	<ul style="list-style-type: none"> • Seek out online advice on how to apply for a consumer loan and how to prepare for signing a contract • Download a mobile banking application and learn its functionality • Pair your email account with your online banking account and make a quick payment

E-ENTERTAINMENT / MEDIA module (16h)		
General Objectives		<p>At the end of this module, trainees will be able to:</p> <ul style="list-style-type: none"> • Know how to access and use free online multimedia resources • Develop their personal interests through digital media • Foster their creativity using free online media tools like image editing • Use online applications to stimulate mental dexterity (memory retention, speed of thought) • Enjoy free time and learn with online games
UNIT 1 (4h)	in class (2h)	<p>Access online resources</p> <ul style="list-style-type: none"> • Distinguish between free and paid e-resources • TV channels and radio stations portals: watch/ listen direct online; look x preferred programmes • Online newspapers and magazines • Search Movies, Music, Sports, etc. with YouTube • Present eBook Reader apps for mobiles
	e-activities (2h)	<ul style="list-style-type: none"> • Search and watch a specific programme held on previous days on the national TV portal • Using YouTube, search for your preferred movie and music and share the links with the trainer
UNIT 2 (4h)	in class (2h)	<p>Photo edition</p> <p>App: http://www.fotor.com free (requires registration), on-line, languages (EN, PT, ES), available for Android.</p> <ul style="list-style-type: none"> • Select a photo • Edit: crop, rotate, basic, fine-tune, color • Beauty options • Collage: random fill, border shape • Save in cloud or social networks
	e-activities (2h)	<ul style="list-style-type: none"> • Using fotor.com, select a photo from your images, edit it (details...) and save it in the Dropbox

UNIT 3 (4h)	in class (2h)	<p>Image creation and sharing App: http://www.fotor.com</p> <ul style="list-style-type: none"> • Create greeting cards: select a type, add photos, effects, text and share it in social networks <p>App: http://instagram.com/# free (requires registration), on-line, various languages, available for Android.</p> <ul style="list-style-type: none"> • Take a photo, add filters, and share it in social networks
	e-activities (2h)	<ul style="list-style-type: none"> • Using fotor.com, select a “Thank you” card, arrange it with a photo and some effects, add a short message and share it • Using Instagram, take a photo and share it in social networks
UNIT 4 (4h)	in class (2h)	<p>Social Playing App: https://www.lumosity.com Basic package for free (requires registration), upgrades are paid, on-line, languages (EN, DE, PT, ES), available for Android.</p> <ul style="list-style-type: none"> • Explore games on Speed, Memory, Attention, Flexibility, Problem Solving <p>App: https://www.duolingo.com/ free (requires registration), on-line, various languages, available for Android.</p> <ul style="list-style-type: none"> • Learn languages online: explore the app, each lesson works as a game, invite friends/add from FB <p>Other online games according to preferences / search the Web</p>
	e-activities (2h)	<ul style="list-style-type: none"> • Using Luminosity, perform your Fit Test and check the results • Using Duolingo.com, initiate a game with your friends and share the results

E-HEALTH module (16h)		
General Objectives	<p>In the end of this module, trainees will be able to:</p> <ul style="list-style-type: none"> • Know the main activities, events and services related to health issues that are available on –line • Learn how and where get information about health websites and condition –specific association at national and local level • Know how to manage a personal account to have access to the local e-health services: reservation medical appointment, management of the electronic medical dossier, download and upload health exams/GP’s prescriptions • Know the main services available about telemedicine: private and public sector • Take part in blog related to specific disease or health issue groups 	
UNIT 1 (4h)	In class (2h)	<p>ACCESS EUROPEAN AND NATIONAL RESOURCES ON E-HEALTH</p> <ul style="list-style-type: none"> • Knowing information and services available online about health issues at European and national level – Overview_ First part: • E-Health in Europe, the European health card (http://ec.europa.eu/health/ehealth/policy/index_en.htm; http://ec.europa.eu/social/main.jsp?catId=559&langId=it) • Interesting web-site on e-health at national level: <ul style="list-style-type: none"> ○ National Ministry of health <ul style="list-style-type: none"> ▪ (Italy: http://www.salute.gov.it/) ○ National health System <ul style="list-style-type: none"> ▪ (Italy: Local Health Authority such as : http://www.ausl.re.it/come-funziona-il-servizio-sanitario-nazionale-ssn.html) • Find specific information or material on the E-health website analyzed. • Follow the procedure to receive the newsletter edited by the National Ministry of Health • App national Ministry of Health (healthcare assistance abroad, body mass index, ...)
	E-activities (2h)	<ul style="list-style-type: none"> • Searching for web-site on Condition specific-associations (Alzheimer, stroke,...) <ul style="list-style-type: none"> ○ (e-information, e-interaction FB and blog • look at the “E-health encyclopedia” (within the Health Ministry website analyzed in class) the meaning of Parkinson disease” • look at the FB page of the Alzheimer association and see if there is any local association in your region/town (write down the contacts of the association)
UNIT 2 (4h)	In class (2h)	<p>ACCESS E-HEALTH SERVICES: ONLINE RESERVATION</p> <ul style="list-style-type: none"> • Be able to access and use services available on-line about health – the Online Medical appointment reservation: <ul style="list-style-type: none"> ○ Access to the website of the regional health system ○ Get information on the Local authority department (payments, FAQ, archive) ○ Online reservation services • Practical exercise: <ul style="list-style-type: none"> ○ Register on https://www.cupweb.it/cup_web_regionale/main.htm website
	E-activities (2h)	<ul style="list-style-type: none"> • Use the app myCup Reggio Emilia (to reserve a medical appointment using a smartphone or a tablet)

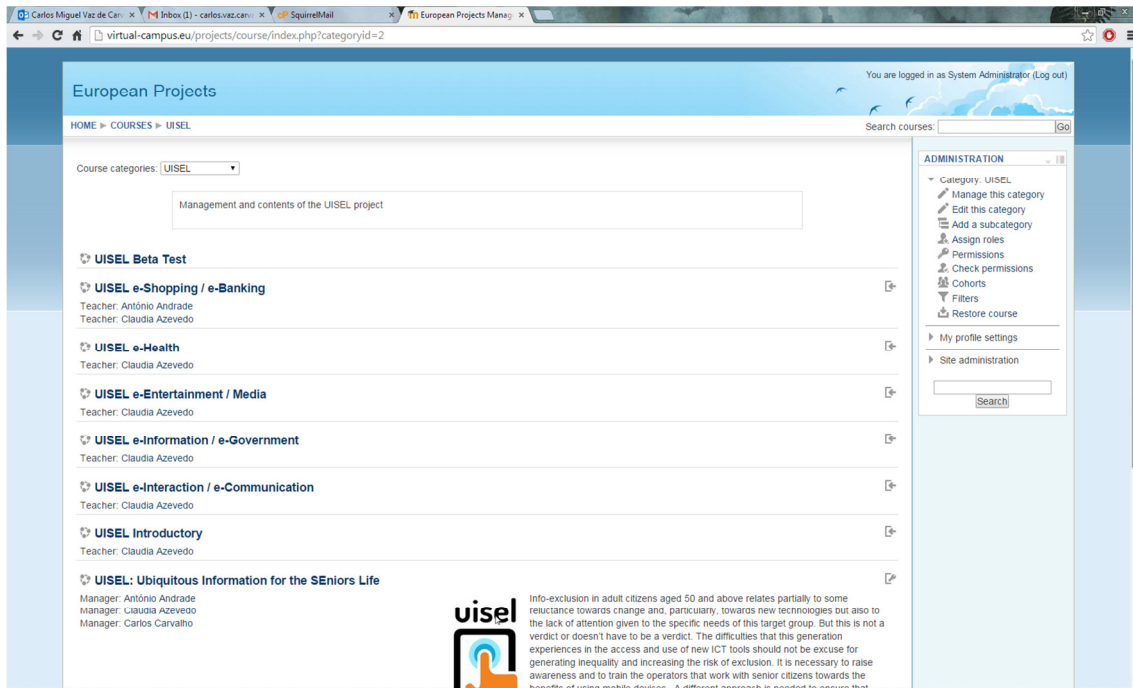
UNIT 3 (4h)	In class (2h)	<p>ACCESS E-HEALTH SERVICES: THE ELECTONIC MEDICAL DOSSIER</p> <ul style="list-style-type: none"> - The electronic medical dossier (http://support.fascicolo-sanitario.it/guida/prim-accesso/crea-il-tuo-account) <ul style="list-style-type: none"> o Registration (account) o Desks available o Mandate document <p>Practical exercises:</p> <ul style="list-style-type: none"> o Reserve and pay online an appointment o Delete a reservation
	E-activities (2h)	<ul style="list-style-type: none"> • The electronic medical dossier (www.fascicolo-sanitario.it #sthash.HU4jKm50.dpuf) <ul style="list-style-type: none"> o Creation of your dossier (upload documents,..) o Use of the Electronic medical dossier app
UNIT 4 (4h)	In class (2h)	<p>GET INFORMATION ON TELEMEDICINES AND HEALTH APP</p> <ul style="list-style-type: none"> • General explanation on telemedicine (including info on available APPs): <ul style="list-style-type: none"> o Definition o Overview on devices and services • Public sector: see possible devices and services offered at local level (are there any devices that can be prescribed by the GP?) • Practical exercise: look for public health website where it's possible to better understand how this new technology work
	E-activities (2h)	<ul style="list-style-type: none"> • Knowing information on telemedicine: <ul style="list-style-type: none"> o Overview on private companies at national and EU level o Comparing tools, prices and usability according to the different disease • Practical exercises on health app: <ul style="list-style-type: none"> o Use app about health (water tracker, blood analysis, ...) <p>Water tracker: https://play.google.com/store/apps/details?id=com.joe1327.watertracker&hl=it medicines reminder https://play.google.com/store/apps/details?id=com.medisafe.android.client body pressure https://play.google.com/store/apps/details?id=com.boxeelab.healthlete.bpwatch <ul style="list-style-type: none"> o Use the National Ministry of health app (smoking frequency, ...) https://play.google.com/store/apps/details?id=it.eng.bms.ministerofumo </p>

E-BANKING / E-SHOPPING module (16h)		
General Objectives	In the end of this module, trainees will be able to: <ul style="list-style-type: none"> • Eliminate the fear of performing economic transactions electronically • Identify the benefits and drawbacks of the electronic management of economic transactions • Know the basic functionality offered by financial institution • Understand the Internet facilities for shopping • Know and learn how to use different payment methods which can be used in electronic economic transactions 	
E-Banking		
UNIT 1 (4h)	In class (2h)	Access to electronic banking and basic functions <ul style="list-style-type: none"> • Study opportunities in each country / entity • Enabling electronic banking service • Identification and accessing electronic banking • Bank statements / balances review • Payments / return bills with direct debit orders
	E-activities (2h)	<ul style="list-style-type: none"> • Using electronic banking simulators • Enabling electronic banking • Performing real simple transactions (supervised by tutors on-line)
UNIT 2 (4h)	In class (2h)	Advanced features of electronic banking <ul style="list-style-type: none"> • Transfers • Management of payments / direct debits • Contracting and monitoring services: <ul style="list-style-type: none"> ○ Top up cell phones ○ Taxes/Insurance ○ Term deposits
	E-activities (2h)	<ul style="list-style-type: none"> • Using electronic banking simulators • Performing real complex transactions (supervised by tutors on-line)

E-Shopping		
UNIT 3 (4h)	In class (2h)	<p>E-Commerce: buy/sell services over the Internet</p> <ul style="list-style-type: none"> • Advertising in Internet • Search & compare • Types of purchases: <ul style="list-style-type: none"> ○ Direct purchasing ○ Group buying ○ Auctions • Customer Accounts • Shop at supermarkets • Buying travel tickets • Hotel booking • Buying event tickets
	E-activities (2h)	<ul style="list-style-type: none"> • Finding information about products • Creating customer accounts in sales service • Examples of practical access to electronic selling: <ul style="list-style-type: none"> ○ Direct purchase: amazon.es ○ Groups: groupon.es ○ Auctions: subastadeocio.es ○ Supermarket: mercadona.es ○ Flights/train/bus: iberia.com, renfe.es, alsa.es ○ Hotels: trivago.es ○ Tickets: entradas.com
UNIT 4 (4h)	In class (2h)	<p>Payment methods for electronic transactions</p> <ul style="list-style-type: none"> • Security in electronic payments • Direct payments with credit cards • <i>Virtual</i> payments: PayPal, virtual credit cards, ...
	E-activities (2h)	<ul style="list-style-type: none"> • Creating a PayPal account or similar service • Management PayPal account or similar service • Creating and using virtual credit cards

1. Content Access

The actual content can be accessed at the Learning Platform (D3.02).



The screenshot shows a web browser window displaying the UISEL Learning Platform. The page title is "European Projects" and the user is logged in as "System Administrator". The main content area lists several course categories under "UISEL Beta Test":

- UISEL e-Shopping / e-Banking (Teachers: Antonio Andrade, Claudia Azevedo)
- UISEL e-Health (Teacher: Claudia Azevedo)
- UISEL e-Entertainment / Media (Teacher: Claudia Azevedo)
- UISEL e-Information / e-Government (Teacher: Claudia Azevedo)
- UISEL e-Interaction / e-Communication (Teacher: Claudia Azevedo)
- UISEL Introductory (Teacher: Claudia Azevedo)
- UISEL: Ubiquitous Information for the Seniors Life (Managers: António Andrade, Claudia Azevedo, Carlos Carvalho)

An "ADMINISTRATION" sidebar on the right provides options for managing the course category, including "Manage this category", "Edit this category", "Add a subcategory", "Assign roles", "Permissions", "Check permissions", "Cohorts", "Filters", and "Restore course".

User access for the EACEA

Address: <http://virtual-campus.eu/projects/course/index.php?categoryid=2>

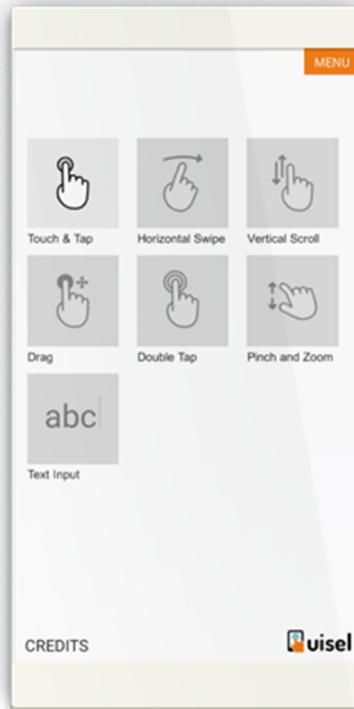
username: eacea_uisel

passwd: EAC34!Projects

Plus two interactive supporting applications have been developed:

- A serious game that allows users to easily understand the usage of mobile devices

<https://play.google.com/store/apps/details?id=eu.virtualcampus.uiselgame>



- An integrated app with an easy access to all the contents

<https://play.google.com/store/apps/details?id=eu.virtualcampus.uiselvideos>

