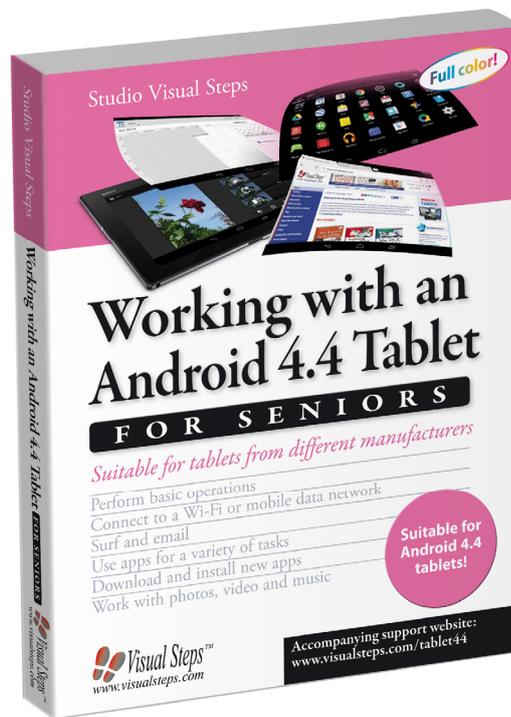


Teachers' Manual

for

Working with an Android 4.4 Tablet for Seniors



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 **Visual Steps**TM
www.visualsteps.com

1. Introduction

This course manual assumes a lesson structure consisting of nine points. These points have been divided into three groups. Each class period will generally have the following structure:

- A Introduction**
1. Make sure the students are ready for class to begin.
 2. Explain this lesson's objectives.
 3. Review any necessary background knowledge.
- B Instruction**
1. Present the subject matter.
 2. Help the students learn the material.
 3. Have the students demonstrate the requested techniques.
 4. Give feedback on the demonstrations.
- C Conclusion**
1. Assess the final results of the learning process (testing).
 2. Recap and demonstrate uses for what's been learned.

This lesson structure should be followed step-by-step from start to finish. Steps B1 through B4 will be frequently repeated, as the subject matter will be offered in small chunks (B1).

This means there will be many points at which the student might need some help (B2).

This also means that during a class, students will learn multiple techniques they can demonstrate (B3), to which the instructor should respond with approval or corrective comments as needed (B4).

On the next page you will see the **lesson structure** again, this time expanded with extra information to clarify the content of and "why" behind each step. This structure will also be followed in explaining the details for the three class meetings later in this manual. You can split the lessons which cover a longer chapter if needed. You may wish to handle the material in these chapters in separate sessions.

Plan to use the available class time as follows:

- Introduction 10-15%
- Instruction 60-70%
- Conclusion 20-25%

Lesson Structure

A Introduction **1. Make sure the students are ready for class to begin.**

The instructor can ask for silence, close the door, write an announcement on the board, or in some other way draw attention to the coming lesson.

2. Explain this lesson's objectives.

It is important for both student and instructor to know exactly what a lesson's desired results are. The student's work attitude, for example, depends upon whether he needs to recognize, commit to memory, or apply the material being presented.

Simply listing the subjects that will be covered is not enough. The instructor must explain them in recognizable terms.

3. Review any necessary background knowledge.

At the start of each lesson, the instructor should make sure the new information will connect to and build upon previously acquired concepts and skills. In order to do so, the instructor must first help the students recall (activate) the relevant knowledge.

B Instruction **1. Present the subject matter.**

The heart of the learning process is the offering of information by the instructor or by the textbook.

2. Help the students learn the material.

The instructor doesn't stand at the front of the class during the learning process, but rather moves around, observing the students' activities and offering support where necessary. The didactic approach being applied can be characterized as guided experiential learning.

3. Have the students demonstrate the requested techniques.

The point here is not to check whether students have done their homework, but rather to provide an opportunity for practicing the desired (final) techniques. Specific questions will give the students the opportunity to demonstrate to themselves and to the instructor that they understand or can apply the information.

4. Give feedback on the demonstrations.

It's instructive and reinforcing to provide students with feedback on their demonstrations of what they've learned.

Feedback on a student's execution of techniques often occurs naturally: it either works or it doesn't. In any case, feedback should provide information about correct execution of the techniques that are visible during the learning process.

C Conclusion 1. Assess the final results of the learning process.

The point of this step is to determine whether the student has accomplished the educational objectives, and whether he can execute the desired techniques with confidence. There are various forms of testing available for this: completing an exercise, for example, or answering questions. They don't all have to be given at the same time. Naturally, the tests should be tailored to the stated educational objectives.

2. Recap and demonstrate uses for what's been learned.

This last step is focused on helping the material sink in for the long term. As a result, this information should bridge multiple lessons and focus on making connections among different topics.

2. Previous Knowledge

No previous knowledge is assumed for this course.

3. General

The tablet can be set up and configured during the course. You can also decide to have the tablets set up beforehand. Step by step set-up instruction is given in Chapter 1. In this case, we advise you to instruct your students to read the applicable sections so they will become acquainted with the set up process.

In chapter 5 of the book, the students will learn how to purchase an app in the *Play Store*. An *Google Play Gift Card* or credit card may be used to pay for an app. You can also purchase a prepaid credit card. You can read more on about this on page 150 of the book. We advise you to inform your students about this matter in lesson 4, the lesson before Chapter 5 is discussed.

In chapter 6 and 7 of the book, the students will learn how to copy photos, videos and music files to a tablet. A computer or laptop is used to transfer the files. At the end of lesson 5 you can ask the students to bring a USB-stick containing a few of their own files to practice with for the next course meeting. Or you can have a few files saved on the computers where the students will be working. More information about the copying exercises can be found in sections *6.2 Copying Photos and Videos to Your Tablet* and *section 7.1 Copying Music to Your Tablet*.

4. Lesson Plan

There are seven lessons, covering Chapters 1 through 7.

Lesson 1 Chapter 1 Getting Started with Your Tablet

Lesson 2 Chapter 2 Using Email on Your Tablet

Lesson 3 Chapter 3 Surfing with Your Tablet

Lesson 4 Chapter 4 The Standard Apps on Your Tablet

Lesson 5 Chapter 5 Downloading Apps

Lesson 6 Chapter 6 Photos and Video

Lesson 7 Chapter 7 Music

If desired, you can split or combine lessons and/or prolong lessons.

First Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

You can do many different things with your **tablet**. Not just surfing the Internet and emailing, but also maintaining a **calendar**, playing **games**, listening to **music**, watching **videos**, and reading **books**, **newspapers**, and **magazines**. All these things are done by using **apps**. These are the programs that are installed on the tablet. In addition to the standard apps, you can add more apps (both free and paid) using the web store for apps called **Play Store**.

You can connect to the Internet on your tablet through a **wireless network (Wi-Fi)**. Wi-Fi provides access to the Internet over a distance of roughly 100 meters (328 feet). This access will depend on the router and the environment in which you are using the tablet. Sometimes there are public connections where you can use Wi-Fi right away, but usually the Wi-Fi connection is secured with a password.

Some tablets can connect to the Internet through a **3G/4G mobile data network**. This type of connection is useful in places where no Wi-Fi is available, but it does require a **3G/4G data subscription** or a **prepaid SIM card**. Ask your telecom provider for options available for your tablet.

In this lesson you will get to know your tablet and learn the **basic operations** for using it.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- turn on or unlock your tablet;
- set up your tablet;
- recognize the main components of a tablet;
- perform basic operations on the tablet;
- connect to the Internet through Wi-Fi;
- connect to the Internet through a mobile data network;
- create and add a *Google* account;
- update your tablet;
- lock or turn off your tablet.

3. Review any necessary background knowledge.

Since this is the first class, you can't refer back to previous classes.

B Instruction 1. Present the subject matter.

Pages 17-44.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 45-52.

Second Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

An *Android 4.4* tablet will often have two different email apps. These are the **Gmail** and **Email** apps. The *Gmail* app is developed especially for *Google Mail* accounts, also known as *Gmail*. The *Email* app lets you use the services from other email providers.

Both of these apps will allow you to write, send, and receive email in pretty much the same manner as you have become accustomed to on a regular computer.

In this lesson you will learn how to use the *Email* app. You will start by adding an existing **email account** to your tablet, so that you can start using the app right away.

You will then get acquainted with the keyboard and learn how to **type text, numbers, and special characters** on the screen of your tablet. You will learn how to **select, copy, and paste text** and how to use the **Auto correction function**.

In just a short time, you will see how easy it is to **create, send, receive, and delete** an **email** on your tablet.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- set up an email account in the *Email* app;
- write and send an email message;
- receive an email;
- move an email to the *Trash*;
- permanently delete an email.
-

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- turn on or unlock your tablet;
- set up your tablet;
- recognize the main components of a tablet;
- perform basic operations on the tablet;
- connect to the Internet through Wi-Fi;
- connect to the Internet through a mobile data network;
- create and add a *Google* account;
- update your tablet;
- lock or turn off your tablet.

B Instruction 1. Present the subject matter.

Pages 53-68.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 69-74.

Third Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

Your *Android* tablet may contain more than one app to **browse the web**. In this lesson you will get acquainted with the default web browsing app called **Chrome**. This app lets you browse and search the Internet on your tablet with ease. If you are accustomed to using Internet on a regular computer, you will soon see that surfing on your tablet is just as easy. The main difference is there is no need to use a mouse. You use **touch gestures** instead to navigate through a website.

First, you will learn how to **open a web page**, and how to **zoom in** and **out**. Then you learn the various methods for **scrolling**. You will also learn how to **open links** (also called hyperlinks), **switch between open web pages**, **save bookmarks**, and **search the Internet**.

If you are busy surfing the Internet, and want to stop for a moment to quickly answer an email in the *Email* app or **adjust a setting** in the *Settings* app, you do not need to worry. When you are finished you can return to the web page right where you left off. **Switching between apps** is effortless, because your *Android* tablet has multitasking capabilities. In this lesson you will soon discover how easy it is to switch between web pages and your recently opened apps.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- open the *Chrome* app;
- open a web page;
- zoom in and zoom out;
- scroll;
- open a link on a web page;
- open a link on a new tab;
- add a bookmark;
- search;
- switch between recently used apps.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- set up an email account in the *Email* app;
- write and send an email message;
- receive an email;
- move an email to the *Trash*;
- permanently delete an email.

B Instruction 1. Present the subject matter.

Pages 75-91.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 92-96.

Fourth Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

Your tablet has plenty of other useful apps besides *Email* and *Chrome*. The **People app** is the standard app for managing information about your contacts. The **Calendar app** can be used to manage appointments and other activities.

The **Maps app** can be used to look up an address or find a well-known location. You can view the location on a regular map or with satellite imagery. Many locations include the **Google Street View** function. This function makes it appear as if you are standing there on the spot. Once a desired location has been found, you can get **directions** on how to arrive there by car, walking, cycling, or by public transportation.

Google Search is the default app for searching on your tablet. You can use it to search your apps, contacts, messages, and music stored on your tablet, and if you are connected to the Internet, you can search the Internet as well.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- add, edit, and delete contacts in the *People* app;
- add, edit, and delete appointments in the *Calendar* app;
- determine your current location in the *Maps* app;
- search for a location and get directions;
- search with the *Google Search* app;
- close apps.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- open the *Chrome* app;
- open a web page;
- zoom in and zoom out;
- scroll;
- open a link on a web page;
- open a link on a new tab;
- add a bookmark;
- search;
- switch between recently used apps.

B Instruction 1. Present the subject matter.

Pages 97-127.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 128-144.

Fifth Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

In the previous lessons you have become acquainted with some of the standard apps installed on your tablet. In the **Play Store** app there are literally thousands of apps that can be purchased or acquired for free. New apps can provide additional productivity, help you to accomplish daily tasks quickly, and give you hours of entertainment.

There are far **too many apps to list all of them** in this book. There are apps for newspapers and magazines, weather forecasts, games, recipes, and sports results. You will surely find something that interests you.

In this lesson you will learn how to **download a free app** from the *Play Store* app. If you want to **purchase an app**, you can use a **Google Play Gift Card** to pay for it, or link a **credit card** to your *Google* account. It only takes a few steps to do this.

Once you have purchased some apps, you can **change the order** in which they are arranged on the screen of your tablet. You can even **create folders** for you apps and **store related apps** in them. You can also **delete** the apps you no longer want to use.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- download and install a free app;
- download and install a paid app;
- set up a password for your purchases;
- move apps;
- save apps in a folder;
- delete apps.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- add, edit, and delete contacts in the *People* app;
- add, edit, and delete appointments in the *Calendar* app;
- determine your current location in the *Maps* app;
- search for a location and get directions;
- search with the *Google Search* app;
- close apps.

B Instruction 1. Present the subject matter.

Pages 145-163.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 164-174.

Sixth Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

Some tablets only have a **camera on the front**, whereas others have **cameras on both the front and back side** of the tablet. The camera on the front is mainly intended for taking **self-portraits**, and for **video-chatting**. If your tablet is also equipped with a camera on the back, you can use your tablet for **taking pictures** and **recording videos**.

You can **copy photos** and **videos from your computer** to your tablet and the other way around, from your tablet to your computer.

Your tablet contains one or more apps with which you can view photos and videos. In this lesson we discuss the standard **Camera** and **Gallery apps**. You can view photos on your tablet one at a time or as a **slideshow**. You can also **edit photos** with the *Gallery* app. You can use the *Email* app to **send your photos by email**.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- take pictures and record videos with your tablet;
- copy photos and videos to your tablet;
- view photos;
- zoom in and zoom out;
- edit a photo;
- send a photo by email;
- play a video.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- download and install a free app;
- download and install a paid app;
- set up a password for your purchases;
- move apps;
- save apps in a folder;
- delete apps.

B Instruction 1. Present the subject matter.

Pages 175-197.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 198-212.

Seventh Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

You can **copy music** from your computer to your tablet and then **play it** on your tablet. You can listen to your music with the **Play Music app**. This app also lets you easily create a **playlist** of your favorite songs.

You can **purchase** additional **music** in the **Play Store app**. You may also want to take a look at the **All Access** option. This service allows you to listen to millions of songs at a fixed monthly rate.

This lesson is mostly about copying music from your computer and then playing it on your tablet. The other options are briefly discussed in the tips.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- copy music to your tablet;
- play music;
- create a playlist.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- take pictures and record videos with your tablet;
- copy photos and videos to your tablet;
- view photos;
- zoom in and zoom out;
- edit a photo;
- send a photo by email;
- play a video.

B Instruction 1. Present the subject matter.

Pages 213-228.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.
See the general lesson structure.

4. Give feedback on the demonstrations.
See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 229-232.

5. Other Course Material

Each Visual Steps book is also optimized for classroom use.

If you would like to be informed about the Visual Steps books, please sign up for the Visual Steps newsletter. Our newsletter will inform you about forthcoming books, additional chapter supplements, tips and tricks, special offers and more. Your details will not be used for any purpose other than to send you our newsletter and each newsletter contains a one-click link, allowing you to unsubscribe at any time.

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