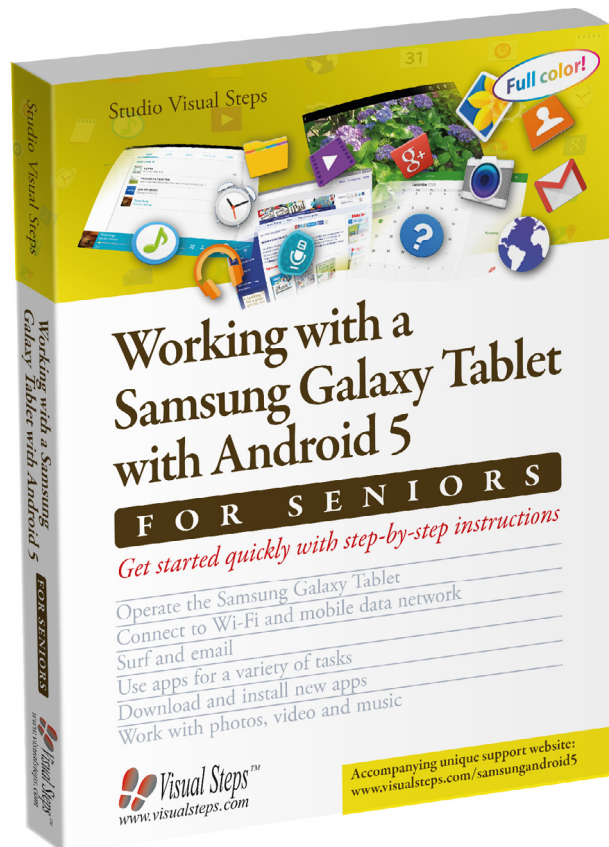


Teachers' Manual

for

Working with a Samsung Galaxy Tablet with Android 5 for Seniors



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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 eight 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 Samsung Galaxy Tab can be set up and configured during the course. You can also decide to have the Tabs 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 6 of the book, the students will learn how to purchase an app in the *Play Store*. A *Google Gift Card* may be used to pay for an app.

We advise you to inform your students about this matter in lesson 5, the lesson before Chapter 6 is discussed.

To follow the steps in section 7.5 Printing a Photo, you will need a printer.

4. Lesson Plan

There are eight lessons, covering Chapters 1 through 8.

Lesson 1 Chapter 1 The Samsung Galaxy Tab

Lesson 2 Chapter 2 Using Email on Your Tablet

Lesson 3 Chapter 3 Surfing with Your Tablet

Lesson 4 Chapter 4 Managing Your Contacts, Calendar, and Widgets

Lesson 5 Chapter 5 Maps, Google Search, and Managing Files

Lesson 6 Chapter 6 Downloading Apps

Lesson 7 Chapter 7 Photos and Video

Lesson 8 Chapter 8 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).

The **Samsung Galaxy Tab** is an easy-to-use **tablet** made by Samsung which will enable you to do many things. Not only can you **surf the Internet** and **send emails**, you can also **keep a calendar**, **play games**, **take pictures**, **shoot videos** and **read books, papers or magazines**. All these things are done by using *apps*. Apps are the programs installed on the Samsung Galaxy Tab. Along with the standard apps that are already installed on your tablet; you can add many (free and paid) apps by using the **Play Store**. This is the web shop where you can acquire new apps.

If you connect your Samsung Galaxy Tab to the computer you can use the free **Smart Switch** program to **manage** the **content** of your tablet. After you have safely disconnected the tablet from the computer, you can use the tablet anywhere you want. Depending on the type of tablet you have purchased, you can **connect** to the Internet through a **wireless network (Wi-Fi)**, or through a **mobile data network**.

In this lesson you will become acquainted with the Samsung Galaxy Tab and you will learn the **basic operations** for using the tablet and the **onscreen keyboard**.

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

- turn on or unlock the Samsung Galaxy Tab;
- set up the Samsung Galaxy Tab;
- use the main components of the Samsung Galaxy Tab;
- perform basic operations on the Samsung Galaxy Tab;
- work with the onscreen keyboard;
- update the Samsung Galaxy Tab;
- connect to the Internet through a wireless network (Wi-Fi);
- connect to the Internet through a mobile data network;
- download and install *Smart Switch*;
- connect the Samsung Galaxy Tab to the computer;
- safely disconnect the Samsung Galaxy Tab;
- create a *Google* account;
- register your *Google* account on your tablet;

- lock or turn off the Samsung Galaxy Tab.

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 17-58.

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 59-76.

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).

Most Samsung Galaxy tablets are equipped with **two standard apps** for using **email**: **Gmail** and **Email**. The **Email** app allows you to use the email services from any provider you like. With both apps you can write, send and receive email messages, just like you do on your computer.

In this chapter you will learn how to use the **Email app**. To start using this app, you must first **add an email account**.

It is easy to use your Samsung Galaxy Tab to **compose** an **email**. In this chapter you will practice doing this. You will learn how to **select**, **copy**, **cut**, and **paste text** on the screen of the Samsung Galaxy Tab. You will also get acquainted with the **Predictive text function**.

Later we will explain how to **send**, **receive** and **delete email messages**.

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

- set up an email account in the *Email* app;
- use the *Predictive text* function;
- cut, paste and copy text;
- send an email;
- 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 the Samsung Galaxy Tab;
- set up the Samsung Galaxy Tab;
- use the main components of the Samsung Galaxy Tab;
- perform basic operations on the Samsung Galaxy Tab;
- work with the onscreen keyboard;
- update the Samsung Galaxy Tab;

- connect to the Internet through a wireless network (Wi-Fi);
- connect to the Internet through a mobile data network;
- download and install *Smart Switch*;
- connect the Samsung Galaxy Tab to the computer;
- safely disconnect the Samsung Galaxy Tab;
- create a *Google* account;
- register your *Google* account on your tablet;
- lock or turn off the Samsung Galaxy Tab.

B Instruction 1. Present the subject matter.

Pages 77-89.

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 90-100.

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).

In this lesson you will learn more about the *Internet* app. This is the **web browser** application that comes with your Samsung Galaxy Tab. You can use this app to **surf** the Internet on your tablet.

You will learn how to **open a web page** and you will get acquainted with other touch gestures that allow you to **zoom in**, **zoom out** and **scroll**. We will also explain how to **open links** (also called hyperlinks) and work with **saved web pages**.

You can use the *Internet* app to open multiple web pages at once. As you work through this chapter you will see how easy it is to **switch** between these open pages.

While you are surfing you may see a need to adjust a **particular setting**. Your Samsung Galaxy Tab is able to execute multiple tasks at once, so you can do this at any time. You can **switch** from one **app** to another, recently used app. All of these things are explained in this lesson.

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

- open the *Internet* app;
- open a web page;
- zoom in and zoom out;
- scroll;
- open a link on a web page;
- open a link in a new tab;
- switch between open web pages;
- 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;
- use the *Predictive text* function;
- cut, paste and copy text;
- send an email;
- receive an email;
- move an email to the *Trash*;
- permanently delete an email

B Instruction 1. Present the subject matter.

Pages 101-120.

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 121-126.

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 Samsung Galaxy Tab contains a number of other **standard apps** besides *Email* and *Internet*. For example, you can use the **Contacts** app to **manage** your **contacts**. You can add contacts and **synchronize** them with the contacts list on your **computer**. If you choose this option, the contacts on your Tab and on your computer will become the same. You can edit or delete the contacts contained in the list directly with your Samsung Galaxy Tab.

In the **S Planner** app (also called **Calendar** app) you can keep track of your **appointments** and other **activities**. If you already keep a calendar in the *Microsoft Outlook* program, you can transfer this calendar to your Samsung Galaxy Tab. You can also **add**, **edit**, and **delete** events directly on the Tab.

Along with these handy apps, your tablet also features a number of standard **widgets**. These are **small programs** that **offer information** from the Internet or provide other useful functions. In this chapter you will find out more about them.

In this lesson, you will learn how to:

(also write this somewhere that's easy for the students to read)

- add contacts in the *Contacts* app;
- search for contacts;
- edit and delete contacts;
- add calendar items in the *S Planner* app;
- edit and delete calendar items;
- work with widgets

3. Review any necessary background knowledge.

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

- open the *Internet* app;
- open a web page;
- zoom in and zoom out;
- scroll;
- open a link on a web page;

- open a link in a new tab;
- switch between open web pages;
- add a bookmark;
- search;
- switch between recently used apps.

B Instruction 1. Present the subject matter.

Pages 127-147.

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 148-156.

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 **Maps** app you can look up **addresses** and **well-known locations**. You can view these locations on a **regular map** and on a **satellite photo** as well. Many locations allow you to use the **Google Street View** function. This makes it look as if you are actually there, on the spot. Once you have found the desired location, you can get directions on how to get there.

Google Search is the search function on your Samsung Galaxy Tab. This function enables you to **search all the apps, contacts, messages, and music** stored on your Samsung Galaxy Tab. If you are connected to the Internet you can also use this function to search the Internet.

Furthermore, you can also **manage files** on your tablet. For example, files or photos you have downloaded from the Internet. You can find these files with the **My Files** app. You can **place these files** in a specific folder, or **delete** them, among other things.

In this lesson, you will learn more about these useful apps. You will also learn how to **close an app** or **turn it off**.

In this lesson, you will learn how to:

(also write this somewhere that's easy for the students to read)

- determine your present location in the *Maps* app;
- view a satellite photo;
- find and view a location with *Street View*;
- get directions;
- search with the *Google Search* app;
- work with the *My Files* app;
- close apps.

3. Review any necessary background knowledge.

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

- add contacts in the *Contacts* app;
- search for contacts;
- edit and delete contacts;

- add calendar items in the *S Planner* app;
- edit and delete calendar items;
- work with widgets

B Instruction 1. Present the subject matter.

Pages 157-174.

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 175-184.

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).

In the previous chapters you have become acquainted with a number of the standard apps that are pre-installed on the Samsung Galaxy Tab. But there are many more things you can do with this handy tablet. In the **Play Store** you will find thousands of additional apps that can be purchased or acquired for free.

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 undoubtedly find an app that interests you!

In this lesson you will learn how to **download** a free **app** from the *Play Store*. If you want to purchase an app, you can use a **Google Gift Card** to pay for it, link a **credit card** to your **Google account** or pay through your **PayPal 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 Tab. You can even **create folders** for your apps and store related apps in them. You can also **delete** the **apps** you no longer want to use.

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

- download and install a free app;
- redeem a *Google Gift Card*;
- purchase and install an app;
- 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:

- determine your present location in the *Maps* app;
- view a satellite photo;
- find and view a location with *Street View*;

- get directions;
- search with the *Google Search* app;
- work with the *My Files* app;
- close apps.

B Instruction 1. Present the subject matter.

Pages 185-204.

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 205-218.

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).

The two cameras on the Samsung Galaxy Tab offer a wealth of possibilities for **taking pictures** and **shooting videos**. You can use the **Camera** app to access both of these cameras. The camera on the back of the Tab allows you to take a picture or film an interesting object. With the front camera you can create a **self-portrait**.

The **Gallery** app can be used to view your photos. You can view them one at a time, or display them as a **slideshow** on your Tab.

To **play** your **videos** you can use the **Video** app.

In this lesson, you will learn how to:

(also write this somewhere that's easy for the students to read)

- take pictures with your Samsung Galaxy Tab;
- switch between the front and rear cameras;
- film a video with your Samsung Galaxy Tab;
- view photos;
- zoom in and zoom out;
- view a slideshow;
- send a photo by email;
- print a photo;
- copy photos and videos to the computer;
- play the video you have recorded.

3. Review any necessary background knowledge.

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

- download and install a free app;
- redeem a *Google Gift Card*;
- purchase and install an app;
- move apps;
- save apps in a folder;
- delete apps.

B Instruction 1. Present the subject matter.

Pages 219-235.

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 236-244.

Eighth 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 Samsung Galaxy Tab comes with an extensive music player called the **Music** app. If you have **music files** stored on your computer, you can **copy** these files to your Samsung Galaxy Tab with **File Explorer**.

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

- copy music to your Samsung Galaxy Tab;
- play music on your Samsung Galaxy Tab;
- create a playlist on your Samsung Galaxy Tab;
- delete music from your Samsung Galaxy Tab.

3. Review any necessary background knowledge.

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

- take pictures with your Samsung Galaxy Tab;
- switch between the front and rear cameras;
- film a video with your Samsung Galaxy Tab;
- view photos;
- zoom in and zoom out;
- view a slideshow;
- send a photo by email;
- print a photo;
- copy photos and videos to the computer;
- play the video you have recorded.

B Instruction 1. Present the subject matter.

Pages 245-252.

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 253-256.

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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