



PLA Digital Literacy Workshop Incentive Office Hour

Thursday, May 19

Welcome!

Mary Hirsh, Deputy Director, PLA

Michelle Frisque, Independent Consultant

BB Browne, Program Officer, ALA Public Programs Office



Provided by AT&T and PLA

Our Agenda

- Overview of DigitalLearn
- Training Materials Preview
- Incentive Program Details and Requirements
- How to Apply
- All Your Questions, Answered!
 - Ask your questions in the chat as we go
 - Come off mute during Q&A



Sign Up / Log In

Search Courses



Use a computer to do almost anything!

Choose a course below to start learning or search courses.

If you are new to computers, haven't used them for a while, are a little unsure and uncomfortable, or just need a bit of a refresher, we have the tools to help you tackle technology at your own pace and gain the confidence you need to succeed.

Starting Out

Basic Search (New!)

Learn about search engines and get started searching the internet.

🕒 7 mins

Navigating a Website (New!)

Learn your way around websites.

🕒 6 mins

Getting Started on a Computer (New!)

What a computer is and how to use a mouse and keyboard.

🕒 21 mins

Intro to Email (New!)

Get started with email.

🕒 15 mins

Intro to Email 2: Beyond the Basics (New!)

Learn more than the basics of navigating your email account.

🕒 28 mins

Using a PC (Windows 10) (New!)

Learn the basics of using a PC with the Windows 10 Operating System.

🕒 22 mins

PLA's Partnership with AT&T

- Revised or developed 11 new DigitalLearn courses
 - English and Spanish
- Developed 8 new training materials
 - Off the shelf packages to deliver live trainings
- Broad promotion for adoption of these new materials

Tools and Resources for Trainers

- Internet Basics
- Cybersecurity Basics
- Email Basics
- Computer Basics (Windows 10)
- Computer Basics (Mac OS 11)
- Video Conferencing (Zoom)
- Tablet Basics (Android)
- Tablet Basics (iOS)

Available both in English and Spanish

Tools for learners <https://www.digitallearn.org/>



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Courses: Tracks & Classes

Getting Started



Computer Basics



Tablet Basics

Hardware



PC Hardware

Computer Basics Workshops

Tools for Learners



[Courses](#) | [Get Blank Templates](#) |

Tools and Resources for Trainers

Computer Basics

Video Conferencing Basics (New)

Learn how to set up and participate in a video conference using Zoom.

Mouse & Keyboard Basics

Learn different ways to click, use special keys and navigate the keyboard

Video Conferencing Basics

Computer Basics >> Video Conferencing Basics (New)

 10 files and 0 images













Have something to contribute?
[Get in touch](#)

Contributed by: AT&T, Learning Alchemy LLC, Michelle Frisque Consulting Group LLC, and the Public Library Association.
Topics: Computer Basics

In this workshop, attendees will learn how to create an account on a popular video conferencing platform (Zoom) and build confidence when using features of the platform in an online meeting.

Class Files

 Learner_Han... PDF File	 Learner_Han... Microsoft Word	 Learner_Act... PDF File
 Learner_Act... Microsoft Word	 Instructor_G... PDF File	 Instructor_G... Microsoft Word
 Instructor_... Microsoft PowerPoint	 Volunteer_P... Microsoft Word	 To_Do_List_... Microsoft Word
 Certificate... PDF File		



Download All Files

Each workshop includes:

- PowerPoint presentation
- Learner Handout
- Activity Sheet
- Instructor Guide
- Certificate of Completion

Video Conferencing Basics Learner Handout



Joining a Meeting

For many of us, the first time we use a video conferencing tool is when someone else invites us to a meeting. We typically receive an invitation through email.

The image shows an email invitation for a Zoom meeting. The email is from 'donotreply' to 'me'. The subject is 'Parent Teacher Conference'. The body of the email contains the following information:

- Ms. Brown is inviting you to a scheduled Zoom meeting.
- Topic: Parent Teacher Conference
- Time: Oct 8, 2021 06:30 PM Eastern Time (US and Canada)
- Join Zoom Meeting
- <https://us06web.zoom.us/j/86959354609?pwd=Nmh5dG52Y1FXQ>
- Meeting ID: 869 5555 4609
- Passcode: 944441
- One tap mobile
- +13155566799,,55559354609#,,,,*944441# US (Chicago)
- +16465558656,,55559354609#,,,,*944441# US (New York)
- Dial by your location
- +1 312 555 6799 US (Chicago)
- +1 646 555 8656 US (New York)

Callouts on the right side of the screenshot identify the following information:

- Who is inviting you**: Ms. Brown
- Topic**: Parent Teacher Conference
- Date and Time**: Oct 8, 2021 06:30 PM Eastern Time (US and Canada)
- Link to join**: <https://us06web.zoom.us/j/86959354609?pwd=Nmh5dG52Y1FXQ>
- Meeting ID and Passcode**: Meeting ID: 869 5555 4609, Passcode: 944441
- Phone numbers**: +1 312 555 6799 US (Chicago), +1 646 555 8656 US (New York)

Video Conferencing Basics Training Workshop

Instructor Outline: Video Conferencing

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 some experience setting up personal accounts online and are interested in video conferencing. It will support attendees to create an account on a popular video conferencing platform (Zoom) and build confidence when using features of the platform in an online meeting. Please see notes below on adjustments for delivering this workshop virtually.

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 video conferencing. Learners will create a personal account and explore basic features for attending and hosting meetings. A primary objective of the workshop is for learners to increase confidence in their ability to engage in online meetings.

Slide 6: Joining a Meeting (continued).

INSTRUCTOR NOTE: Point out each element on the slide as you mention it.

The invitation includes:

- Who is inviting you to the meeting
- The purpose of the meeting (the topic)
- The date and time
- A link to join the meeting
- Telephone numbers to use to call into the meeting (Phone numbers may or may not be part of the invite.)

You can still attend a meeting using your phone, even if you don't have access to a computer, the internet, or a mobile device that has a camera. When calling in from your phone, you may need to use your telephone keypad to enter the meeting ID and passcode.

On the day and time of the meeting, you would click on the Join Zoom Meeting link in the email you received. You can also access the meeting by pasting this link into an internet browser.

Slide 7: Joining a Meeting (continued).

The first time you use Zoom, you'll be asked to download and open a Zoom app. You can follow the prompts on screen to install the application.

[Click Enter to display popup] After it is installed, a popup window displays. Click on Open Zoom.us.app.

Slide 8: Joining a Meeting (continued).

Once you're logged into the meeting, a box appears with a message asking if you would like to join with computer audio. When you click on this link, you will enter the meeting.

During the meeting, Zoom will use your computer's internal microphone and speakers or the headset you have connected to your computer. You need a microphone to make sure everyone in the meeting can hear you.

Slide 9: Joining a Meeting (continued).

What if you don't have access to the internet, or you don't want to use the microphone on your computer? In that case, you may be able to join the meeting by calling a telephone number in the meeting invitation. You will need to enter the meeting ID number and passcode before you can join the meeting.

Introduction (continued)

Video conferencing:

A live meeting between two or more people online.



Common Tools



Video conferencing, which is sometimes referred to as web conferencing, is a live meeting between two or more people online. You can use video conferencing tools to connect with family, friends, co-workers, your children's teachers, and more. There are many tools you can use to meet with an individual or a group online. In this workshop, we'll be using Zoom.

ACTIVITY #1: Creating an Account

1. Log on to the internet and go to **https://zoom.us**.
2. Click on the orange button that says “**Sign Up**” on the upper right.
3. Follow the prompts to verify your age.
4. Enter your **email address** and click on the “Sign Up” button.
5. Go to your email account, open the email sent from Zoom, and click on the confirmation link.
6. Enter your name and **create a password** for your account.
 - a. My email address is: _____
 - b. My password is: _____
7. Click on “Continue” to finish the registration process.

Note: Take this sheet home and store it in a safe place in case you forget your information.

ACTIVITY #2: Exploring Zoom Features

1. Locate the Mute/Unmute icon. Click on the caret next to the button. Click on “**Test Speaker and Microphone**” and go through the steps.
2. Locate the Video icon. Click on the caret next to the button. Click on “**Video Settings.**” Write down two features you can adjust in the Video Settings.

Feature 1 _____

Feature 2 _____
3. Click on the Chat icon. **Type a message in chat** and send it. Bonus: add an emoji to your chat message.
4. Click on the **Reactions** icon. Practice a) raising and lowering your hand and b) find and click your favorite animal emoji.
5. Click on the **Participants** icon. Roll over your name and click on “More.” Select “Rename” and make a change to the way your name displays.

Volunteer Zoom Participant Guide

Video Conferencing Basics Training Workshop

Please use the Zoom invitation sent to you by the workshop instructor to enter the Zoom meeting at the appropriate date and time.

The instructor will discuss the different Zoom features listed below for workshop participants. Information in black italics will give you a general idea of what the instructor will discuss. Please use the information in blue text to participate with the instructor.

We have a volunteer who's joining my demo Zoom meeting today, to help me show you the features.

Instructor will admit you if you're not already in the meeting. Please mute yourself.

Microphone

*The first item in the toolbar is the **Mute button**. You can use this button turn your sound off and then back on again. Try muting and unmuting your microphone.*

If the Unmute has a red slash going through it, your microphone is turned off. When the mute button is off, no one in the meeting can hear what you say.

Instructor may ask you to turn on your microphone and say something, depending on whether or not their computer has speakers for workshop participants to hear you.

Video

*The second item on the toolbar is the **Video icon**. You can use this button to turn your video camera on or*

Certificate of Completion

This award certifies that

has completed

Video Conferencing Basics



Disclaimer: None of the other companies whose names or logos appear in these educational materials have been involved in the creation of these materials, or approve, sponsor, or are affiliated in any way with these materials.

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Available both in English and Spanish

The Incentive Opportunity

- Libraries can apply for funding to host workshops using the new training materials
 - Must choose from among new materials
 - Available in English and Spanish
- Two tiers of funding available
 - **\$4,000**
 - Minimum 2 workshops for 12 learners by Dec., 1 additional workshop for 6 learners by March
 - **\$7,000**
 - Minimum 3 workshops for 30 learners by Dec, 2 additional workshops for 20 learners by March
- Application is open through June 10
- Expect to notify libraries of status in early August
- Release funding in early September

Eligible Uses of Incentive Funds

- Hire trainers to conduct the workshops
- Promotional materials
- Advertisements, digital ad
- Non-capital equipment to be used for training (e.g., a computer and/or a projector to be used specifically for trainings).
- Print handouts, certificates and other learner materials for in-person trainings.
- Translate online course or training materials into languages other than currently available English and Spanish resources.
- Rent a space for training (if needed and not held in a library).
- Purchase project supplies (e.g., paper, post-its, printing, etc.).
- Provide snacks for attendees at in-person trainings.
- Purchase PPE such as masks, hand and equipment sanitizer for in-person trainings.
- *A note of caution: Funds cannot be used for E-Rate eligible expenses. Check with your state E-Rate coordinator if you have questions!*

Requirements

- In addition to meeting the workshop and learner numbers....
- Develop promotional plan to recruit learners for underserved or under-resourced groups, such as newly connected families
- Share workshop schedule with PLA and AT&T
 - If applicable, local AT&T reps may reach out to you directly
- Use Project-Outcome based surveys to collect learner outcomes
- Join project community and participate in related webinars
- Comply with all PLA reporting and paperwork deadlines
 - We try to keep this light but we do need to collect some info and data

Who Can Apply

- Any public library system in the United States
 - Apply at system level please!
- Do not have to be an ALA or PLA member
- Do not have to be an AT&T customer
- Do have to be committed to increasing digital literacy skills in your community

APPLICATION INFO

- How to Apply
- Application Walkthrough
- Review Criteria

PLA Digital Literacy Workshop Incentive, supported by AT&T

Public WiFi Access Micro Grant Program

Skilling for Employment Post COVID-19

Early Literacy

+ Equity, Diversity, Inclusion, and Social Justice

+ Family Engagement



Application Guidelines

INTRODUCTION


Community members come into public libraries every day, hoping to complete life tasks many of us take for granted, but sometimes lacking the basic computer skills needed to accomplish them. PLA offers digital literacy programs to help you help patrons reach their goals. A recent PLA collaboration with AT&T has added both content and local partnership opportunities to encourage public libraries and other community partners to promote and teach digital skills together using the DigitalLearn platform!


PLA Digital Literacy Workshop Incentive, supported by AT&T is designed to support library adoption of the PLA DigitalLearn online courses and training materials developed with support from AT&T, freely available at DigitalLearn.org to help libraries build digital skills in their community. Applications will be accepted May 16–June 10, 2022. To begin the application process, [go to the online application](#) and create a new account or login to your existing account. You may also wish to preview the application as a PDF before getting started.



Logon Page

Your Session Has Expired

 As a security measure, since your session was inactive, it has timed out.
To start a new session, please log in below.
If you received a third-party link in an email, revisiting the provided link will log you in.

 If you were filling out an application, it was automatically saved prior to timing out.
You can finish by choosing it from the Dashboard after logging back in.

Email Address*

Password*

Log On

Create New Account



[Forgot your Password?](#)

Welcome to ALA Apply, the American Library Association's Grant Management System.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. Be sure to keep this login information for your organization's records. You can find additional information about how to create an account and use the system on our [How to Apply](#) page.

Existing Users: If you have already used our new online grant system, but have forgotten your password, please click "Forgot Your Password?"

Cancel Account Creation

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name*

Elena's Test Account

Web Site

Telephone Number (###-###-#### x###)*

312-280-5286

Organization Email

Address 1*

123 Test Street

Address 2

City*

Chicago

State*

IL


Postal Code*

60601

Country

Next >

Email Confirmation

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *American Library Association* <administrator@grantinterface.com>, look in your junk or spam folder.

To remove *American Library Association* <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking
- I have not received the email

[Send Email Again](#)

[Continue](#)



Apply



Role (Applicant)

Applicant Dashboard

Public Profile

Applicant:
they/them B.B. Cooper
beebrowne@gmail.com
000-000-0000
72 E Street
Wallaby, PA 60608



Organization:
B.B.'s Test Organization
00-0000000
000-000-0000
72
Wallaby, PA 60608

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 0

Historical Requests 1

You do not have any Active Requests. Click [Apply](#) to begin the application process.

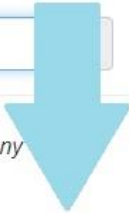


Apply

Role (Applicant)

Apply

Quick Search



To start a new application, click the **Apply** button to the right. If you'd like to preview the application form you can do so by clicking on the **Preview** button. (Please note, any that you do in preview mode will not be saved.)

PLA Digital Literacy Workshop Training Incentive

Accepting Submissions from 05/16/2022 to 06/10/2022

Apply

PLA Digital Literacy Workshop Incentive Supported by AT&T

Public library recipients will receive financial support (\$4,000-\$7,000) to conduct digital literacy workshops using PLA's new and improved DigitalLearn.org courses and training materials.

Applications close June 10, 2022.

The Public Library Association is dedicated to helping libraries close the digital divide in their communities. Through PLA, libraries have access to [DigitalLearn.org](#) and a wealth of trainings, tools, and resources that build digital literacy skills.

PLA is proud to partner with AT&T to expand upon its work helping libraries and their communities close the digital divide. In May 2022, public libraries will be invited to apply for the PLA Digital Literacy Workshop Incentive supported by AT&T, which offers funding for public libraries to conduct digital literacy training in their communities using the new and improved DigitalLearn courses and training materials.

This incentive program is made possible with generous support from AT&T Connected Learning.

Applications for the 2021-2022 cycle will open on May 16. To be notified about this and other grant opportunities from ALA's Public Programs Office, sign up for the [Programming Librarian](#) newsletter.

Walkthrough of the Application

Let's go to the ALA grants system and check out the application.

What are Reviewers Looking for?

- Provide an overview of the library and the community it serves, including demographics, dynamics, and key issues or challenges it faces in relation to digital literacy.
- Provide clear indication of which training materials will be used.
- Provide clear indication of timing for workshops, aligned to reporting schedule.

What are Reviewers Looking for?

- Demonstrate how the library will increase digital literacy programming in the community for under-served populations.
- Present a compelling case for how this grant will advance library's efforts in reaching under-represented groups, historically marginalized audiences, or members of your community that your library has not reached previously.

Application Tip: Read (and implement!) the Guidelines

- Targeted marketing and outreach plan for attracting required attendee numbers from the identified underserved/in-need population
- Budget that supports the project plan
- Identification of possible partner organization
- Agree to invite local AT&T representatives to attend and participate in workshops, if applicable

Final Details

- Application is open through June 10
- Apply at the system level
- Can review new materials at digitallearn.org
 - Look for items labeled New!
- Review FAQs, Requirements, Application PDF in advance at
 - <https://www.ala.org/pla/initiatives/digitalliteracy/incentive>
- **All materials are free to all libraries, no matter incentive participation status. Please use them in your communities!**
- And with that, let's answer your questions!