

Session Name: APS/GCF Session 2: Computer Safety & Maintenance

Trainer Names:



We Learn. We Share. We Thrive.

GCF Technology Training

Link to Slide Deck: [Deck 2 - Computer Safety & Maintenance](#)

Training Description: The four lessons presented in this session orient the learners to the various ways in which they can keep their computer clean, safe, and free of viruses and malware. Learners will also explore ways to keep their physical body safe while using a computer.

Training Objectives: By the end of the session, participants will be able to:

1. Identify ways to take care of your own computer and keep your computer safe
2. Create a safe workspace
3. Try some Basic Troubleshooting Techniques

Training Lessons (GCF)

Lesson 16: Computer Basics, Keeping your computer clean

<https://edu.gcfglobal.org/en/computerbasics/keeping-your-computer-clean/1/>

Lesson 17: Computer Basics, Protecting Your Computer

<https://edu.gcfglobal.org/en/computerbasics/protecting-your-computer/1/>

Lesson 18: Computer Basics, Creating a Safe Work Environment

<https://edu.gcfglobal.org/en/computerbasics/creating-a-safe-workspace/1/>

Lesson 19: Computer Basics, Basic Troubleshooting Techniques

<https://edu.gcfglobal.org/en/computerbasics/basic-troubleshooting-techniques/1/>

Videos

Lesson 16: Computer Basics, Cleaning your Computer

<https://www.youtube.com/watch?v=gdheyyNnJyk>

	<ul style="list-style-type: none"> • Schedule of GCF trainings (Mondays, Wednesdays; Fridays are for checking in and receiving additional support; the series runs for three weeks; series repeated again for three additional weeks) • https://bit.ly/GCF-Training <put link in the chat> • We will provide a link to all of the resources we are using today at the end of the session. • We also provide additional support and services. 		
3 mins	<p>Information on Additional Supports/Services</p> <ul style="list-style-type: none"> • We will offer GCF Lesson Review Sessions on Fridays from 12:00 to 1:00. These virtual, live support sessions facilitated by me to review any part of the lesson content that you'd like to revisit from the Monday and Wednesday GCF / APS Skills Training sessions. • Beginning in November, we will also offer One2One tutoring and support. The One2One sessions are live, online, peer tutoring. Support is offered for any one of the 13 CORE courses. You will be able to register for 30-minute sessions (up to 3 sessions per week) using our online calendar. The link to the calendar will be sent out via the APS announcement center soon so please stay tuned! • The videos that we are using for the Computer Basics module, developed by GCF, are available on the APS YouTube Playlist. The link for that playlist is in the chat. https://www.youtube.com/playlist?list=PL4316FC411AD077AA <put link in the chat> • We would like to share the learning objectives for the training today. 	PP 4	GN
2 mins	<p>Learning Objectives</p> <p>By the end of today's session, you will be able to:</p> <ul style="list-style-type: none"> • Identify ways to take care of your own computer and keep your computer safe • Create a safe workspace • Try some Basic Troubleshooting Techniques <p>My co-facilitator _____, will now take us through the GCF Lessons for Objective 1.</p>	PP 5	GN

	<ul style="list-style-type: none"> We would like to open up the session for any questions you may have. If you would prefer to type your question in the chat, that is great. Or you can raise your hand icon and we can call on you to unmute. Ask: <i>What is one thing you learned from today's session that you may use yourself or share with someone else?</i> 		
3 mins	<p>Summary/Wrap Up Today we learned:</p> <ul style="list-style-type: none"> Keeping our computer clean and free of viruses and ensuring our workspaces are free of clutter are all necessary for safety. How to take good care of our bodies while using a computer, especially when we are at the computer for long periods of time. Some basic troubleshooting tips to try if we are having a problem with our computer. <p>And _____ will now take us all through the closing of today's session. _____ the floor is yours.</p>	PP 16	GN
2 min (or less)	<p>Closing We thank you for joining us today and we hope you come back again!</p> <ul style="list-style-type: none"> All of the links to the videos and APS resources we shared in today's presentation can be accessed by clicking on the link in the chat box. If you need information on registering for the GCF courses or requesting credit for your CPS renewal, please click on the link in the chat. <p><Put all of the links in the last slide and into the chat, add PDF of Slides to download in chat></p>	PP 17	DV

Notes: Links <insert link into the chat>

Slide #1

GCF Computer Basics Overview - <https://youtu.be/InHnZ-DMjEY>

Slide # 3

VLC Webinars & Resources - <https://aps-community.org/faces-places-webinar-series/>

GCF Training Sign Up (Eventbrite) - <https://bit.ly/GCF-Training>

Slide #4

One 2 One Tutoring (G Forms) - <link to come>

Youtube Computer Basics (Module) - <https://www.youtube.com/playlist?list=PL4316FC411AD077AA>

Slide #7

Keeping Your Computer Clean (Lesson 16) - <https://edu.gcfglobal.org/en/computerbasics/keeping-your-computer-clean/1/>

Slide # 9

Protecting Your Computer (Lesson 17) - <https://edu.gcfglobal.org/en/computerbasics/protecting-your-computer/1/>

Slide # 11

Creating a Safe Work Environment (Lesson 18) - <https://edu.gcfglobal.org/en/computerbasics/creating-a-safe-workspace/1/>

Slide # 13

Basic Troubleshooting Techniques (Lesson 19) - <https://edu.gcfglobal.org/en/computerbasics/basic-troubleshooting-techniques/1/>