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

**Trainer Names:** 



We Learn. We Share. We Thrive.

#### **GCF Technology Training**

Link to Slide Deck: <u>Deck 2 - Computer Safety & Maintenance</u>

<u>Training Description:</u> 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 <a href="https://www.youtube.com/watch?v=gdheyyNnJyk">https://www.youtube.com/watch?v=gdheyyNnJyk</a>

Time	Content	Resource	Facilitator
(minutes			
2 mins	Welcome and Introductions (be sure to record the zoom session)	PP 1	DV
	Good afternoon and thank you all for joining us for today's		
	session on Computer Safety & Maintenance. This session,		
	and all others in our APS Computer Basics Training, has been		
	developed based on the Goodwill Global Community		
	Foundation online training. The APS/Goodwill collaboration		
	enables you to take the Goodwill training modules on the GCF		
	website and then request credit for them via your APS		
	account. For full instructions on completing the GCF modules		
	and earning credit toward the CPS renewal, please click on		
	the link in the chat. <a href="https://youtu.be/InHnZ-DMjEY">https://youtu.be/InHnZ-DMjEY</a> <a href="https://youtu.be/InHnZ-DMjEY">put link</a>		
	in the chat>		
	I am and I will be co-facilitating today with my		
	fellow intern,		
	<ul> <li>co-presenters give a wave to the camera but don't introduce themselves</li> </ul>		
	introduce themselves	PP 2	
	Ask: Please introduce yourselves in the chat (feel free to	FF 2	
	include your name, the organization you work or volunteer at,		
	a hobby or fun fact).		
	<ul> <li>co-presenters also answer the introduction questions in</li> </ul>		
	the chat		
	<ul> <li>Please pause-allow for participants to answer</li> </ul>		
	Thank you all for the introductions! It's nice to learn a little bit		
	more about you all as we begin our session together. I will turn		
	the presentation over to my co-facilitator,, to lead us		
	through some housekeeping.		
3 mins	Thank you and hello everyone.	PP 3	GN
	Housekeeping		
	Notification that session is being recorded     Directions for registering for the CCF tytograph weathing on the		
	• Directions for registering for the GCF tutorials, working on the tutorials, earning a certificate of completion, requesting CE		
	credit for the modules completed via the academy are		
	available on the Virtual Learning Community. Rita Cronise		
	provided this overview on Monday September 27th. That		
	recording can be accessed at the VLC <a href="https://aps-">https://aps-</a>		
	community.org/faces-places-webinar-series/ <put in="" link="" td="" the<=""><td></td><td></td></put>		
	chat>		
	If you need to take a break, please stay muted and feel free to		
	turn off your camera.		
	Request to use the chat box for questions, co-trainer will		
	moderate those questions; stay muted during the training		
	part of today's session.		
	There will be time for discussion and Q&A after the lesson.		

	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)		
	<ul> <li>https://bit.ly/GCF-Training <put chat="" in="" link="" the=""></put></li> </ul>		
	We will provide a link to all of the resources we are using		
	today at the end of the session.		
	<ul> <li>We also provide additional support and services.</li> </ul>		
3 mins	Information on Additional Supports/Services	PP 4	GN
3 111113	information on Additional Supports/Scretces	11. 4	J GIV
	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.		
	<ul> <li>Beginning in November, we will also offer One2One tutoring</li> </ul>		
	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!		
	<ul> <li>The videos that we are using for the Computer Basics</li> </ul>		
	module, developed by GCF, are available on the APS YouTube		
	<ul> <li>Playlist. The link for that playlist is in the</li> </ul>		
	chat. <a href="https://www.youtube.com/playlist?list=PL4316FC411AD">https://www.youtube.com/playlist?list=PL4316FC411AD</a>		
	<u>077AA</u> <put chat="" in="" link="" the=""></put>		
	<ul> <li>We would like to share the learning objectives for the training</li> </ul>		
	today.		
2 mins	Learning Objectives	PP 5	GN
	By the end of today's session, you will be able to:		
	<ul> <li>Identify ways to take care of your own computer and keep</li> </ul>		
	your computer safe		
	Create a safe workspace		
	Try some Basic Troubleshooting Techniques		
	My co-facilitator, will now take us through the GCF		
	Lessons for Objective 1.		

5 mins	Thank you  GCF Training Content and Practice:  Lesson 16: Keeping your Computer Clean  https://edu.gcfglobal.org/en/computerbasics/keeping-your- computer-clean/1/ <put chat="" in="" link="">  Ask: What parts of the computer do you typically clean?  • Dust isn't just unattractive—it can potentially damage or even destroy parts of your computer. Cleaning your computer regularly will help you keep it working properly and avoid expensive repairs.  • Play Video: Cleaning Your Computer https://youtu.be/gdheyyNnJyk</put>	PP 6	DV
5 mins	<ul> <li>GCF Training Content and Practice         Lesson 17: Protecting your computer         https://edu.gcfglobal.org/en/computerbasics/protecting-your-computer/1/</li></ul>	PP 8	DV
5 mins	Thanks  GCF Training Content and Practice: Lesson 18: Creating a Safe Workspace https://edu.gcfglobal.org/en/computerbasics/creating-a-safe-workspace/1/ <put chat="" in="" link="">  Ask: What do you think when you hear the word ergonomics?  In addition to keeping your computer healthy, it's important to think about your own health. Using a computer involves a lot of repetitive motions such as typing and using the mouse. Over time, these motions can begin to negatively impact your body, especially your wrists, neck, and back. Staring at a monitor for long periods of time can also cause eye strain. To minimize these risks, it's best to take a few moments to make sure your workspace is arranged in a comfortable and healthy way.</put>	PP 10	GN

	<ul> <li>Play Video: Creating a Safe Workspace https://youtu.be/7NLQ3uC8_sw</li> </ul>	PP 11	
	, can you pick up with lesson 19?		
10 min	Thank you	PP 12	DV
	GCF Training Content and Practice Lesson 19: Basic Troubleshooting Techniques <this a="" does="" have="" lesson="" not="" video=""> https://edu.gcfglobal.org/en/computerbasics/basic-troubleshooting-techniques/1/ <put chat="" in="" link="" the=""></put></this>		
	Ask: Do you know what to do if your screen goes blank? Ask: What if you can't seem to close an application, or can't hear any sound from your speakers?	PP 13	
	<ul> <li>Whenever you have a problem with your computer, don't panic! There are many basic troubleshooting techniques you can use to fix issues like this. In the GCF lesson 19, you will find some simple things to try when troubleshooting, as well as how to solve common problems you may encounter.</li> <li>Here is just a short preview of what you will learn in lesson</li> </ul>		
	19.	PP 14	
	<ul> <li>Write down your steps: Once you start troubleshooting, you may want to write down each step you take. This way, you'll be able to remember exactly what you've done and can avoid repeating the same mistakes. If you end up asking other people for help, it will be much easier if they know exactly what you've tried already.</li> </ul>		
	<ul> <li>Take notes about error messages: If your computer gives you an error message, be sure to write down as much information as possible. You may be able to use this information later to find out if other people are having the same error.</li> </ul>		
	<ul> <li>Always check the cables: If you're having trouble with a specific piece of computer hardware, such as your monitor or keyboard, an easy first step is to check all related cables to make sure they're properly connected.</li> </ul>		
	<ul> <li>Restart the computer: When all else fails, restarting the computer is a good thing to try. This can solve a lot of basic issues you may experience with your computer.</li> </ul>		
	Back to you, for our Q & A.		
10 mins	Q & A Thank you	PP 15	GN

	<ul> <li>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.</li> <li>Ask: What is one thing you learned from today's session that you may use yourself or share with someone else?</li> </ul>		
3 mins	<ul> <li>Summary/Wrap Up Today we learned: <ul> <li>Keeping our computer clean and free of viruses and ensuring our workspaces are free of clutter are all necessary for safety.</li> <li>How to take good care of our bodies while using a computer, especially when we are at the computer for long periods of time.</li> <li>Some basic troubleshooting tips to try if we are having a problem with our computer.</li> <li>And will now take us all through the closing of today's session.</li> </ul> </li> </ul>	PP 16	GN
2 min (or less)	<ul> <li>Closing We thank you for joining us today and we hope you come back again! <ul> <li>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.</li> <li>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.</li> <li><put add="" all="" and="" chat="" chat,="" download="" in="" into="" last="" links="" of="" pdf="" slide="" slides="" the="" to=""></put></li> </ul> </li> </ul>	PP 17	DV

Notes: Links <insert link into the chat>

#### Slide #1

GCF Computer Basics Overview - <a href="https://youtu.be/InHnZ-DMjEY">https://youtu.be/InHnZ-DMjEY</a>

## 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/

# **APS GCF Technology: Basic Computer Skills Training**

# 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) - <a href="https://edu.gcfglobal.org/en/computerbasics/basic-troubleshooting-techniques/1/">https://edu.gcfglobal.org/en/computerbasics/basic-troubleshooting-techniques/1/</a>