

Lesson Plan
Spring 2020
CWS

Smart Phone Basics

Prep work

Show up a little early to help prep the classroom

Pull up the following resources on each of the computers:

- <https://edu.gcfglobal.org/en/topics/smartphonesandtablets/>
- <https://www.denverlibrary.org/ctc/smartphone-and-tablet-basics>
- <https://opal.ils.unc.edu/~esoucaze/smartphonepathfinder/>

Everyone will have a different device. These resources will help the class navigate these differences.

- If we have time and are able, go to each student before class and help them find the user manual for their phone on the computer. Some of these should be in the pathfinder. Some are easily accessible online.

OBJECTIVES:

- What is a smart Phone
- Understand the parts/hardware
- Use a touch screen
- Navigate home screen
- Identify and use basics Apps
- Create and use a contact
- Send text message
- Take a photo

I. What is a smart phone?

Test for knowledge: What is your experience with smartphones? What would you like to learn about Smartphones?

- *Divide students into two groups based on the smartphone they have (iOS and Android)*
- What is a smart phone?

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Think of a mobile device as a type of portable handheld computer that you can do many of the same things you would do on a laptop or desktop computer (but not everything!).

Types of mobile devices are: smartphones, tablets, and e-Readers (optional). Briefly explain main differences.

- **Mobile OS:** The main difference between mobile devices is the type of Operating System they have. But what is an Operating System? A mobile operating system is the basic software needed for your device to run (turn on, run programs, and applications, manage cellular and wireless connectivity, etc.).

The two most common operating systems for smartphones and tablets are Android and iOS (Apple Devices). The user experience will be different depending on which OS they're using and well as which *version* of the OS is currently installed on their device.

- **Android vs iOS**

Explanation: Highlight main differences between Android and iOS devices.

Metaphor: There are different brands of cars (ex: Ford and Toyota -> Android and Apple). Each car brand typically has a few different models of cars (ex: Ford Fiesta, Ford Explorer, Toyota Prius, Toyota Highlander -> Samsung Galaxy Tablet, Google Nexus, iPad Air, iPad Mini). Different makes and models handle a little differently, and will probably have different features/bells and whistles but ultimately they all do pretty much the same things.

Note: There are other OS's out there too! Windows OS and Blackberry OS to name a couple.

Ask students if they can identify what kind of device they have. This is also useful going forward so you know what OS and devices to focus on.

II. How do I turn this thing on?/Getting to know your device

- *Explanation*

It is important to feel comfortable with our device as we continue to learn more about how to use it. We will discuss some hardware components (things you can touch, press) and some software components (the programs that run inside of your mobile device).

Two basic parts to navigate the interface (Hardware/Software)

Hardware:

- Buttons and Ports – Power, Volume, Speakers, Charging port, cameras.

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- *Activity: Have students follow along with you as you point where their volume, power, headphone jack, charging, port, etc. might be on their device. Note - Every device will be a bit different, but these buttons are typically along the sides of the device. Have students examine their device and find these parts. Note - Every device will be a bit different, but these buttons are typically along the sides of the device.*
- Typically, mobile devices will have the volume and power button somewhere along the sides of the device.
- Speakers, charging ports and headphone jacks can vary but are also typically along the sides of the device. Most devices have two cameras: one front facing (for selfies and video chat) and one on the back of the device.
- **On/off:** The one off button is generally on the upper right side of the phone.
- **Camera:** Most smartphones come with cameras. There might be a camera on both the front and back of the screen.
- **Volume:** The volume buttons maybe located on either side of the phone. The plus button on top turns the volume up, the minus button on the bottom turns the volume down.
- **Charging port:** This port is where your phone may plugged in to charge
- Discuss the difference between turning the device off vs putting it to sleep and how to turn it back on or wake it up. Have students try waking their devices first by:

Android - Quickly press the power button to wake.

Apple - Quickly press the home button.

If devices aren't waking up, they're probably turned off. Have students hold down the power button to turn on their device.

Note: Some Android devices have a home button. All Apple devices have a home button. Pressing the power button on an apple device will wake it too.

Home screens

- **Home screens** are where applications (we'll get more into what apps are in a bit) live and is usually what shows up when you first open up your mobile device. Some of your most used/common applications (like phone, messaging, Facebook, email) might live here.

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III. Using a Touch Screen:

- Most touch screens require only a quick light touch from your finger or a stylus. The device won't respond if you're touching it too hard or for too long.
- (Optional) iOS users who have trouble with touchscreen gestures can find help by accessing their Settings App -> General->Accessibility.

Activity: Demo a basic touchscreen gestures first then have audience do it.

- **Tap:** Lightly touch an icon to select or start them. Tap an item to select it. Double-tap an image to zoom in or out.
- **Swipe:** Lightly drag your finger across the screen. • Swipe the screen to unlock the device. Swipe the screen to scroll through the Home screens or menu options.
- **Drag and Drop:** Touch and hold an item, and then move it to a new location. Drag an app shortcut to add it to a Home screen. Drag a widget to place it in a new location.
- **Zoom in and Out:** Bring your thumb and forefinger together or apart to zoom in and out. Move your thumb and forefinger together on the screen to zoom out. Move your thumb and forefinger apart on the screen to zoom in.
- **Touch and Hold:** Touch and hold items to activate them. Touch and hold a field to display a pop-up menu of options. Touch and hold a Home screen to customize the Home screen.
- Swipe to unlock the screen, swipe to navigate home screens, tap = click, tap on an app to open it, swipe down from the top of the screen to see notifications and swipe up to make the notifications menu go away

Metaphor- Think like you're pulling down or raising a blind on a window.

Note: Use your own discretion with how far in depth you'd like to go into touch screen gestures. You can also incorporate different gestures as different points in the class that seem more applicable (for example: Cover press and hold when showing how to delete an app).

III. Navigating the home screen:

Once your device is set up, you should be taken to a simple screen with some icons, buttons, and other miscellaneous features. This is actually one of the most important parts of your device—it's called the Home screen—and it's where you'll store all your favorite apps.

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Activity: Let Students play with a computer version of their phone. Have them find the features mentioned here on their own phone.

Android:<https://edu.gcfglobal.org/en/androidbasics/getting-started-with-your-device/1/>

iphone:<https://edu.gcfglobal.org/en/iphonebasics/using-ios/1/>

IV. Basic apps

Here is a list of the most common apps. Review their functions and let students tap on the corresponding icon on their phone

- **Phone:** for making phone calls
- **Messaging:** for text messaging, or **Hangouts** for text messaging plus Google chat
- **Email:** for managing your email, or **Gmail** if you have a Gmail account
- **People:** for your contacts list (may also be called **Contacts**)
- **Chrome:** for browsing the Web (may also be called **Internet** or **Browser**)
- **Camera:** for taking photos and videos
- **Play Store:** for downloading apps
- **Settings:** for adjusting your settings

V. Contacts (Creating, Editing and Using them)

- Your **contacts list** is one of the most important things on your device. It's where you'll save **contact information** for the people you know, including their names, phone numbers, and email addresses. This information isn't just for your records—it's also used by **other apps**. For instance, if you need to call or text one of your contacts, thankfully you don't have to remember his or her phone number. All you have to do is start entering information and the app will pull up the rest.

Adding contacts

- If you have any existing **Google contacts**, they were most likely added when you set up your phone or tablet. Beyond that, you can easily add contacts manually. To get started, open the contacts app that came with your device. It's usually called **People** but may be called something else (for example, **Contacts**).

Steps to add contacts

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1. You can add a new contact using the **add contact** button (which is usually identified by a + sign or something similar. This button should be pictured in their packet).
 2. A list of **fields** will appear where you can enter any kind of information you need, including a person's name, email address, and multiple phone numbers.
- Sometimes you can add contacts directly from other apps, like if someone emails you for the first time and you'd like to save that person's address. To try this out, **tap** the person's information (or **tap and hold** if that doesn't work). You should be taken to a screen or dialog box where you can quickly add the person to your contacts.

Activity: Ask students to find someone in the room and to exchange contact information with and enter this information in their phone. Note: The last step to this activity is deleting the contact information that people collect. Tell the students this activity is totally optional and they can watch if they are uncomfortable sharing information.

Viewing and editing contacts

- You'll return to the **People** app whenever you need to view or edit one of your contacts. Each version of this app is different (for example, yours might have different icons), but some tasks are still fairly universal. Here are some tips to help you learn your way around.
- To **browse** your contacts, scroll up and down the list. They're usually sorted alphabetically by first name.
- To **search** for a contact, tap the **search button**. You can find the person you're looking for by entering any **contact information**, including the contact's name, organization, or email address.
- To **view** a contact, tap his or her name on the list. Their information will appear.
- To **edit** or **delete** a contact, tap the **menu button** while viewing the contact's information. You'll find several options to choose from—you can even set an individual ringtone.

Activity: browse your contact list for person you just added. Delete their contact information.

Using contacts

- Whether you're making a phone call or sending a text, using your contacts list to pull up the information you need can be a huge time saver. There are two ways to put your contacts to use: You can start with the **People** app or go directly to the app you want to use.
- To contact someone using the **People** app, navigate to the contact's information, then tap the item you want, like a **phone number** or **email address**. You can

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even tap the **message icon** next to the contact's phone number to send a text message instead. Once you tap one of these items, you'll be taken to the appropriate app.

- To pull up someone's contact info in **Gmail** or **Messaging**—or another similar app—start typing anything that's saved to the contact's record, including his or her name, organization, or email address. It's a lot like performing a search of your contacts list. Once you've found the person you're looking for, tap the contact's **information** and the app will take care of the rest.
- Wondering how to pull up someone's contact info in the **Phone** app? Try dialing part of the person's **phone number** or spelling his or her **name** with the keypad. (In the example below, **897** = **TYR**, the first three letters of the contact's name.) This should bring up the rest of the information automatically.

VI. Texting/messaging

A text is a written message sent from one mobile device to another.

To send a text message:

1. Open the **Messaging** app on your device.
2. To start a **new conversation**, look for the **new message** button.
3. Enter the **phone number** of the person you want to text (or type the contact's **name** if he or she is already in your contacts list).
4. Enter your **message**, then press the **Send** button.
5. When the other person **replies**, his or her message should appear in the same conversation thread.

Activity: Send a text message to someone in your contacts or someone in the class.

VII. Photos

One of the main things people use a phone for is to take and share photos.

To take a photo follow these steps:

1. Open your device's **Camera** app.
2. The camera view should appear.
3. If the picture is blurry, try tapping your **subject** to refocus.
4. To take a picture, tap the **camera** button.

*Many devices give you the option to launch the camera directly from your **lock screen**. To see if your device has this feature, look for an **icon** like the example below.*

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VIII. Closing

- Review with the students the information that was just covered
- Review the take home resources
- Ask the students what question they have about their smartphone devices.
- Inform them of where they can find the CWS Schedule and where they can find more classes.

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