Curriculum Guide
Technology

How to Use Our Tutorials

This guide was created to give teachers and service providers a starting point for using our computer and technology tutorials. You may already refer people to our site for self-paced, independent learning. This guide will help you use our content to supplement your own programs, tutorials, and courses.

How you use our tutorials will depend largely on your organization's capabilities and the needs of the population you serve. We've found that there are as many ways to use our content as there are organizations using it. Some organizations take a largely hands-off approach; others choose to integrate our tutorials into their own instructor-led classes. Here are some examples of ways a group could use our tutorials to provide instruction:

- **Textbook Method:** Instructor-led classes that include original curriculum but use our site as a textbook for both the teacher and students.

- **Self-Paced Tutorial Method:** Students follow a particular course of study at their own pace, either at home or in a computer lab. At class meetings, the instructor checks assignments and offers help to students who need it.

- **Independent Study with Assignments:** Independent-study classes or meetings where the students read our tutorials and complete original assignments, all on their own. At an instructor-led "lab time", students ask questions and get help starting new topics. This method is a good one to use if you know many or most of your students do not have computer/Internet access outside the classroom.

These are just a few examples, but the possibilities are nearly endless. Let us know how you use our site by contacting us.

Terms of Use for Our Tutorials:

All of the content on the GCFLearnFree.org website is copyright protected. You may use, print, and download our content for educational purposes, as long as the content is used for noncommercial purposes (and for no personal financial benefit), content is not altered or transformed in any way, GCFLearnFree.org® is acknowledged as the owner and copyright holder of the content, and a link is provided to our website.

Still have questions?

Check out our FAQs!

www.gcflearnfree.org/support/faqs

Classrooms without Reliable Internet Access:

If your classroom does not have reliable Internet access, here are two alternative ways you can access our site:

- **Print out the lessons:** Most lessons have a printer icon in the top-right corner of the screen. Clicking this icon will show you all the pages of that lesson on one screen, which you can then print out for yourself or your students. Unfortunately, there is no way to print the entire tutorial at once; you will need to print each lesson separately. It's also good to be aware that some of the tutorials are more than 100 pages long when printed in their entirety, so you may want to be selective about which lessons you print.

- **Contact us to ask about the downloadable version of the site:** We offer a downloadable version of GCFLearnFree.org to organizations that don't have access to the Internet. We update this version yearly; however, you should be aware that, since we continually add new content to the site throughout the year, the downloadable version tends to become out of date quickly. If your organization does not have Internet access, you can follow this link to fill out a request form for the downloadable version.

Classrooms Where YouTube is Blocked:

Because our video tutorials are hosted on YouTube, you may not be able to view them from places where YouTube is blocked. If your school or organization blocks YouTube, here are some alternative ways to access our videos.

- **Ask your school or organization to opt into [YouTube for Schools](#):** YouTube for Schools allows teachers and administrators to limit the YouTube videos students can access at school. Once your organization has signed up for YouTube for Schools, students will be limited to videos that either appear on vetted educational channels (like PBS) or ones you choose. YouTube for Schools also allows IT administrators to block commenting and related searches, ensuring that students can access educational materials in a secure environment.

- **Download videos outside the classroom:** If your school doesn't belong to YouTube for Schools, you can download our videos from YouTube using programs like [SaveVid](#) and [KeepVid](#). You'll find additional instructions for downloading videos [here](#).

- **Access the videos through another website:** If you don't want to download the videos or don't have Internet access outside of school, you may be able to view the videos in school by typing their URLs into websites like [Safe Share.TV](#) and [ViewPure](#).

- **Contact us to ask about the downloadable version of the site:** If your organization blocks YouTube, you can also request the downloadable version of our site. We update this version yearly; however, you should be aware that, since we continually add new content to the site throughout the year, the downloadable version tends to become out of date quickly. If your organization does not have access to YouTube, you can follow this [link](#) to fill out a request form for the downloadable version.

How to Use this Guide

This guide explains how you and your students can use multiple tutorials to build the fundamental computer and Internet skills needed today. The guide includes eight distinct **learning plans** you can follow and adapt for instruction in a classroom, with a small group, or with individuals. Each plan addresses a specific set of skills students may be interested in acquiring.

The plans are:

- **Basic Computer Skills:** This plan is intended for absolute beginners who want to be able to perform basic tasks on computers, such as finding files, opening programs, and navigating the interface.

- **Introduction to Computers:** This plan is intended for beginners who've had very little experience with computers and the Internet but who want to know more.

- **Connecting Online:** This plan is ideal for learners who may have some experience with computers and are interested in using the Internet to keep in touch with friends and family.

- **Getting Started with the Cloud:** This plan is for learners who want to use email and online file storage at school or work. Learners should have some basic familiarity with computers and the Internet.

- **Introduction to Social Media:** This plan is for learners who already feel comfortable with some technology but who are curious about Facebook, Twitter, and other social media tools.

- **Introduction to Social Media for Parents:** This plan is for learners who may not use the Internet extensively themselves but who want to understand what their children might be doing online and how they can encourage safe Internet practices.

- **Digital Photography and Image Editing:** This plan is for learners who are interested in taking better photos with digital cameras and using image editing software to change the appearance of their photos. Learners will need to be comfortable with working within computer software programs but do not need to have much experience with cameras.

- **Online Research:** This plan is for learners who have low to intermediate experience using the Web but who want to be able to find reliable and useful information online (for example, while searching for jobs) and store it in the cloud via Google Drive.

Each plan has four components:

1. **Objectives:** The goals learners have entering this course of study. The objectives can help you identify the best plan for your class.

2. **Outcomes:** The skills learners should have gained after successfully completing the plan.

3. **Learning plan:** A possible sequence of our tutorials. You can find summaries and links for each tutorial on page 19 of this guide.

4. **Other Tutorials You May Want to Use:** Additional tutorials on our site you may want to reference or include in the learning plan, depending on the skill levels and needs of your students.

Teaching Our Technology Tutorials:

Our technology curriculum is suitable for learners with a wide range of skills and experience, from those who have never touched a computer before to those who know the basics and want to learn more. How you teach our technology tutorials will largely depend on the resources you have.

All of these tutorials work best when learners can practice with computers as they learn. Because differences between computer operating systems and web browsers can greatly affect the learner experience, we recommend having all of your learners use computers with the same operating system and browser during class time, if possible. Which browser or operating system you choose to use matters less—the important thing is that your learners have a consistent experience.

Some of the learning plans in this guide include operating system and browser tutorials. For these, select the tutorials for the operating system and browser available to your students.

Our current operating system tutorials are:

- Windows 8
- Windows 7
- Windows XP*
- Windows 98*
- Mac OS X Mavericks
- Mac OS X Mountain Lion
- Mac OS X Lion

Our current browser tutorials are:

- Internet Explorer
- Firefox
- Chrome

* These operating systems are no longer supported by Windows and therefore are very vulnerable to viruses. We recommend that students (and teachers!) avoid using computers with these operating systems.

Using the Learning Plans:

To get started, choose the learning plan that best suits your students' needs. Once you've found a plan, you can customize it to make it more relevant to and appropriate for your learners. This could include:

- **Adding your own content.** To get the most out of our site, we encourage you to use it in combination with your own assignments and assessments.

- **Removing redundant or unnecessary content.** Not every activity will be useful for every learner. Review the activities, and assess your students' knowledge and needs. You can then omit any content that is irrelevant or unnecessary for your learners.

- **Selecting additional tutorials.** You may also choose to integrate tutorials from other sections of our site. You can find a complete list of our tutorials here.

Teaching Tips

Creating Assignments and Example Documents:

Experiment with different class formats based on the lesson content. Your class format may vary depending on the size of your class and the needs of your students, but you may also want to vary it based on the lesson content. If your class is working on blog posts or email accounts, you will probably want to have each student create his or her own; on the other hand, it might be useful to have students discuss the Internet Safety tutorial as a group.

Create simple assignments to test basic knowledge. For instance, at the beginning of a course you may want to find out whether students can name the basic parts of a computer. If you're worried that an assignment will seem too simple, you can explain that you're using it for evaluation purposes.

Focus on just a few skills at a time. This will make the material easier for the students to grasp. And if they're struggling with something, it will be easier for you to figure out what is confusing them.

Try to use documents, scenarios, and situations that are applicable to real-world tasks. Students will be more engaged if they can see how a new skill will be useful to them in their everyday lives. They'll also be more likely to remember what they learn that way.

Break down instructions for assignments into easy-to-follow steps. Bulleted or numbered lists will help students identify the information they need to complete an assignment. To keep assignments as realistic as possible, have students perform the steps in the same order they would take in real life.

Make sure your assignment questions and instructions are clear and easy to understand. Remember that what seems obvious and clear to someone who already has a skill is not always so obvious to a beginner. Try to avoid jargon or "tech-talk".

Make sure assignments are possible to complete within the time you've set aside for them. Try doing an assignment yourself and testing it on someone else, if possible, before giving it to your students. Remember that it will probably take your students longer than it will take you to finish the assignment.

To make assignments more advanced, create questions and tasks that involve critical thinking. For example, you can challenge students to apply what they've learned to a new situation.

Evaluate assignments based on the skills students are working on. Not all students come to class with the same background or experience, so try not to evaluate assignments based on knowledge from outside of class. For example, don't evaluate assignments based on design if that's not what you're learning about (although you may want to offer help to students who seem to need it).

Teaching Social Media and Online Application Topics:

Safety first. Make sure students understand online privacy and safety before you ask them to sign up for an account or enter any personal information. Our [Internet Safety](#) tutorial is a good resource for discussing this topic in class.

Be flexible about what online tasks you ask students to do. Some assignments may need to be optional, depending on what students are comfortable sharing.

Consider setting up "dummy" social media or email accounts to use as examples in class. This can help you avoid sharing your own personal accounts. You can even invent characters to go with these fake accounts (although they should be realistic).

Consider providing resources for learners to practice sharing and posting. For instance, for an assignment on uploading a photo album you may want to provide a folder of sample images.

Assessment:

The purpose of assessment is to have students demonstrate that they have acquired the skills you're trying to teach them. Not all assignments are assessments; some may be for the purpose of having students practice a skill or having them experience something new. Here are some good steps to follow when you're creating an assignment you want to use for assessment.

1. **Decide what skill you're assessing.** For example, if your students are working on navigating the Chrome interface, you might decide to assess them on that skill.

2. **Design a task.** In this example, you might ask students to go to a list of websites and bookmark them, or add an app to their browsers from the Chrome Web Store.

3. **Decide what good performance on this task would look like.** What do you want students to be able to do when they're using Chrome? Are some of these things more important than others? You can decide what a good performance on the task must include based on which skills you think are most important.

4. **Decide how you'll apply the criteria for good performance.** In formal assessments, this will probably involve deciding how the criteria will translate into a student's grade. In informal situations, applying the criteria usually means deciding what different levels of performance will tell you about what the student should do next. For example, you might feel that someone who could navigate to a site but didn't remember how to bookmark it should review the lesson on bookmarks in Chrome.

A Note on Quizzes:

We know teachers often use our quizzes in the classroom, but quizzes aren't available for all of our tutorials. If you want to create quizzes for topics where we don't have one, here are a few tips:

- Try to make sure your questions test knowledge or skills, not how closely the learner reads the question. In other words, make sure your questions are clear and easy to understand–try to avoid "trick questions".

- When you're writing multiple-choice assessments, the answers are just as important as the questions. Make sure you don't have choices that are meant to be wrong answers that might actually be right in some situations because it can be confusing to the learner.
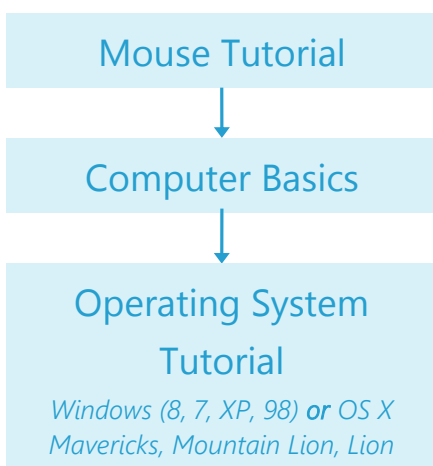
Basic Computer Skills

This plan is intended for absolute beginners who want to be able to perform basic tasks on computers, such as finding files, opening programs, and navigating the interface.

Objectives

- To be able to use a mouse effectively

- To become familiar with the way computers work

- To be able to navigate either a PC or a Mac computer interface

General Outcomes

- Learners will be able to effectively manipulate a mouse.

- Learners will have a basic understanding of how computers work.

- Learners will know how to navigate a PC or Mac computer interface.

Mouse Tutorial

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Computer Basics

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Operating System Tutorial
Windows (8, 7, XP, 98) **or** *OS X Mavericks, Mountain Lion, Lion*

Other GCF Tutorials You May Want to Use:

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Internet 101](#)
- [Email 101](#)
- [Tech Savvy Tips and Tricks](#)
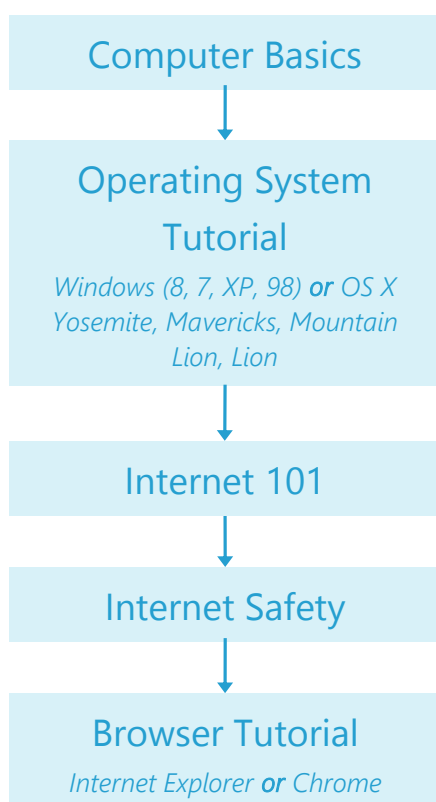- [Typing Tutorial](#)

Introduction to Computers

This plan is intended for beginners who've had very little experience with computers and the Internet but who want to know more.

Objectives

- To become familiar with the way computers work

- To be able to use the Internet to communicate and find information

- To be able to list computer proficiency on a resume

General Outcomes

- Learners will know how to operate a computer.

- Learners will be able to use the Internet to communicate and find information.

- Learners will feel safe and comfortable online.

Computer Basics

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Operating System Tutorial
Windows (8, 7, XP, 98) **or** *OS X Yosemite, Mavericks, Mountain Lion, Lion*

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Internet 101

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Internet Safety

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Browser Tutorial
Internet Explorer **or** *Chrome*

Other GCF Tutorials You May Want to Use:

- Beyond Email
- Email 101
- Facebook 101
- YouTube
- Tech Savvy Tips and Tricks
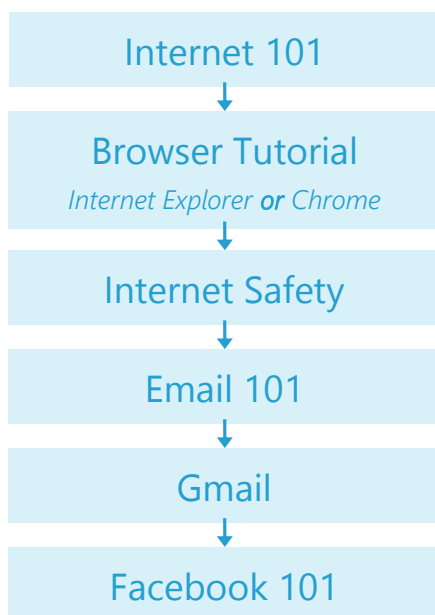
Connecting Online

This plan is ideal for learners who may have some experience with computers and are interested in connecting with friends and family over the Internet. An emphasis is placed on communication, rather than social networks.

Objectives

- To understand what the Internet is, and how email and social networks work
- To know how to use online tools to keep in touch with family and friends
- To be able to use the Internet independently
- To feel safe and comfortable online
- To obtain an email address for work or personal use
- To obtain a social media account

General Outcomes

- Learners will be able to use the Internet to communicate and find information.
- Learners will have an email account and understand how to use it.
- Learners will be connected to Facebook and understand its features.

Internet 101
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Browser Tutorial
Internet Explorer **or** *Chrome*
↓
Internet Safety
↓
Email 101
↓
Gmail
↓
Facebook 101

Other GCF Tutorials You May Want to Use:

- Beyond Email
- Skype
- Twitter
- YouTube
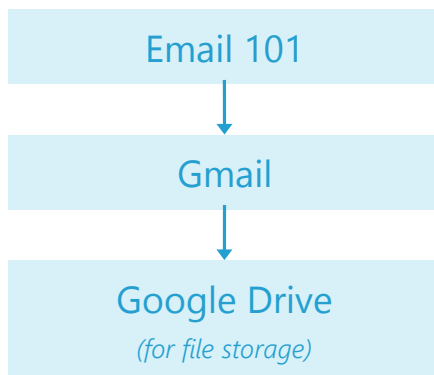- Pinterest

Getting Started with the Cloud

This plan is for learners who may not have a computer or Internet at home but who need email and certain online services for professional and personal reasons. Learners should have some basic familiarity with computers and the Internet.

Objectives

- To create an email address for work or personal use

- To be able to use email in a variety of situations, including job searching

- To be able to maintain an online file-storage account

General Outcomes

- Learners will have access to email and be able to use it for a variety of purposes.

- Learners will understand the concept of online (cloud) storage.

- Learners will be able to use Google Drive as a personal file-storage system.

Email 101
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Gmail
↓
Google Drive *(for file storage)*

Other GCF Tutorials You May Want to Use:

- Google Account
- Microsoft Account
- OneDrive and Office Online
- Search Better

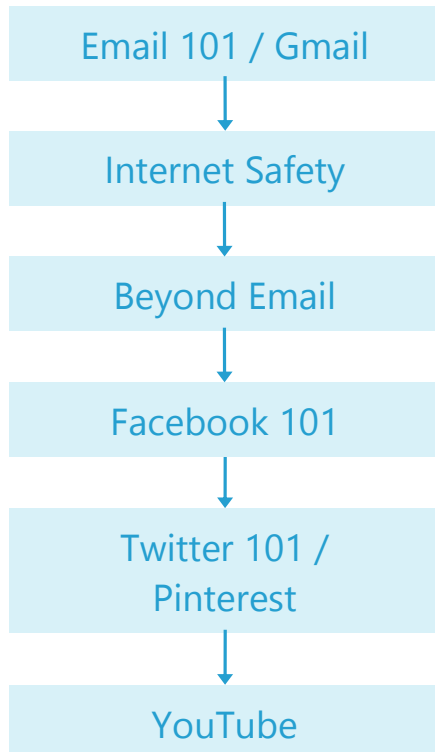# Introduction to Social Media

This plan is for learners who already feel comfortable with some technology but who are curious about Facebook, Twitter, and other social media tools.

Objectives

- To learn about various social networks and how they are used

- To sign up for Facebook and other social media accounts

General Outcomes

- Learners will understand how social media fits into the landscape of the Internet.

- Learners will have a Facebook account and understand how to use Facebook to connect with others.

- Learners will have other social media accounts (depending on the chosen curriculum sequence).

Email 101 / Gmail

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Internet Safety

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Beyond Email

↓

Facebook 101

↓

Twitter 101 / Pinterest

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YouTube

Other GCF Tutorials You May Want to Use:

- Blog Basics
- Internet Safety for Kids
- LinkedIn Basics
- Instagram
- Vine
- Tech Savvy Tips and Tricks
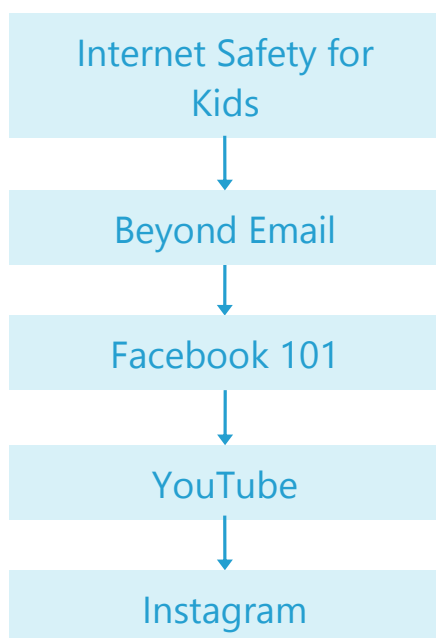
Introduction to Social Media for Parents

This plan is for learners who may not use the Internet extensively themselves but who want to understand what their children might be doing online and how they can encourage safe Internet practices.

Objectives

- To learn about possible safety concerns when kids go online

- To sign up for Facebook and understand how to use it

- To understand how to make sure children are safe when they go online

General Outcomes

- Learners will understand the possible risks kids encounter when they use social media.

- Learners will have a Facebook account and understand how to use Facebook to connect with others.

- Learners will know how to keep kids safe online.

Internet Safety for Kids

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Beyond Email

↓

Facebook 101

↓

YouTube

↓

Instagram

Other GCF Tutorials You May Want to Use:

- iPad Basics
- iPhone Basics
- Android Basics
- Twitter 101
- Pinterest
- Skype
- Vine

Digital Photography and Image Editing

This plan is for learners who are interested in taking better photos with digital cameras and using image editing software to change the appearance of their photos. Learners will need to be comfortable with working within computer software programs but do not need to have much experience with cameras.

Objectives

- To learn to take high-quality photos with a digital camera
- To learn to use image editing software like Photoshop

General Outcomes

- Learners will be able to take high-quality digital photos in a variety of environments.
- Learners will be able to use image editing software to change the appearance of their photos.
- Learners will be able to use Photoshop.

Digital Photography

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Image Editing 101

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Photoshop Basics

Other GCF Tutorials You May Want to Use:

- Instagram
- Blog Basics
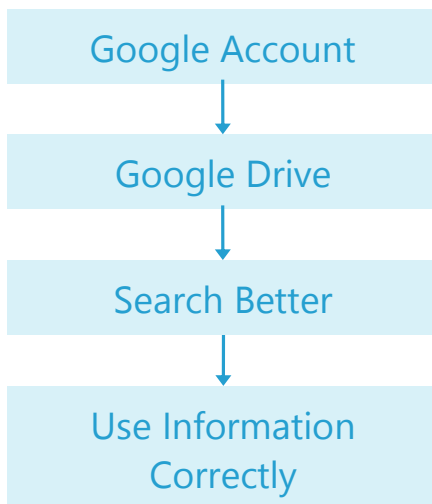- Pinterest 101
- PowerPoint

Online Research

This plan is for learners who do not have much experience using the Web but who want to be able to find reliable and useful information online (for example, while searching for jobs) and store it in the cloud via Google Drive.

Objectives

- To learn to find reliable and useful information online

- To create a Google account

- To create and store documents such as resumes, reading lists, and school papers in the cloud via Google Drive

General Outcomes

- Learners will have a Google account.

- Learners will be able to create, format, and store word processing documents in Google Drive.

- Learners will understand how to search for and identify reliable information on the Internet.

Google Account
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Google Drive
↓
Search Better
↓
Use Information Correctly

Other GCF Tutorials You May Want to Use:

- Gmail
- Google Docs
- Google Sheets
- Job Search and Networking
- LinkedIn Basics

Additional Resources

Technology Tutorial Descriptions:

Below are the links to the tutorials mentioned in this guide. For a complete list of our tutorials, go to www.gcflearnfree.org/topics.

Android Basics This tutorial covers the basics of using an Android device, including setting up email, downloading apps, and managing privacy settings.
www.gcflearnfree.org/androidbasics

Beyond Email This tutorial introduces students to various forms of online communication, including chat, instant messaging, video and voice chat, and blogging.
www.gcflearnfree.org/beyondemail

Blog Basics This tutorial is an introduction to blogs and blogging. Students will learn what a blog is and why blogs matter. They'll learn how to subscribe to blogs they find interesting, as well as how to develop and start their own blog.
www.gcflearnfree.org/blogbasics

Chrome This tutorial is an introduction to Chrome, Google's browser. Topics covered include navigation controls, privacy settings, security features, and web apps.
www.gcflearnfree.org/chrome

Computer Basics　　　Computer Basics is an introductory tutorial for learners who
have little to no experience using computers of any kind.
Students will learn the basics of how computers and their
operating systems work. They'll also learn how to set up and
take care of their own computers.
www.gcflearnfree.org/computerbasics

Digital Photography　　　This tutorial covers the basics of digital photography. Topics
include an introduction to digital cameras, lighting,
composition, night and landscape photography, and capturing
motion and close-ups.
www.gcflearnfree.org/digitalphotography

Email 101　　　This tutorial is intended for learners who have never used
email. Students will learn how email works and how to use it
safely.
www.gcflearnfree.org/email101

Facebook 101　　　This tutorial teaches learners how to create a Facebook
account and use its many features. Special emphasis is placed
on explaining Facebook's complex privacy policies and
settings.
www.gcflearnfree.org/facebook101

Firefox　　　This tutorial is an introduction to the Firefox browser. Topics
covered include navigation controls, privacy settings, security
features, and add-ons.
www.gcflearnfree.org/firefox

Gmail

This tutorial is an introduction to Gmail, Google's webmail service. Students will learn the basics of how to set up an account and compose, send, and respond to emails. They'll also explore more advanced features, like managing and organizing email and accessing it from mobile devices.
www.gcflearnfree.org/gmail

Google Account

This tutorial introduces students to Google apps and shows them how to create a Google account so they can use them.
www.gcflearnfree.org/usingthecloud/googleaccount

Google Docs

This tutorial covers the basics of creating, formatting, sharing, and managing files in the cloud using the documents feature in Google Drive.
www.gcflearnfree.org/usingthecloud/googledocuments

Google Drive

This tutorial covers the basics of Google Drive, a cloud-storage service that lets users store documents, photos, videos, and other files online. The tutorial is also an introduction to Google Docs, a service that lets users create and edit documents, spreadsheets, and presentations. Topics covered include creating documents, managing and sharing files, and syncing files to a computer or mobile device.
www.gcflearnfree.org/googledriveanddocs

Google Sheets

This tutorial covers the spreadsheets application in Google Drive. Topics include cell references, formulas, functions, and saving and sharing spreadsheets in the cloud.
www.gcflearnfree.org/usingthecloud/googlespreadsheets

Instagram
This tutorial introduces students to Instagram, a popular photo-sharing app for smartphones. Students will learn how to edit photos and share them on various social networks.
www.gcflearnfree.org/instagram

Internet 101
This introductory tutorial guides learners through the basics of using the Internet, while providing up-to-date information on the latest online tools and technologies. Students will become familiar with the various ways people use the Internet and learn how to connect, search, and browse on their own.
www.gcflearnfree.org/internet101

Internet Explorer
This tutorial introduces students to Internet Explorer. Topics covered include navigation controls, bookmarks, and security settings.
www.gcflearnfree.org/internetexplorer

Internet Safety
This tutorial offers strategies for staying safe and secure online. Students learn how to avoid the most common threats and protect their computer and privacy.
www.gcflearnfree.org/internetsafety

Internet Safety for Kids
This tutorial offers strategies for helping kids stay safe online. Students learn about the most common threats kids face and how to avoid them.
www.gcflearnfree.org/internetsafetyforkids

Image Editing Basics   This tutorial introduces students to the basics of using an image editing program to enhance and change the look of their photos. Students will learn about the range of available programs, as well as how to make basic adjustments and fix common problems in photos using image editing software.
www.gcflearnfree.org/imageediting101

iPad Basics   This tutorial covers the basics of using the iPad and iPad mini, including iCloud, iTunes, Siri, and the App Store.
www.gcflearnfree.org/ipadbasics

iPhone Basics   This tutorial introduces students to the functions and features of the Apple iPhone. Topics include using iCloud, iTunes, Siri, and the App Store. Many of the lessons in this tutorial also apply to the iPod Touch.
www.gcflearnfree.org/iphonebasics

Job Search and Networking   This tutorial covers effective strategies for planning and conducting a job search. It includes networking, searching online, and using social media sites.
www.gcflearnfree.org/jobsearchandnetworking

LinkedIn Basics   This tutorial covers the basics of LinkedIn, a popular professional networking site. Students will learn how to create a LinkedIn profile, search for jobs, and make professional connections.
www.gcflearnfree.org/linkedin

Mac OS
These tutorials cover Apple's operating systems, Mac OS X Yosemite, Mac OS X Mavericks, Mac OS X Mountain Lion, and Mac OS X Lion. Students will learn how to use the features of each operating system.
www.gcflearnfree.org/macos

Microsoft Account
This tutorial introduces students to the features of Microsoft Account and guides them through the process of creating one. MS Account (previously known as Windows Live ID) gives users access to Windows 8, OneDrive, and Skype.
www.gcflearnfree.org/microsoftaccount

Mouse Tutorial
This activity helps adult learners build proficiency with the mouse by playing a series of mini-games.
www.gcflearnfree.org/mousetutorial

Pinterest
This tutorial introduces students to Pinterest, a website that allows users to organize links, photos, and more into virtual pinboards.
www.gcflearnfree.org/pinterest

Photoshop
This tutorial shows students how to use Photoshop for image editing. Topics include getting started with Photoshop, using layers, and sharpening and noise reduction.
http://www.gcflearnfree.org/photoshopbasics

PowerPoint	This tutorial is a comprehensive guide to PowerPoint, the slideshow presentation program in the Microsoft Office suite. Students will learn how to create and present professional-looking slideshows. Upon completion of the tutorial, students will be proficient in PowerPoint and able to use many of its advanced features. Our tutorials currently cover PowerPoint XP, 2000, 2003, 2007, 2010, and 2013.
Search Better	This tutorial shows students how to search the Web more effectively. Topics include tips for Google searches, evaluating webpages, and judging the validity of online information. www.gcflearnfree.org/searchbetter
Skype	This tutorial guides students through the process of setting up and using a Skype account to connect with family and friends. It includes tips on how to instant message, make calls, and make video calls with Skype. www.gcflearnfree.org/skype
Tech Savvy Tips and Tricks	This tutorial offers students a collection of tips, shortcuts, and procedures that will help them use technology more efficiently. www.gcflearnfree.org/techsavvy
Twitter 101	This tutorial introduces learners to Twitter, a popular service that lets users publish their own short updates and subscribe to the updates of others. Students will learn how Twitter is used, as well as how to set up and maintain their own accounts. www.gcflearnfree.org/twitter101

Typing Tutorial

This set of interactives guides students through the process of learning to type. It includes typing practice, exercises, and a voiceover coach. **Note:** If you are using Internet Explorer, this tutorial requires IE9 or higher to work.
www.gcflearnfree.org/typing/play

Use Information Correctly

This tutorial shows students how to use the information they find online while abiding by the rules of copyright and fair use.
www.gcflearnfree.org/useinformationcorrectly

Vine

This tutorial introduces students to Vine, a popular video app for smartphones. Students will learn how to create their own Vines and share them with their friends.
www.gcflearnfree.org/vine

Windows OS

These tutorials teach students how to use Microsoft's Windows 8, 7, XP, and 98. Students will learn about how to use its features, as well as how to customize Windows settings to best fit their needs.
www.gcflearnfree.org/windows

YouTube

This tutorial shows students everything they need to get started with YouTube. This includes finding and sharing videos, as well as ways to upload your own.
www.gcflearnfree.org/youtube

Other GCF Learning Tools:

- **GCF Projects App:** The GCF Projects app allows users to create playlists of YouTube videos and share them with friends. This can be a good way of having students watch technology tutorials, including ours. Have students with smartphones download the free app and view the playlists you create. (Available on Android)

- **GCF Quiz App:** Our free GCF Quiz app allows users to quickly create, take, and share quizzes wherever they are. You can have students use the app to take quizzes you create, or, even better, create quizzes for each other. (**Note:** The quizzes you create on this app are intended more as a study resource; you will not be able to grade quizzes within the app). (Available on Android)

- **GCFAprendeLibre.org:** Our Spanish-language sister site offers tutorials in ESL, math, technology, and life skills. Their lessons aren't direct translations of ours, but they do cover many of the same topics, so students whose first language is Spanish may find this site very helpful.

Additional Online Resources:

- **www.bbc.co.uk/webwise/0/:** On this site from the BBC, you'll find a range of videos and articles for people who are starting to learn about technology and the Web, including everything from how to apply for jobs online to what crowdfunding is.

- **www.bbc.co.uk/accessibility/:** Another BBC website, My Web My Way, shows people with disabilities how to customize their computer interfaces so they're easier to use. This could be an especially useful place to start if any of your students have compromised vision or hearing.