DIGITALISE ME

Intellectual Output 2: Development of the programme and learning materials of the blended training course «Basic Digital Skills» for social and civic active participation

DIGITALISE ME FRAMEWORK

Based on the results of IO1 (needs identification) and on relevant policy documents, reports, current practices/ policies of partner countries, researches, academic papers etc. a competence framework designed, detailing the specific syllabus, teaching methodologies, materials to use and other pedagogical indications.

The competence framework includes:

- Module 1: Information & Data Literacy
- Module 2: Communication and Collaboration
- Module 3: Digital Content Creation
- Module 4: Safety
- Module 5: Problem Solving
- Module 6: Media Literacy

MODULE 1: INFORMATION AND DATA LITERACY

1. General description of the module

This initial module, aims to familiarise participants with the internet and digital world by providing definitions, examples and descriptions related to data literacy. The main objective of this module is to provide knowledge on acquiring and managing information and data online and offline.

In this module participants will understand the specific terminology such as: web address, browser, Drive, etc. They will learn how they can handle and organise data on the computer, how to use keywords and advanced filtering to obtain the information they are looking for and how online file storage works.

2. List of topics:

Topic 1: Internet Concepts
Short description: The main goal is to introduce learners in the digital world by explaining general internet concepts. The section provides theoretical aspects related to the structure of a web address and types of domains and practical aspects on how to acces the internet.

Topic 2: Browsing, Searching Information
Short description: This section provides a background on browsing and searching information on internet. Many practical activities on how to operate on search engine page are described in order to help learners to navigate independently.

Topic 3: Filtering and Evaluating Information
Short description: This section describes the importance of evaluating and filtering the online information. It also describes how to perform Advanced Search and how to use a range of offline information.

Topic 4: Online File Storage – Google Drive
Short description: This section provides information on how to store information online, especially using Google Drive. It contains a description of the most common and useful activities that can be performed in Google Drive.

MODULE 1: INFORMATION AND DATA LITERACY				
Topic 1.1: Internet Concepts	**Main Objectives:** The main goal is to introduce learners in the digital world by explaining general internet concepts. The section provides theoretical aspects related to the structure of a web address and types of domains and practical aspects on how to acces the internet.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual*)	**SKILLS** (*In the context of EQF, skills are described as practical*)	**ACTIVITIES**
		1. I understand the terms Internet, WWW, URL, Web Browser, Search Engine 2. I understand the structure of a web address 3. I understand how to identify the common types of domains such as (.com, .eu, .gov etc.) 4. I understand why internet is important	1. I know how to access the internet 2. I know how to identify the common icons like: files, folders, applications, printers, drivers, shortcuts, recycle bin etc. 3. I know how to select, arrange, remove, select multiple icons, move icons and make desktop icons larger or smaller	*Lesson Plans 1-3*
Topic 1.2: Browsing, searching information	**Main Objectives**: This section provides a background on browsing and searching information on internet. Many practical activities on how to operate on search engine page are described in order to help learners to navigate independently.	1. I understand what web browser is 2. I understand the common web browsers 3. I understand what a search engine is	1. I know how to open and close a web browser 2. I know how to: a) Open a web page in a newtab/window b) Refresh a web page/Stop a web page downloading c) Open/Close tabs/windows d) Show previously visited URLs 3. I know how to use search engines for online information 4. I know how to navigate into browser history	*Lesson Plan 4*

			5. I know how to set the web browser homepage 6. I know how to create/view/delete bookmarks 7. I know how to find specific content such as: a) Images b) News c) Videos d) More (books, flights, finance) 8. I know how to print documents 9. I know how to use available help functions	
Topic 1.3: Filtering and evaluating information	**Main Objectives:** This section describes the importance of evaluating and filtering the online information. It also describes how to perform Advanced Search and how to use a range of offline information.	1. I understand why filtering information is important 2. I understand the importance of critically evaluating online information 3. I understand how to evaluate the online information 4. I understand what data, data literacy, information and information literacy are	1. I know how to use the Advanced Search 2. I know how to use filters and keywords for online search information 3. I know how to recognize the different types of files such as word and excel documents, images, PPTs, PDFs, etc.	*Lesson Plans 5-6*
Topic 1.4: Online file storage–Google Drive	**Main Objectives:** This section provides information on how to store information online, especially using Google Drive. It contains a description of the	1. I understand the main terms of 'Online file storage, 'Google Drive' 2. I understand the main features of 'Google Drive'	1. I know how to create a Google Account and how to log in into the Google Drive using my Google account	*Lesson Plan 7*

	most common and useful activities that can be performed in Google Drive.		2. I know how to navigate into the 'Google Drive'
			
			3. I know how to create folders
			
			4. I know how to upload 'Files and/or Folders'
			
			5. I know how to:
			   a) Open a document
			   b) Move a document
			   c) Add to favorites
			   d) Rename a document
			   e) Manage versions of a document
			   f) Make a copy
			   g) Download a document
			   h) Remove a document
			
			6. I know how to:
			   a) Open a folder
			   b) Move a folder
			   c) Add to favorites
			   d) Rename a folder
			   e) Change colour
			   f) Download a folder
			   g) Remove a folder	

			7. I know how to apply the main sharing settings: a) Share a document/ folder with others b) Get a sharable link	

MODULE 2: COMMUNICATION & COLLABORATION

1. General description of the module

'Communication & Collaboration' module provides information about the e-mail, social media, instant messaging services and digital citizenship. At the end of this module, adults will learn how to effectively communicate using digital technologies (smartphone/laptop/tablet) and why to be more careful when you use the digital technologies for online communication. More specifically, adults will learn how to:

1.   Create an e-mail account and how to use it

2.   Create a Facebook account and how to use it

3.   Create a Messenger, Viber, Whatsapp and Skype accounts and how to use them

4.   Understand the main outcomes of digital citizenship such as netiquette and digital footprint (browsing history and cookies)

2. List of topics:

Topic 1: E-mail
Short description: The main goal of this topic is to present to the adult learners how to create an e-mail account, e-mail concepts and how to use it. Adult learners will be able to compose/reply/delete an e-mail, attached and download a file, create and use contacts and understand the possibility of receiving scam and spam emails.

Topic 2: Social media
Short description: This topic provides all the necessary information and a step-by-step guide how to use Facebook and Youtube, how to create a Facebook and YouTube accounts and the main features.

Topic 3: Instant messaging services
Short description: This topic consists the four main instant messaging services/applications that adult learners can use in their everyday life which are Messenger, Viber, Whatsapp and Skype. A step-by-step guide is included to support adult learners how to create an account and use the applications.

Topic 4: Online citizenship
Short description: The main goal of this topic is to provide all the necessary information regarding the digital citizenship to the adult learners. The focus of this topic is to understand the netiquette and digital footprint.

Topic 1.1: E-mail	Main Objectives: The main goal of this topic is to present to the adult learners how to create an e-mail account, e-mail concepts and how to use it. Adult learners will be able to compose/reply/delete an e-mail, attached and download a file, create and use contacts and understand the possibility of receiving scam and spam emails.	KNOWLEDGE (*In the context of EQF, knowledge is described as theoretical and/or factual*)	SKILLS (*In the context of EQF, skills are described as practical*)	ACTIVITIES
		1. I understand the basic terms related to e-mail such as 'E-mail', 'Spam e-mails 2. I understand the main e-mail concepts such as username, domain name	1. I know how to createan e-mail account 2. I know how to navigate into the 'Gmail': a) Change settings b) Theme settings c) Help button d) Search 3. I know how to navigate into different email folders: a) Inbox b) Sent c) Drafts d) Spam e) Trash 4. I know how to: a) Compose an e-mail b) Send an e-mail c) Reply-Reply to all/forward an e-mail d) Delete an e-mail e) Archive f) Add favourites ('Starred') e-mails g) Create a label h) Edit/Remove a label i) Move e-mails into labels j) Mark us unread k) Snooze l) Print an e-mail m) Block a contact from the 'Inbox n) Attach and download a file	*Lesson Plans 1-7*
Topic 1.2: Social media	Main Objectives: This topic provides all the necessary	1. I understand the importance of social media	1. I know how to recognise different social media platforms such as (Facebook,	*Lesson Plans 8-15*

information and a step-by-step guide how to use Facebook and Youtube, how to create a Facebook and YouTube accounts and the main features.	2. I understand the basic terms related to social media such as 'Facebook', 'Like' 'Share', 'Comment' etc.
	3. I understand the main features of the Facebook
		Instagram, Twitter) and YouTube
		2. I know how to create a Facebook account
		3. I know how to edit my Facebook profile (add profile picture/cover photo)
		4. I know how to search friends, pages, groups, events etc.
		5. I know how to add/remove friends and accept/decline a friend request
		6. I know how to add/remove a page or a group
		7. I know how to:
		  a) Create a post into your timeline
		  b) Add photos/videos
		  c) Create a photo or video album
		  d) Tag friends/pages
		  e) Edit privacy settings
		  f) Delete a post
		  g) Like a post
		  h) Like a page
		  i) Add a comment
		  j) Share a post
		  k) Create an event
		  l) Sharing a post/photo/video on other timelines
		
		8. I know how to view my Facebook notifications
		9. I know how to block a user
		10. I know how to log out (Facebook)
		12. I know how to create a YouTube account
		12. I know how to edit the account settings
		13. I know how to customize my YouTube channel
		14. I know how to:
		  a) Upload videos
		  b) View my videos	

			c) Edit title and description d) Edit videos e) Delete videos f) Add/Edit/Remove subtitles g) Subscribe to other YouTube channels h) Like/Dislike videos i) Like/Dislike comments j) Turn on/off video notifications k) Reply on comments l) Save videos m) Share videos n) Report videos o) View history p) Search the history q) Show subscriptions 15. I know how to change language 16. I know how to change location 17. I know how to switch accounts 18. I know how to log out (YouTube)	

Topic 1.3: Instant messaging services	**Main Objectives:** This topic consists the four main instant messaging services/applicati ons that adult learners can use in their everyday life which are Messenger, Viber, WhatsApp and Skype. A step-by-step guide is included to support adult learners how to	1. I understand the basic terms related to instant messaging applications such as 'Messenger', 'Viber', 'WhatsApp' and 'Skype'.
		2. I understand the main features of instant messaging applications.
			1. I know how to install the 'Messenger' application
			2. I know how to create a 'Messenger' account
			3. I know how to navigate into the 'Messenger' application
			4. I know how to change/edit the 'Messenger' application settings
			5. I know how to:
			  a) Send a message
			  b) Send stickers/GIFs/emotic ons
				Lesson Plans 16-30

create an account and use the applications.		c) Send a photo/video/docume nt d) Take a photo/video e) Send an audio recording f) Send location g) Mute the conversation h) Change theme/emoji/nickna me i) Search in conversation j) Change notification settings k) Block a conversation l) View photos/videos m) Search into the conversation n) Make a phone and video call o) Create a group p) Leave and delete group chat 6. I know how to install the 'Viber' application 7. I know how to create a 'Viber' account 8. I know how to navigate into the 'Viber' application 9. I know how to change/edit the 'Viber' application settings 10. I know how to: a) Send a message b) Send stickers/GIFs c) Send a photo/video/docum ent d) Take a photo/video e) Send an audio recording/video recording	

			f) Send location
			g) Change background
			h) Mute the chat/group
			i) Change notification settings
			j) Search into the conversation
			k) Block a contact
			l) Hide a chat
			m) Delete a chat
			n) View photos/videos
			o) Make a phone and video call
			p) View your phone or video calls
			q) Create a group
			r) Leave and delete group chat
			
			11. I know how to install the 'WhatsApp' application
			12. I know how to create a 'WhatsApp' account
			13. I know how to navigate into the 'WhatsApp' application
			14. I know how to change/edit the 'WhatsApp' application settings
			15. I know how to:
			   a) Send a message
			   b) Send stickers/GIFs/emoticons
			   c) Send a photo/video/document/audio/contact
			   d) Take a photo/video
			   e) Send an audio recording
			   f) Send location
			   g) Change wallpaper	

			h) Mute the chat/group i) Change notification settings j) Search into the conversation k) Pin a chat/group l) View media (photos/videos) m) Make a phone and video call n) View your calls o) Create a group p) Exit group q) Clear chat r) Add a shortcut to your phone's home screen 16. I know how to install the 'Skype' application 17. I know how to create a 'Skype' account 18. I know how to navigate into the 'Skype' application 19. I know how to change/edit the 'Skype' application settings 20. I know how to: a) Search for people/groups/messages b) Add a friend c) Send a message d) Send stickers/GIFs/emoticons e) Send a photo/video/document/contact f) Send location g) Send an audio recording/video recording	

			h) Schedule a call i) Create poll j) View media (photos/videos) k) Search into the conversation l) Make a phone and video call m) Create a group n) Create a 'Meet now' group o) View contacts p) Change chat/group notifications q) Block/Delete a contact r) Hide conversation s) Leave group t) Add to favorites u) Sign out	
Topic 1.4: Digital citizenship	**Main Objectives:** The main goal of this topic is to provide all the necessary information regarding the digital citizenship to the adult learners. The focus of this topci is to understand the netiquette and digital footprint.	1. I understand the main terms of online citizenship such as 'Online Behavior', 'Netiquette', 'Digital Footprint', 'Browsing History', 'Cookies' 2. I understand the importance of digital citizenship 3. I understand the importance of netiquette 4. I understand the benefits of netiquette 5. I understand the rules of netiquette – attitudes 6. I understand why digital footprint is important	1. I know how to read 'Terms and Conditions' 2. I know how to delete the Browsing history 3. I know how to delete the cookies 4. I know how to behave online for example don't troll people, don't swear or use offensive language, avoid replying to negative comments with more negative comments, etc. 5. I know what to post/not post online 6. I know how a digital footprint is created 7. I know how to manage privacy settings of online platforms e.g. social media accounts	*Lesson Plans 31-35*

		7. I understand how the digital footprint is created 8. I understand how to manage my digital footprint (browsing history and cookies).		

MODULE 3: DIGITAL CONTENT CREATION

1. General description of the module

This module provides information about basic concepts needed to start developing online content. The main objective of this module is to teach seniors new and effective ways to deal with basic digital content and learn how to create some themselves. Older learners will be equipped with the essential knowledge needed to deal with digital materials in different formats, such as videos, texts, data, audios... They will lear how to create them, edit and improve them and integrate them into other existing bodies. Within this module, adults will also learn about the main and most relevant aspects of the current copyright and data protection regulation, as well as how these type of licences should be applied when creating new content.

2. List of topics:

Topic 1: Introduction to digital content
Short description: introduction to digital content creation and some basic computer essentials and smartphones skills -how to use keyboard, mouse, speakers, etc.- Introduction to different types of formats of digital content (images, texts, videos, audio recodings...), the main programmes and softwares used to create them and how using different devices influences the process.

Topic 2: Developing digital content
Short description: description of the most important features of each programme/software that is most widely used to create each type of content. Explaination of what are the differences between online and offline content.

Topic 3: Integrating and re-elaborating digital conten
Short description: introduction to the concept of "the cloud" and the different platforms that can be used to share and edit content online. Description of how the main tools, such as Google Drive, work and how they are accessed.

Topic 4: Copyright and licences
Short description: intoduction to the new GDPR regulation and how conent should and can be credited and licensed online. Description of online platforms where they can find free content, with open licenses.

MODULE 3: DIGITAL CONTENT CREATION				
Topic 3.1: Introduction to digital content and computer/smart phone essentials	**Main Objectives:** The main goal of this topic is to provide all the necessary information regarding the basics of computer and smartphone essentials and an introduction to digital content.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)*	**SKILLS** *(In the context of EQF, skills are described as practical)*	**ACTIVITIES**
		1. I understand the basic terms of computers and smartphones 2. I understand what digital content is 3. I understand why is important to	1. I know how to use computer and/or smartphone 2. I know the basic terms of computer such as: a) screen b) keyboard c) mouse d) speakers e) CD drive	*Lesson Plan 1*

		create digital content	3. I know the basic terms of smartphones such as: a) touch screen b) keyboard c) navigation 4. I know how to identify the common icons such as: a) files b) folders c) applications 5. I know how to use the web browser: a) Open/Close a web browsing application b) Enter URL c) Navigate between pages: backwards, forwards, home page	
Topic 3.2: Developing digital content	**Main Objectives:** This topic provides all the necessary information regarding the developing digital content creation using Microsoft Office and free online software tools such as Paint and Canva.	1. I understand what digital content is 2. I understand the different formats of content such as a) Text b) Music/Audio c) Video 3. I understand what Microsft Office is 4. I understand the main Microsoft	6. I know how to use Microsoft Word: a) Open the Microsoft Word b) New Document c) Insert text d) Edit text (with fonts) e) Undo f) Add bullet points g) Add styles	*Lesson Plans 2-4*

		Office applications a) Microsoft Word b) Microsoft PowerPoint c) Microsoft Excel 5. I understand what Paint is	h) Copy/Paste /Format Painter i) Insert pages (cover page, blank page, page break) j) Add Tables k) Add Pictures l) Add Shapes m) Add SmartArt n) Add Chart o) Add link p) Add comments q) Add Header/Fo oter/Page Number r) Add WordArt s) Add Symbols t) Edit layout (Margins, Orientation , Size) u) Save as document v) Save as PDF document w) Print a document	

			7. I know how to use Microsoft PowerPoint: a) Open the Microsoft PowerPoint b) Create a new Document c) Choose a template d) Insert text e) Edit text (with fonts) f) Undo g) Add styles h) Insert slides i) Add Tables j) Add Pictures k) Add Shapes l) Add Chart m) Add link n) Add comments o) Add Animations p) Add videos and recordings q) Add Symbols r) Edit layout (Margins, Orientation, Size) s) Show as a presentation t) Save as a video	

			u) Save as PDF document
			
			8. I know how to use Microsoft Excel
			
			   a) Open the Microsoft PowerPoint
			   b) Create a new Document
			   c) Enter data
			   d) Create simple formulas
			   e) Put formulas in a table
			   f) Apply number and text formats
			   g) Apply cell borders
			   h) Filter data
			   i) Create and Extract graphs
			   j) Save the document
			
			9. I know how to use Paint
			
			   a) Open the Paint
			   b) Create a new Document	

			c) Edit image (cut, rotate, change size…) d) Use different tools (pencil, eraser, brush…) e) Change colours of the tools f) Add shapes g) Zoom in and zoom out h) Save file in different formats	
Topic 3.3: Integrating and re-elaborating digital content	**Main Objectives:** The main goal is to teach seniors how to edit online materials, integrate materials into existing ones and how to worlk in "the cloud"	1. I understand what is "the cloud" 2. I understand the concepts of link, share, hyperlink, download and upload. 3. I understand how different online storage platforms work 4. I understand the benefits of working in the cloud	1. I know how to use Google Drive: a) Create an account b) Create a folder in my Google Drive c) Share a folder d) Create different type of documents (doc, excel, Google form, presentatio n, etc.) and work online	*Lesson Plan 5*

			e) Share a file f) Open a file/folder in the section "shared with me" g) Upload and download files	
Topic 4.4: Copyright and icences	**Main Objectives:** The main objective of this section is for learners to understand the main concepts of the new GDPR regulation and how conent should and can be credited and licensed online.	1. I understand the main aspects of GDPR and the what the new regulation implies 2. I understand what copyright means and how content should be licenced	1.I know how to include a Copyright license in my content by using Creative Commons 2.I know how to integrate GDPR if needed in my materials. 3. I know how to browse through different copy-right free online platforms for images such as Pixabay, Unsplash or Flaticon and for audio, such as Bensound or Artlist.	*Lesson Plan 6*

MODULE 4: SAFETY

1. General description of the module

´SAFETY´ module provides information regarding the protection when using new technologies such as mobile phones and computers. Adult will learn how to:

1. Basic Internet Concepts/ Terms
2. Protect devices
3. Protect personal data and privacy
4. Protect health and well-being

2. List of topics:

Topic 1:Basic Internet Concepts/ Terms
Short description: The main goal of this topic is to provide basic internet concepts and terms to ensuring that the following topics, about *Safety*, are easily understood.

Topic 2:Protecting devices
Short description: The main goal of this topic is to provide information regarding the protection of devices and digital content as well as to understand the risks and threats in digital environments.

Topic 3:Protecting personal data and privacy
Short description: The main goal of this topic is to provide information on how to protect personal data and privacy in digital environments.

Topic 4:Protecting health and well-being
Short description: The main goal of this topic is to provide information on how to avoid health risks and threats to physical and psychological well-being while using digital technologies as well as to be able to protect oneself and others from possible dangers in digital environments.

MODULE 4: SAFETY				
Topic 1.1: Basic Internet Concepts/ Terms	**Main Objectives:** The main goal of this topic is to provide basic internet concepts and terms to facilitate the	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual*)	**SKILLS** (*In the context of EQF, skills are described as practical*)	**ACTIVITIES**
		1.I understand what is a Firewall.	- I know what a Firewall is.	*Lesson Plans 1-5*

		2.I understand what antivirus software is. 3.I understand what Apps are. 4.I understand the differences between malware, spyware, viruses, worms, trojans, etc.. 5.I understand that cyberbullying and cybercrime exist.	- I know what antivirus software is. - I know what Apps are. - I know what malware, spyware, viruses, worms, trojans, etc. are. - I know what cyberbullying and cybercrime means.	
	comprehension about Safety			
Topic 1.2: Protecting devices	**Main Objectives:** The main goal of this topic is to provide information regarding the protection of devices and digital content as well as to understand the risks and threats in digital environments.	1.I understand the importance of protecting one's devices. 2. I understand the different steps to take to protect a device.	1. I know how to turn on a firewall 2. I know how to lock a device 3. I know how to apply updates 4. I know how to install antivirus software 5. I know how to disable unwanted and unneeded services 6. I know the steps I need to follow when downloading apps 7. I know there are different types of malware, e.g. spyware, viruses, worms, trojans, etc.	*Lesson Plan 6*
Topic 1.3: Protecting personal data and privacy	**Main Objectives:** The main goal of this topic is to provide information on how to protect personal data and privacy in digital environments.	1.I understand the importance of keeping personal data protected. 2. I understand the different behaviours one has to follow to be safe. 3.I understand the importance of keeping one's privacy in digital environments.	1.I know how to create strong passwords. 2. I know the basic rules of security. 4. I know what information I can share on the internet. 5. I know the steps to keep one's privacy.	*Lesson Plans 7-8*

		4. I understand the different behaviours to keep one's privacy.		
Topic 1.4: Protecting health and well-being	**Main Objectives:** The main goal of this topic is to provide information on how to avoid health risks and threats to physical and psychological well-being while using digital technologies as well as to be able to protect oneself and others from possible dangers in digital environments.	1.I understand that all behaviours online entail consequences. 2.I understand the importance of being responsible while navigating the internet. 3. I understand the risks of the misuse of the internet.	1.I know what cyberbullying and cybercrime are. 2. I know that bad behaviours can lead to dependency. 3. I can recognize some behaviours that can lead dependency.	*Lesson Plan 9*

MODULE 5: PROBLEM SOLVING

1. General description of the module

This module provides the basic competences to identify needs and digital resources, make informed decisions on the most appropriate digital tools according to the purpose or need, solve conceptual problems through digital tools, use technologies in a creative way, solve technical problems.

People often experience different problems when using electronic devices. These problems may include installing and removing programs after trying them; buying a new device such as a printer or scanner that needs to be configured; crashing the computer.

Most of these problems are software-based and can be self-solved without the need to become computer experts.

2. List of topics

Topic 1: Solving Technical problems
Short description: Seniors will be able to identify simple technical problems in the use of digital devices and technologies and identify simple solutions to solve them or ask for targeted support.

Topic 2: Identifying needs and digital responses
Short description: Seniors will be able to identify their needs and select simple digital tools and possible technological responses to meet them. They will be able to choose simple ways to adapt and customize digital environments to their personal needs.

Topic 3: Creatively using digital technologies
Short description: Inform on how technologies and digital tools can be used for creative purposes and give practical examples on how it is possible to make some creative use of technologies.

Topic 4: Identifying digital competence gaps
Short description: Senior will understand where their digital competences needs to be improved or updated and they will be able to seek opportunities for self-development and to keep up to-date with the digital evolution.

MODULE 5: PROBLEM SOLVING				
Topic 5.1: Solving Technical problems	**Main Objectives:** The main goal is to provide information on how to identify simple technical problems in the use of digital devices and technologies and identify simple solutions to solve them or ask for targeted support.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)*	**SKILLS** *(In the context of EQF, skills are described as practical)*	**ACTIVITIES**
		1. I understand when my digital devices don't work properly 2. I understand what it is a source of information and how to find help for problem-solving and trouble shooting	1. I know how to identify problems my digital devices have. 2. I know how to perform an online research to find information to solve basic technical problems 3. I know how to solve basic technical problems. 4. I know how to maintain my digital device	*Lesson Plans 1*
Topic 5.2 Identifying needs and digital responses	**Main Objectives:** The main goal is to support seniors to identify their needs and select simple digital tools and possible technological responses to meet them.	1. I understand what can be done using technologies. 2. I understand how to solve some problems through technology.	1. I know how to choose the most appropriate technologies according to the problem. 2. I know how to install and use an App on my mobile phone that can help me in my everyday life.	*Lesson Plans 2*

Topic 5.3: Creatively using digital technologies	**Main Objectives:** The main goal is to show how technologies and digital tools can be used for creative purposes and how to make some creative use of technologies.	1. I understand that it is possible to use a diverse and balanced mix of digital and non-digital technologies for creative reasons. 2. I understand how meaning is produced through multimedia and technologies	1. I know how to use a variety of media to express my creativity (text, images, audio and movie). 2. I know how to use social media for self-expression. 3. I know how to communicate creative content using digital technologies	*Lesson Plans 3*
Topic 5.4: Identifying digital competence gaps	**Main Objectives:** The main goal is to help people to have basic knowledge in terms of digital devices and support them to seek opportunities for self-development and to keep up to-date with the digital evolution.	1. I understand that some kind of technologies can help me in my everyday life.	1. I know how to approach a new application, programs, devices. 2. I know where to look for opportunities for personal growth to keep up with digital evolution.	*Lesson Plans 4*

MODULE 6: MEDIA LITERACY

1. General description of the module

Within this module learners will explore the practices that allow people to access, critically evaluate, and create or manipulate media. **The main objective of this module is to shape seniors' awareness of media influence.** Seniors will be equipped with tools helping them critically analyze messages. The module will also offer seniorsvarious opportunities to broaden their experience of media, and help them develop creative skills in making their own media messages. Learners from older generations will get acquainted with different types of information tobe able to select the most reliable source of information, they will be able to critically evaluate it, and they can raise their awareness of risks posed by new media.

2. List of topics:

Topic 1: Types of information sources and services - diversification of sources
Short description: The topic will cover various types of information sources: books, encyclopedias, magazines, databases, newspapers, library catalogues, Internet to diversify the selection of sources of advice or information. An important aspect is the availability of the above sources and the pertinence of information.

Topic 2: Identifying the reliability of information sources - critical evaluation of sources
Short description: The topic will be a kind of continuation of the previous subject. Learners will understandhow to assess the credibility of the information they come across.As the terms 'post truth', 'fake news', and 'alternative facts' become increasingly prevalent in social discourse and the public sphere, it's essential that seniors develop the skills to critically evaluate information themselves.

Topic 3: Media manipulation
Short description: Seniors will learn about related techniques in which partisans create an image or argument that favours their particular interests. They will distinguishlogical fallacies, psychological manipulations, outright deception (disinformation), rhetorical and propaganda technique.

Topic 4: Media literacy vs. online safety
Short description: The module aims to make recipients/ learners aware of online safety while being digitally literate.This module will provide comprehensive information, (pedagogical) tools and support for educators and seniors (learners) and other interested persons regarding online safety e.g. password security tests, videos or guidelines on Internet security and a glossary.

MODULE 6: MEDIA LITERACY

Topic 6.1: Types of information sources and services - diversification of sources	Main Objectives: The main goal of this section is to briefly introduce different types of information sources to diversify the selection of sources of advice or information	KNOWLEDGE (*In the context of EQF, knowledge is described as theoretical and/or factual*)	SKILLS (*In the context of EQF, skills are described as practical*)	ACTIVITIES
		1.I understand the main information sources such as: books, encyclopedias, magazines, databases, newspapers, library catalogues, Internet 2. I understand my needs and I know how to explore the given information source	1. I know how to adjust the given information source to my specific need(s) 2. I know how to use all information sources/ services I got acquainted with	*Lesson plan 1*
Topic 6.2: Identifying the reliability of information sources - critical evaluation of sources	**Main Objectives:** The main goal of this section is to pertinently assess the credibility of the information a reader/ listener/ viewer can come across	1. I understand how important is to distinguish "fake news" 2. I understand the techniques/ methods of verifying the information (e.g. CRAAP test: Currency, Relevancy, Authority, Accuracy, Purpose)	1. I know how to assess the credibility of the information 2. I know how to relate the information source to a given purpose in order to determine if it is appropriate for the intended use 3. I know how to determine if information is up-to-date and compare the information to other sources 4. I know how to find some texts or training opportunities on the	*Lesson plans 2-3*

			critical evaluation of sources	
Topic 6.3: Media manipulation	**Main Objectives:** The main goal of this section is to present diverse methods mass media use to manipulate the public and to learn how to avoid any type of distraction	1. I understand which techniques media use to manipulate the public (mainly in the context of Internet manipulation: astroturfing, clickbait, propaganda laundering, search engine marketing) 2. I understand what photo or video manipulation is 3. I understand what advertising, hoaxing or propagandizingis 4. I understand who is a compliance professional and which techniques they use (e.g. reciprocation, commitment and consistency, social proof etc.)	1. I know how to distinguish various techniques of media manipulation 2. I know how to shape my assertiveness to refute the temptation of media influence 3. I know how to pass the acquired knowledge to other interested persons to raise their awareness of means of gaining media influence 4. I know how to avoid any type of distraction used by media	*Lesson plan 4*
Topic 6.4: Media literacy vs. online safety	**Main Objectives:** The main goal of this section is to introduce safety rules while using Internet resources	1. I understand how media literacy is correlated with online safety 2. I understand what potential risks new media pose to its users 3. I understand where to find any guides (with relevant tips) promoting "Safer Internet"	1. I know how to identify the potential risks and am conscious of my personal security while browsing, sharing or surfing the Internet 2. I know how to use the Internet and be more vigilant about my own safety 2. I know how to use online practices, within the selected subtopics i.a: cyber-bullying,	*Lesson plans 5-6*

			age-appropriate content, photo sharing and permission, virus protection, sextortion, online extortion, pharming and phishing scams, spam, worms etc. 3. I know how to manage my online reputation	