Train the Trainer Handbook
Front Porch Center for Innovation and Wellbeing

Table of Contents

Introduction

Front Porch Center for Innovation and Wellbeing explores innovative uses of technology to empower individuals to live well, especially in their later years.

MeHCA (Model eHealth Community for Aging) project, originally funded by UC Davis and the California Telehealth Network, is a technology-enabled health program for underserved seniors in Los Angleles.

As a part of MeHCA, **computer and health literacy classes** aim to teach participants basic computer skills and abilities to retreive legitimate and relevant health information from the internet.

Train the Trainer Program

- **Program Goals**
  - o To train potential instructors for digital/health literacy classes
  - o To effectively reach a larger senior population who are interested in learning
  - o To participate in developing a sustainable, replicable teaching model
 - o To promote multi-lingual, multi-cultural digital/health literacy classes

- **Trainer's Goals**
  - o Develop teaching and presenting skills related to technology and health
  - o Hands-on experience with senior population in a community-based setting
  - o Bring positive changes in senior lives
  - o Interact with professionals and build a network

What to Teach

1. <u>Creating screenshots</u>

What's a screen shot?

A screen shot is an image of how the computer monitor will look at various stages of a process. Screen shots are an essential element in effective lesson development.
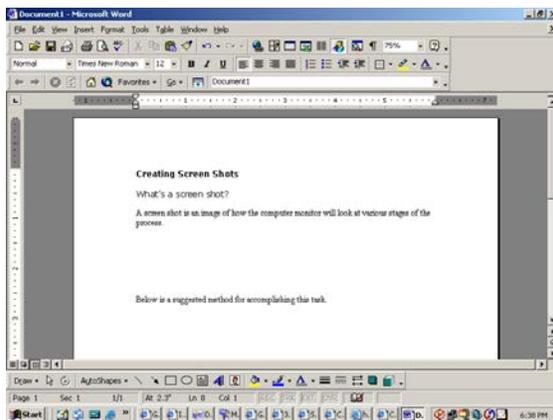
This is a screen shot

Below is a suggested method for accomplishing this task.

1) Arrange your computer screen to look just the way it should for the part you are writing about in your document. For example, if you want to explain the *Microsoft Front Page* toolbar, open that program on your computer.

2) Press the PRINT SCREEN (Prnt Scrn) button on your keyboard. When you do this, a picture of the screen is placed in the computer's memory.

3) Open up your desired program like Adobe Photoshop/Paint/Microsoft Words/PowerPoint.

4) Click on the Edit menu and click on Paste. This should display the image you captured on your screen.

5) Using the Selection tools like the rectangle or the crop tool, you can select only the areas you wish to use in your screen shot.

6) When your image looks the way you would like it to, draw a selection rectangle around your screen shot, click the edit menu and then click on Cut.

3

Screen Shot Tips and Tricks

♦ When you are going to create a screen shot of a dialog box or a pop-up window, use ALT + Print Screen. This only captures the dialog box or pop-up window, leaving the rest of the screen behind!

♦ Clean-up your screen shots to make them look smoother and more stream-lined.

♦ Use the crop tool to remove unwanted areas of the screen shot.

2. **Exploring MedlinePlus and Health Topics**

Our digital/health literacy classes aim to provide a reliable tool for seniors who want to look up health information. Thus, we recommend utilizing MedlinePlus website. **MedlinePlus** is by the National Library of Medicine that brings you information about diseases, conditions, and wellness issues in language you can understand. MedlinePlus offers reliable, up-to-date health information, anytime, anywhere, for free.

1) Go to the website address box, type 1.usa.gov/cFGMAY, and hit "Enter" on your keyboard.[1] Make sure you type the CAPITAL letters as you see them.


2) To find out some information about **various health topics,** click on Health Topics, then notice the bar named as Other Topics. All the information is in alphabetical order.

[1] The original website is www.nlm.nih.gov/medlineplus

4
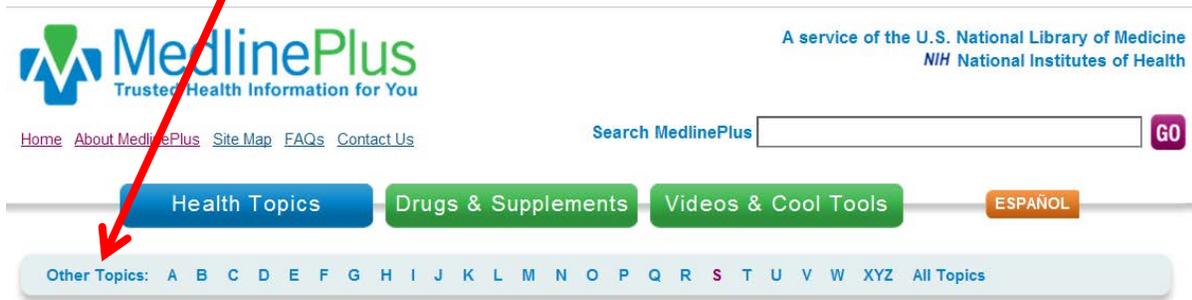
3) For example, to find information on arthritis, scroll down the page until you see <u>arthritis</u> link, and then click on it. Read the summary on the page about arthritis.

4) To create worksheet questions, look for information on a certain health topic on the website yourself, and then generate questions that are simple but important. For example:
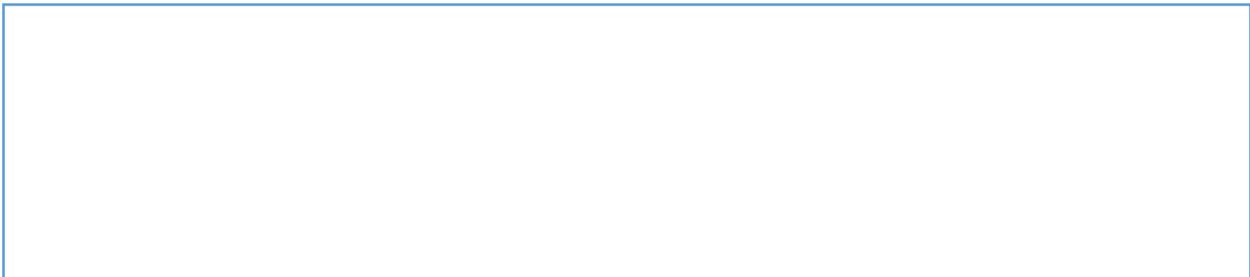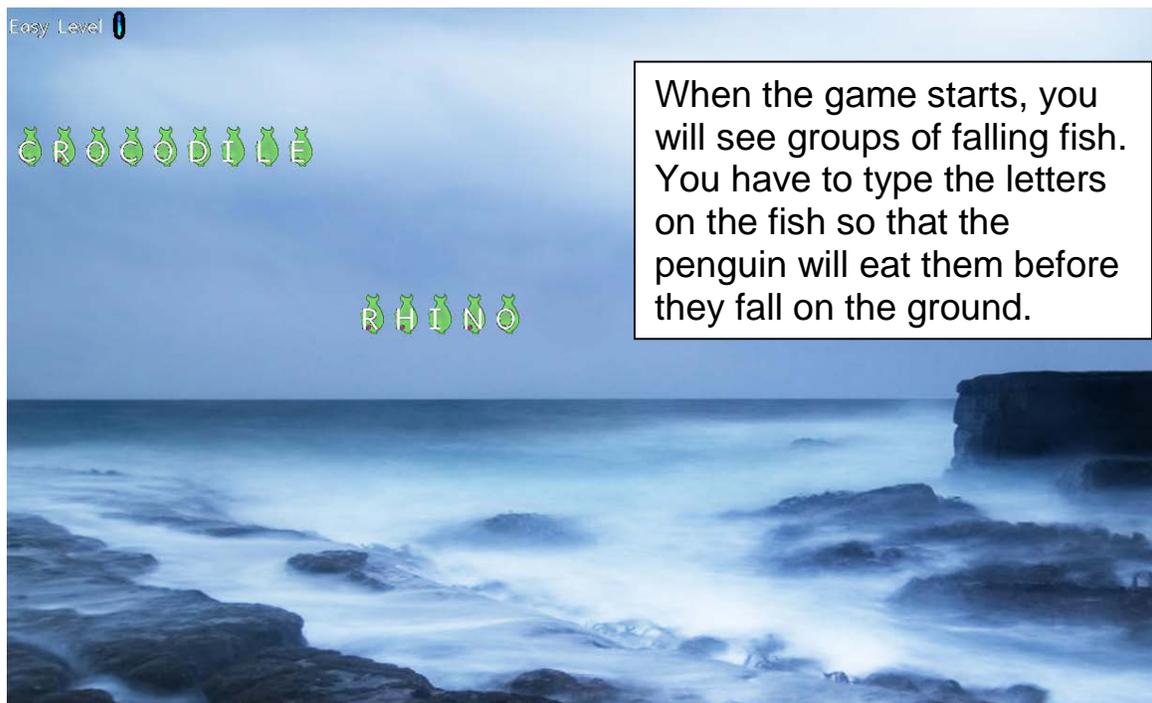
3. **Tux Typing/Tajamaster**

Tux Typing is a free software game that helps you improve your typing skills. To get started, open (double-click) the Tux Typing icon on your desktop. When the program starts, you will see a menu. Use your mouse to click and choose one of the two games, **Fish Cascade** or **Comet Zap**.


Choose one of the typing games
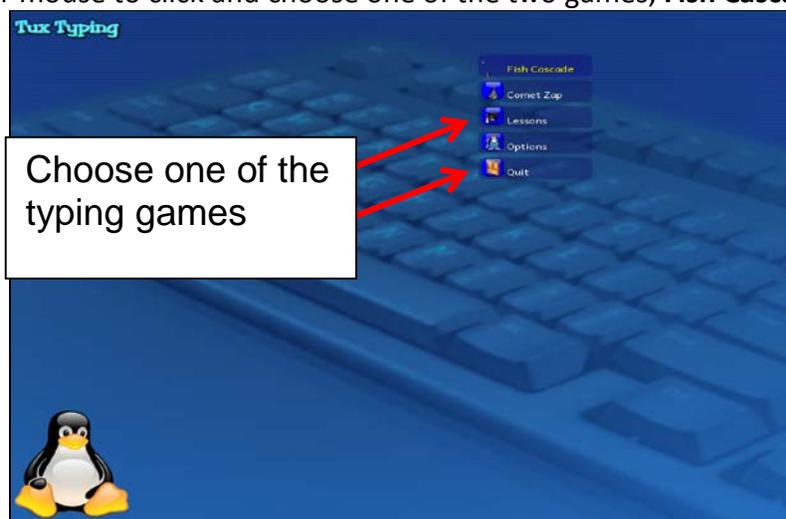
1) Select a game to play.
2) Choose a level (easy to hard).
3) Choose different kinds of words to type.
4) When you are finished playing the game, hit the **esc** key on your keyboard until you return to your desktop.

When the game starts, you will see groups of falling fish. You have to type the letters on the fish so that the penguin will eat them before they fall on the ground.
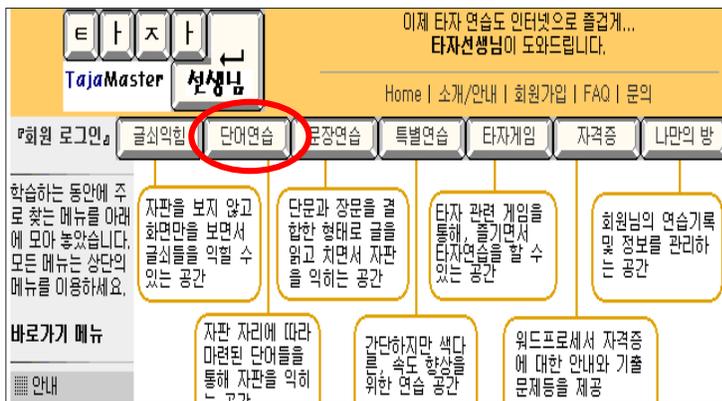
6

tajamaster 는 한글 타자 연습하는 웹사이트다.

Tajamaster.com is Korean typing practice website.
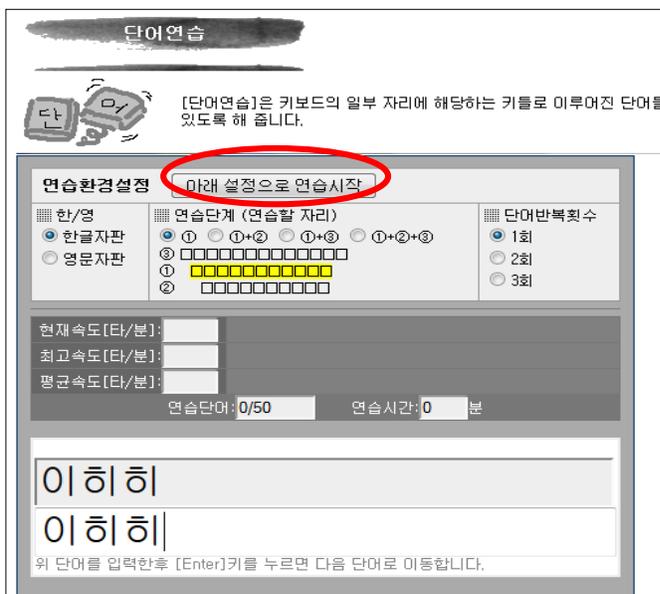
1. Tajamaster.com 웹사이트로 간다.
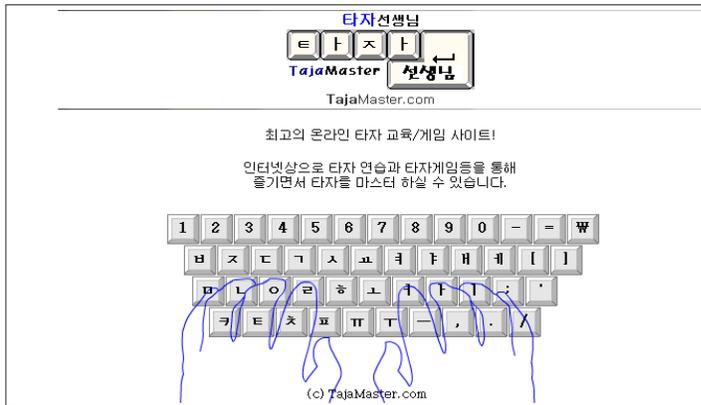
2. 타자선생님 그림이나 키보드 자판에 클릭한다.

Click on tajamaster logo or the keyboard.

3. 메뉴 바에 있는 "단어연습" 버튼을 클릭한다.

Click on "word practice" button on the menu bar.

4. "아래 설정으로 연습시작" 버튼을 누른다.

Click on "start practice w/ following selection" button.

단어가 나타나면 똑같이 타자한다.

When a word appears, type the word.

연습단계 밑에는 다른 단어 결합 선택을 할 수 있다.

Under practice level, there are other word combination options you can select.

단어 반복 횟수도 2 회나 3 회로 선택 할 수 있다.

You can select the number word repetition to 2 or 3 times.

메뉴에 있는 다른 연습도 해보세요.

7

How to Teach?

1. **Things to Consider**
   - Implement theme-based/project-based curriculum
   - Utilize programs such as Microsoft Words
   - Incorporate health information through a reliable source/websites and worksheets
   - Do's and Don't's
     • Do: encourage, repeat, review, speak up
     • Don't: use small letters, speed up, ignore questions
   - Remember that the trainers are there to assist, not do everything for the learners.

2. **Building a Lesson Plan and Curriculum**
   - Curriculum
     o FPCIW Curriculum explores theme-based basic computer skill learning.
     o OASIS Curriculum *Introduction to Computers* explores task-oriented basic computer skill learning.

   - For example:

Week & Topic	Curriculum	Additional Workshop
Week 1: Introduction to Computer	OASIS Session 1	• Typing practice (Korean)
Week 2: Introduction to Internet	OASIS Session 4	• Typing practice
Week 3: Application of Internet (Health Education)	FPCIW Curriculum Review Session 4	• Health workshop: Alzheimer worksheet
Week 4: Application of Internet (Google Maps & Health Education)	FPCIW Curriculum Review Session 4	• Typing practice • Health workshop: Diabetes worksheet
Week 5: Introduction to Email	OASIS Session 5	• Cyber Security workshop
Week 6: More Emails & Review	OASIS Session 6	• Cyber Security workshop

3. Pre- and Post-Surveys
  - To measure the effectiveness of the class and satisfaction, surveys may be distributed during the first week and the last week of classes. It is important to ask relevant questions, such as any changes in the participants' abilities to handle computers, presenter's ability to communicate effectively, etc.

4. **Instructor's Journal** will allow all the instructors to think about what was effective and what was not for the class of the week. A brief meeting after each class will teach everyone how to become better instructors.

Where to Teach?

1. **<u>Taking Equipment from the Home Office</u>**
    -   If you have a transportation, take back the equipment to the office in Glendale.
    -   If not, CIW will bring laptops and the necessary equipment to the communities.
    -   As you are setting up the equipment, make sure all the necessary updates are installed, vaccine programs are running, and the batteries are being charged.
    -   Some communities may already have computers/laptops.

2. **<u>Video Conferencing Classes</u>**: Teach anywhere with the right technology
    -   With Polycom or Bluejeans software, it may be possible to teach computer classes over a video conferencing system. You will need to be at a location where there is a Polycom system, or a computer with the internet access.

Questions?

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