



CDET B



Coolock Darndale
Adult Literacy Service



Coolock Darndale ALS **Remote Learning Handbook**

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Welcome!

Coolock Darndale Adult Literacy Service is here to offer support to all our students new and old.

It may not always be possible to be in our classrooms. When you can't be in the classroom we will work with you by:

1. Phone
2. Post
3. Text / WhatsApp
4. Email
5. Our website: CoolockALS.ie
6. Zoom

This booklet explains how we are going to do it.



Tutors phone numbers and email addresses

All our tutors have mobile phones and email addresses.

Your tutor will call you before classes start back. If you have a missed call or message from one of the numbers below, you know it is useful!

When classes cannot happen in the centre, tutors will keep working with you by phone, if that suits you.

If you cannot reach your tutor leave a message, they will get back to you.

Coolock Darndale Adult Literacy Service

Office Number

01 8487172

Fionnuala Carter, Adult Literacy Organiser
fionnuala.carter@aes.cdetb.ie

0871902479



By Post

If you cannot come to classes in your centre, your tutor may post work to you.

Your tutor can then contact you by phone at an agreed time.

When you complete your work, you can return it by post, or you can photograph and send it to your tutor by text message, WhatsApp or email.

Taking a Photo

To take a photo of your work and send it to your tutor you will need to have access to a tablet or a smartphone.

1. Place your work on a flat surface i.e. the kitchen table.
2. Tap the Camera app



3. This will open the camera
4. Point the camera at your work
5. Make sure you can see all of your work on the camera screen
6. Hold the camera very steady and tap the centre of the picture to focus it properly
7. Tap the button to take the photo
8. The photo is automatically saved to Photos/Gallery

WhatsApp – using iPhone or iPad

It is free but you need Internet access

With a smart phone and Internet access you can use WhatsApp.

It is free and easy to use.

It is very like text messaging.

To use WhatsApp you have to download it from the **App Store** or the **Play Store**

If you have an iPhone you use the App Store.

App Store Icon



Downloading WhatsApp using an iPhone or an iPad

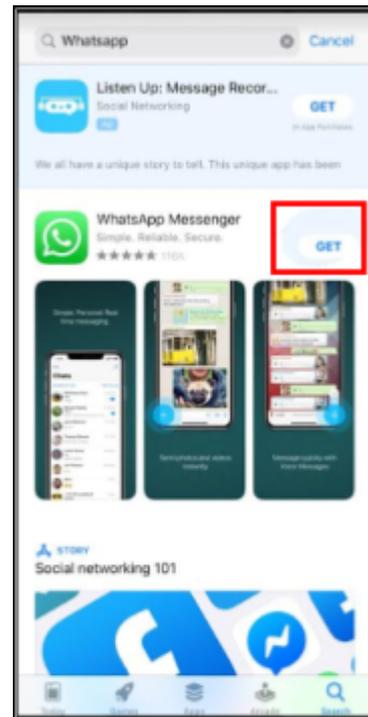
1. Tap the App Store Icon



2. Search here for the WhatsApp app



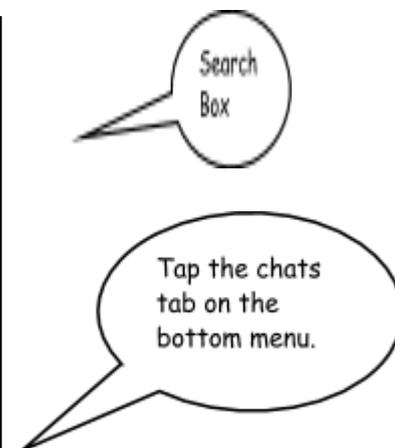
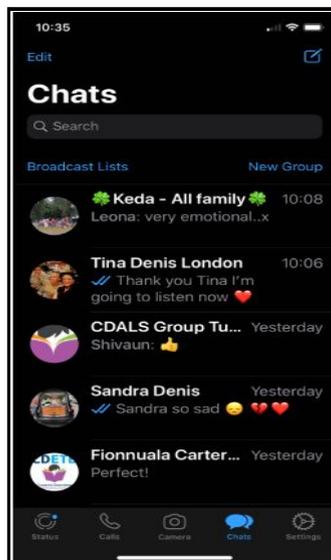
3. Click **GET**. It may take a minute, but once it is downloaded you can open it and begin using it.



WhatsApping a Photo using an iPhone or iPad

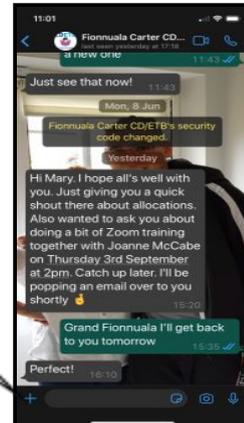
You can send photos and videos saved to your photo gallery via WhatsApp.

1. Tap the WhatsApp icon on your phone.



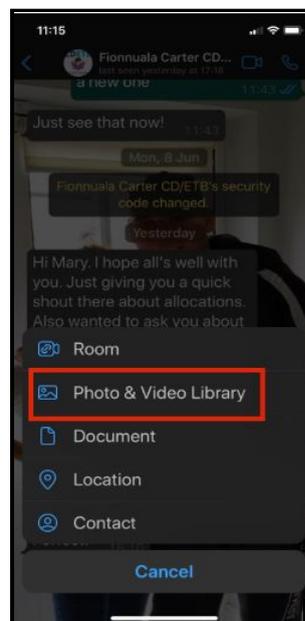
2. Scroll down to find the person you wish to send the photo to -or- you can type their name into the search box.

3. Tap on the person that you want to send photo to.



the

4. Tap Photo & Video Library



5. Tap the photo or video you want to send.

6. You can type a message if you want.

7. Tap send, it's the blue circle in the bottom right hand corner.



Your tutor will contact you to let you know that your work has been received.

WhatsApp - using Android

If you have an Android phone or a tablet you use the Play Store.

Android devices include **Acer, HTC, Samsung, LG, Sony Ericson and Motorola**. Basically, if you haven't got an Apple device you have an Android device.

Play Store Icon

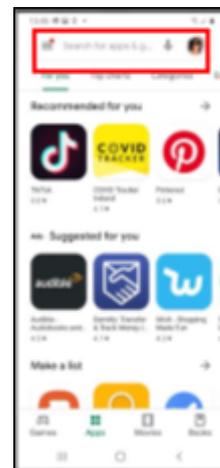


Downloading WhatsApp using an android phone or tablet

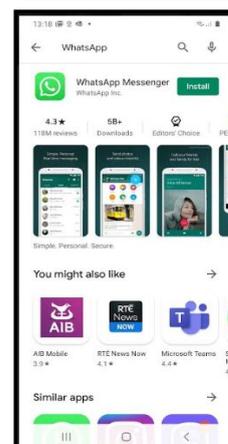
1. Tap the Play Store Icon



2. Tap here to search for the WhatsApp app



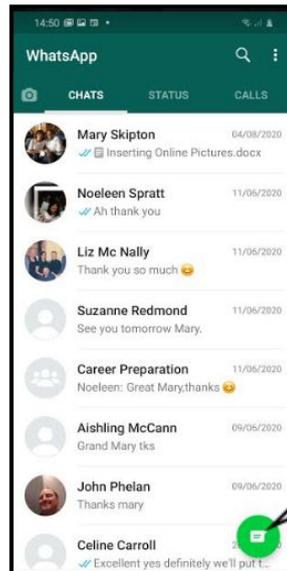
3. Click **Install**. It will take a minute, but once it is downloaded you can open it and begin using it



WhatsApping a Photo using an android phone or tablet

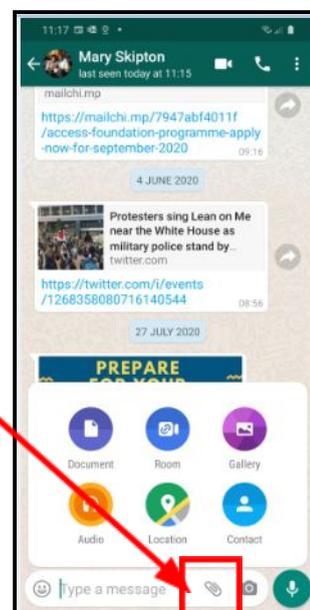
You can send photos and videos saved to your photo gallery via WhatsApp.

1. Tap the WhatsApp icon on your phone.



2. Scroll down to find the person you wish to send the photo to -or- search for their name by tapping on the microscope
3. Tap on the person that you want to send the photo to.

4. Tap the paperclip 

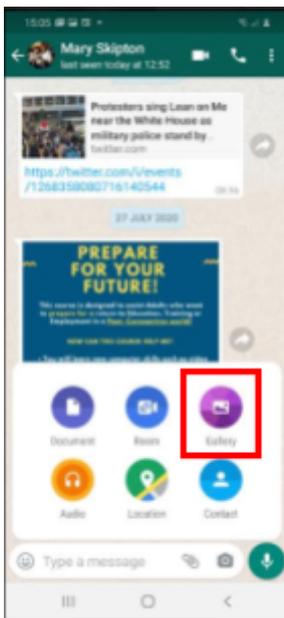


5. Tap Gallery

6. Tap the photo or video you want to send.

7. You can type a message if you want.

8. Tap send - it's the green circle with the arrow in the bottom right hand corner.

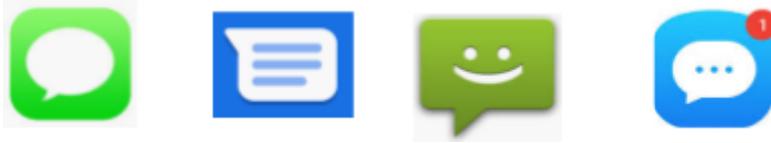


Your tutor will contact you to let you know that your work has been received.

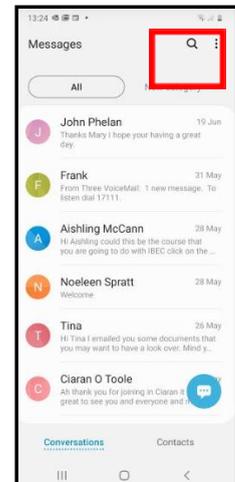
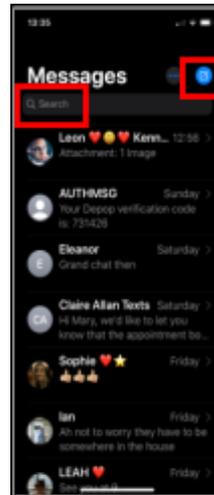
Send Photo via Text Message

There is a charge for this but WhatsApp is free

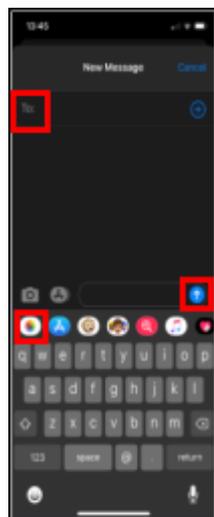
1. Tap the message icon



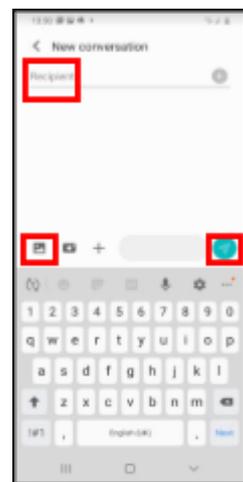
2. Scroll down to find the person you want to send the photo to or tap new message



3. Type the name of the person you want to send the photo to



4. Tap the photos icon choose the photo by tapping it



5. Tap send

Your tutor will contact you to let you know that your work has been received.

Using Email

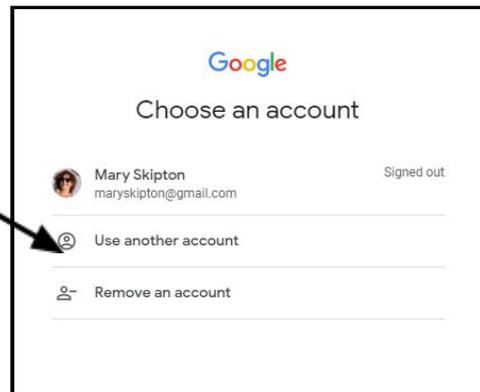
It is free but you need Internet access and an account

Email is an electronic messaging system; it allows people to communicate typed messages and send documents and photos using the Internet.

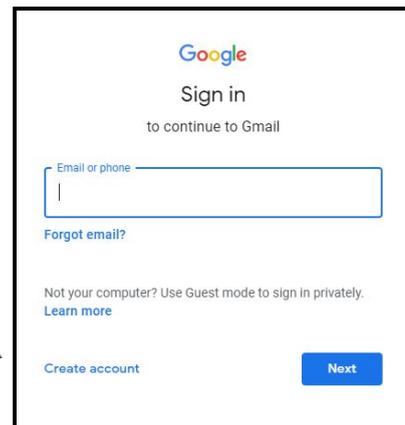
How do you get an email address?

If you don't have an email address the following instruction will get you started.

1. Open up the Internet and go to www.gmail.com
2. Left click Use another account



3. Left click Create Account



4. Follow the instructions to sign up as a new user.

- You will be asked to provide some personal information such as your name, gender and date of birth.

5. You will be asked what email address you would like to use.

- **There are no spaces or capital letters in an email address.**
- Create one that includes your name, as it will be easier to remember. Each email address must be unique so this might take a few attempts, try some like these:

maryfbyrne - your name and middle initial
marybyrne2 - your name and house number
marybyrne1960 - your name and a year you will remember

6. You will be asked to make up a password.

- **There are no spaces in a password.**
- The best passwords are a mixture of **letters numbers and symbols at least 8** i.e. LOOKouTK!d\$ one that is easy for you to remember but hard for anyone else to guess

7. When you have your email address it will look something like this yourname125@gmail.com, write it down here with your password.

My Email Address is:

My Password is:

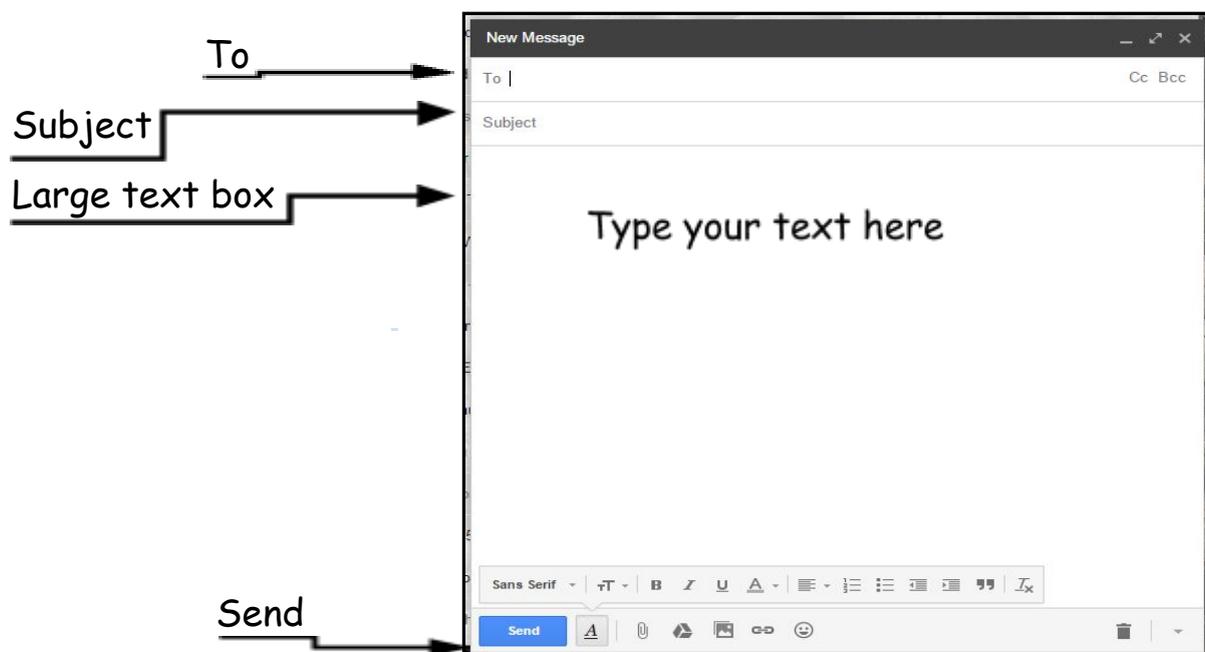
Using your email account

Sending an email

1. Click on **Compose** (it is on the left of the screen).



2. You will see a blank email displayed on the screen

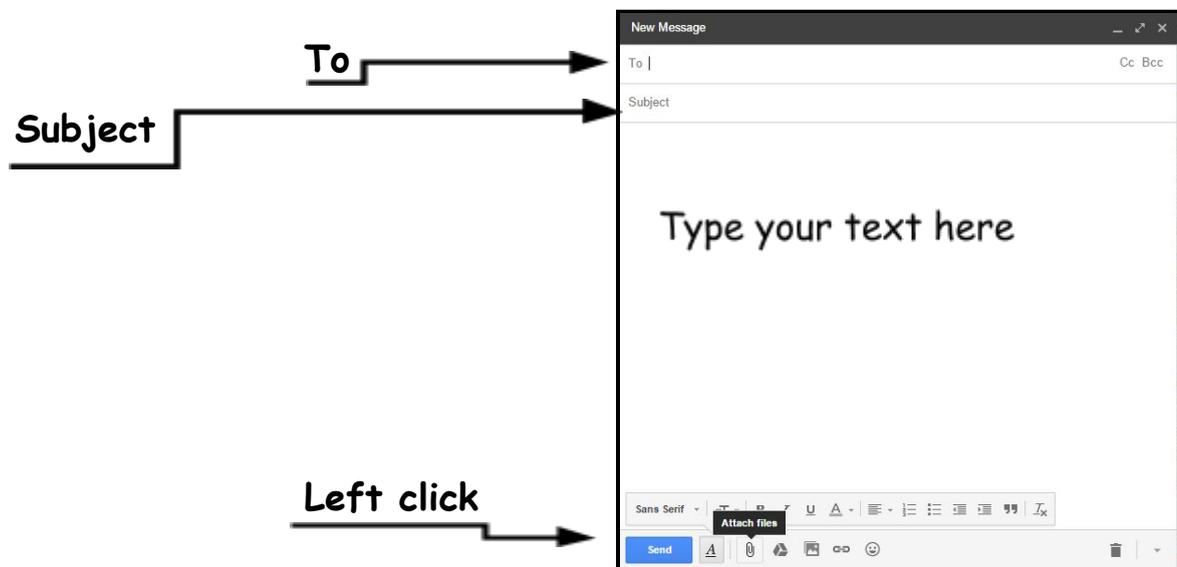


3. Click into the space beside **TO** and type the email address of the person that you want to contact
4. Click into the space beside **SUBJECT** and type a **subject** i.e. Assignment 1
5. Click into the large text box this is the body of the message
6. Type your message type your name at the end
7. Click on the **SEND** button to send your email.

Sending an email with an attachment

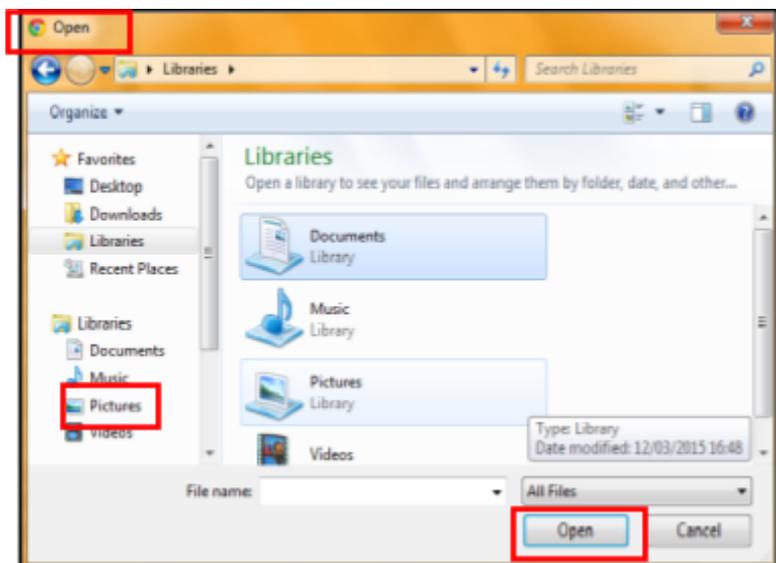
Sending a file or a photograph attached to an email is very easy.

1. Left click **Compose Mail**
2. Type in the email address of the recipient and add a subject.
3. Type your message.
4. Click on the paperclip icon to attach a file



5. The **Open** window is displayed on your screen.

6. To attach a photo
 - Left click **Pictures**



your pictures/photos are displayed

- Left click on the file/photo that you want to send
- Left click open to upload it to the email, this file is now attached to the email and will be sent as an attachment once you left click **send**.

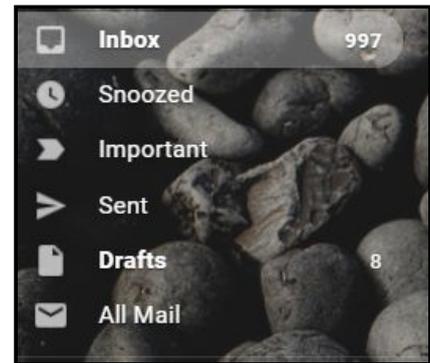
Read and Reply to an email

Down the left side of the screen there is a list of folders

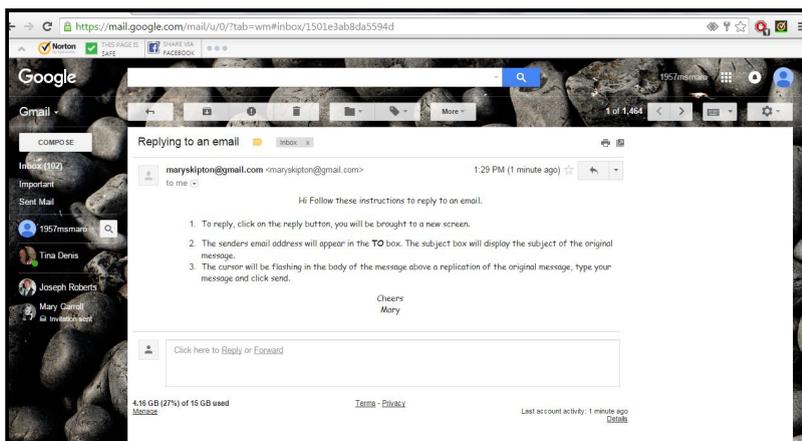
When a new email arrives it will be in the **INBOX**.

You will see the unopened email displayed. It will be **BOLD**. The sender's name, the subject and the date are displayed.

To open the email click on the **subject** and read the message.



To reply, click on the **reply** button, you will be brought to a new screen.



After you click on **Reply**, the sender's email address will appear automatically in the **TO** box.

The subject box will show the

subject of the original message.

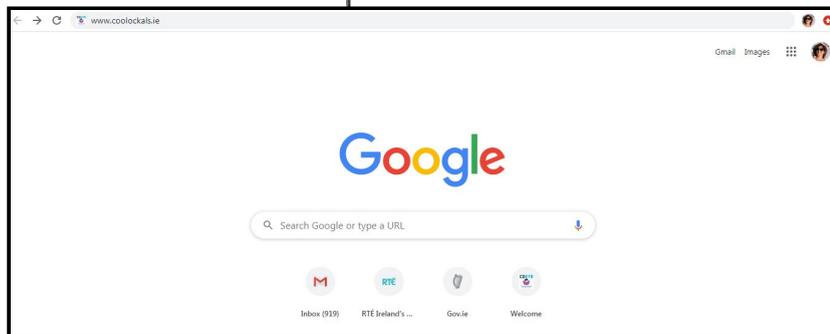
The cursor will be flashing in the body of the message above a replication of the original message.

Type your message and click **send**.

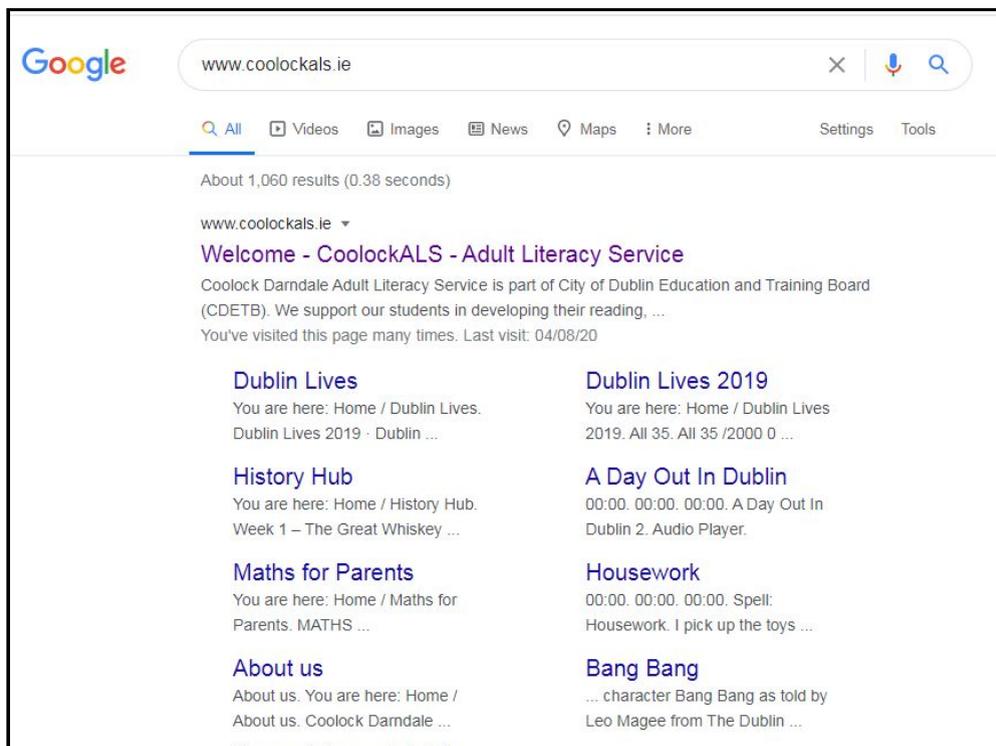
Using our website www.coolockals.ie

Go to Google

Type www.coolockals.ie into the search box and press the enter key

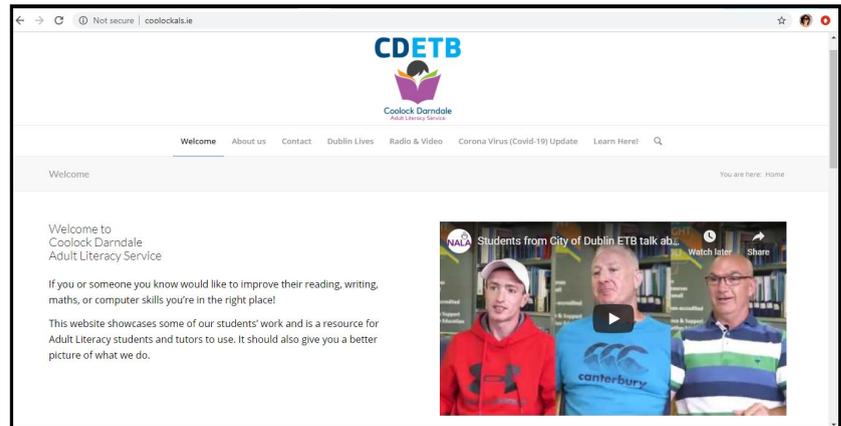


Left click on the first link



You are now on the homepage 1st page

The website shows lots of students' work, maybe even some of your own!

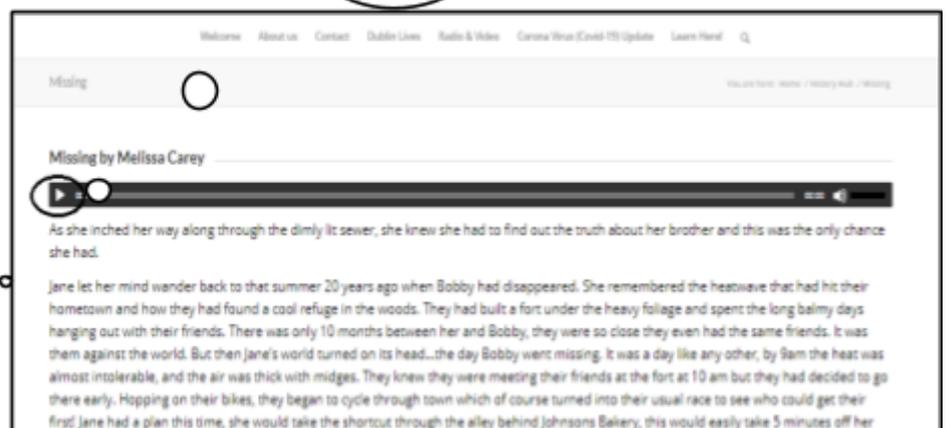


Scroll down the page - you will see some of the great stories written by our students.

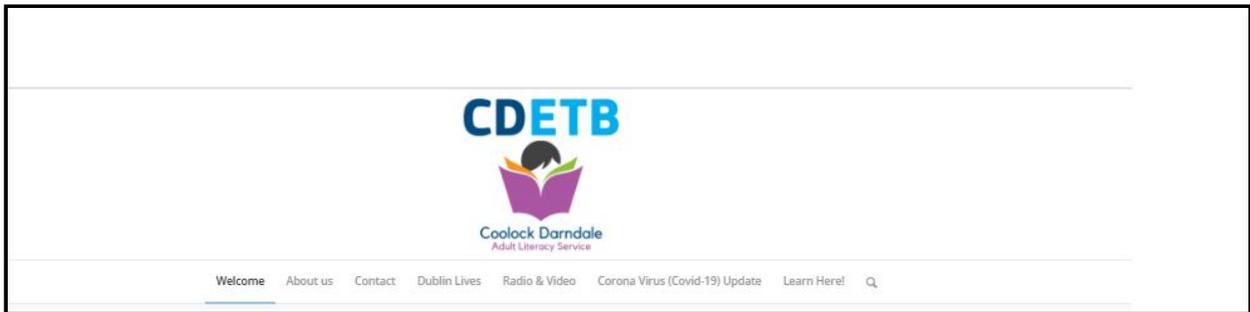


Click on a story.

You can read it yourself or you can click on the play arrow to listen to the story. There are questions at the end of each story for you to try.



Click the **back button** to return to the home page and another story.



Clicking the tabs on the homepage will take you to other pages

Click the Dublin Lives tab to read our 2018 and 2019 annual publications



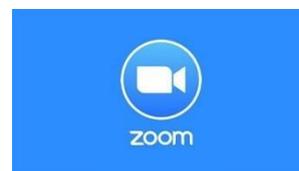
Click on the Learn Here tab to access our How to Guides & Learning Material



Enjoy our website! We are adding new content all the time!

Using Zoom on your mobile phone

Step 1: Download **Zoom.us** (Zoom cloud meetings) mobile app: You can download the Zoom.us mobile app for your **iPhone or iPad from App Store** or for your **Android phone or tablet from the Play Store**



You don't need to 'sign up', you just need to download the Zoom App onto your phone

Step 2: Your tutor will send you a text message before class with an invite to join a Zoom Meeting. **Click on the link** to the Zoom meeting at the scheduled time

Sample Invite below

Your Tutor is inviting you to a scheduled Zoom meeting.

Topic: Your Class

Time: September 25, 2020 2pm Dublin

Join Zoom Meeting

<https://us04web.zoom.us/j/777203124019?pwd=V2dHTjyxZCdkQ2h2MGo4bW1HVUZCOT09>

Meeting ID: 778 2132 4210

Password: 3SCNsA

Step 3: Allow page to open through Zoom

It will ask you for a password, be careful typing this as it is case sensitive.

Join Zoom Meeting

<https://us04web.zoom.us/j/777203124019?pwd=V2dHTjyxZCdkQ2h2MGo4bW1HVUZCOT09>

Meeting ID: 778 2132 4210

Password:3SCNsA

Step 4: If the meeting hasn't started, when you click on the link, you may see **'Waiting for the host to start this meeting'** you are in the waiting room.

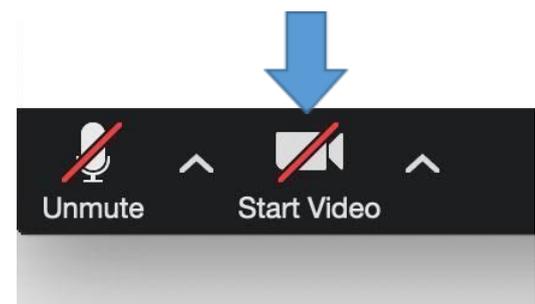
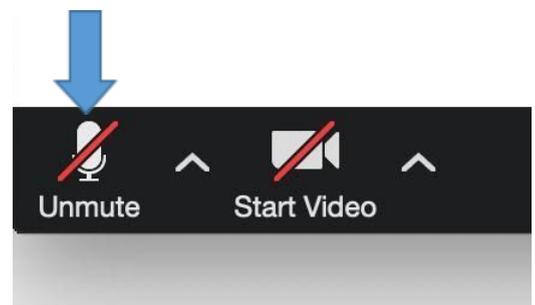
If the meeting has started when you click on the link, you may see **'waiting for the host to admit you'**, you are in the waiting room. The host will admit you.

Step 5: When you enter the meeting; on the bottom left hand corner of your phone, you will see a microphone symbol, if there is a red line going through it, this means you are muted (**nobody can hear you and you cannot hear anyone**).

Depending on your phone, there are three common options:

1. Click on **'Unmute'**, if this doesn't work then...
2. Swipe your screen to the right, you should see a **'Tap to Speak'** in a circle, click on this, **'Allow Zoom to record audio'**, click Allow
3. Or when you swipe your screen to the right you could see **'Tap to Speak'** in a circle, click on this to unmute, or you could see **'Call via Device Audio'**, click on this to unmute

Step 6: Beside the microphone, there is a camera symbol. If there is a red line going through it, your camera is off and no one can see you. To turn your camera on, just click on this icon.

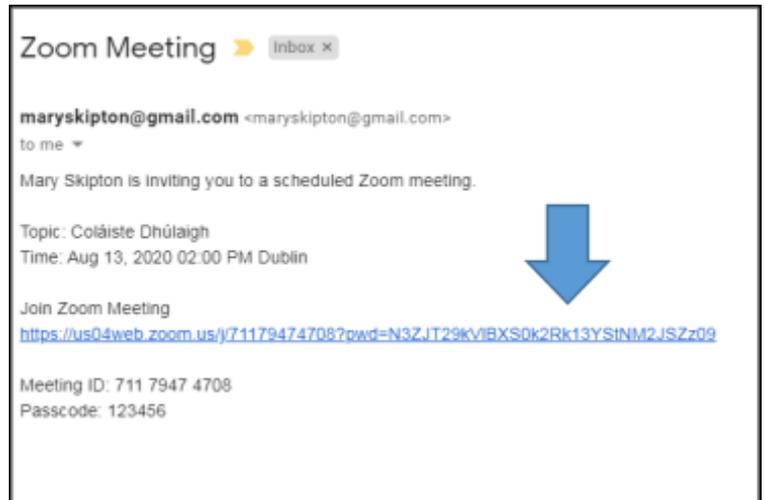


It takes a little getting used to but it is very user friendly once you have tried it

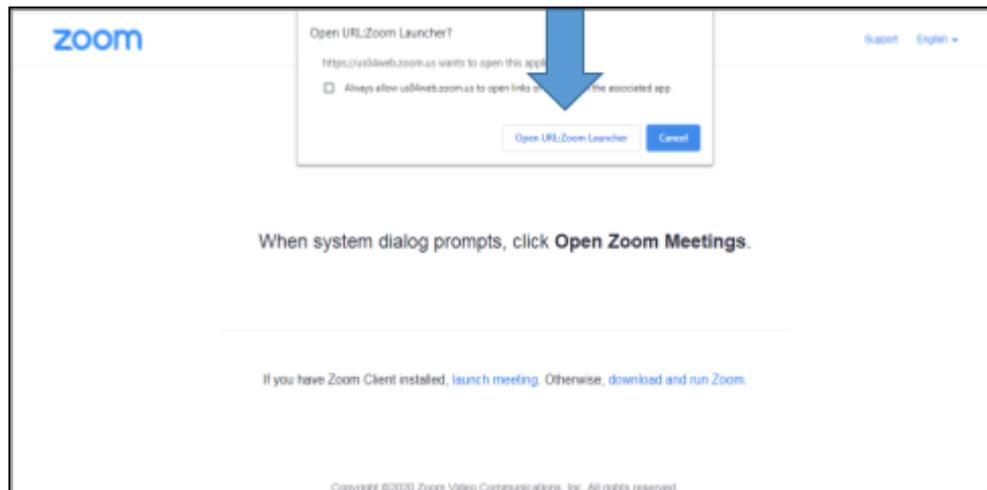
Using Zoom on your Laptop

Joining a Zoom meeting on your laptop.

Step 1: Your tutor will send you an email with an invitation to join the Zoom Meeting. When class is due to start **Click on the link** in the email to join.



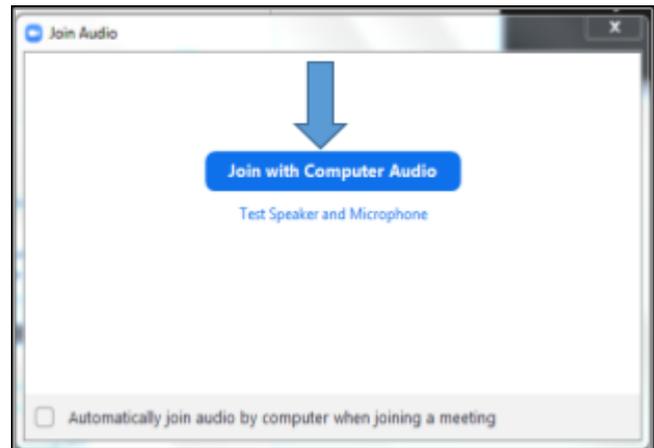
Step 2: The link will take you to this webpage. Click **Open URL: Zoom Launcher**



You should see this screen left click **Join a Meeting**



If you see this screen click
Join with Computer Audio



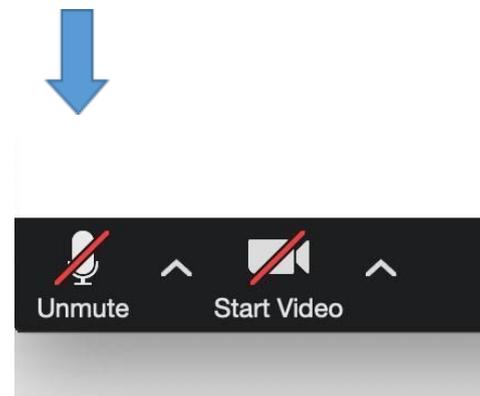
Step 4: The Waiting Room

If the meeting hasn't started yet, you may see **'Waiting for the host to start this meeting'**. This means you are in the waiting room.

If the meeting has started when you click on the link, you may see **'waiting for the host to admit you'**. This means that you are in the waiting room. The host will admit you.

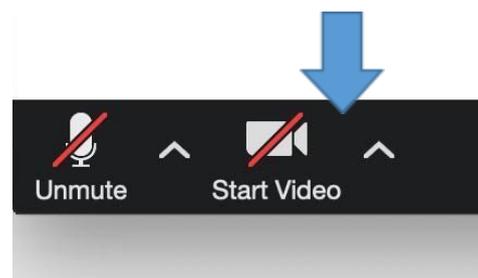
Step 5: Sound

When you enter the meeting; on the bottom left hand corner of your screen, you will see a microphone symbol, if there is a red line going through it, this means you are muted (**nobody can hear you and you cannot hear anyone**).



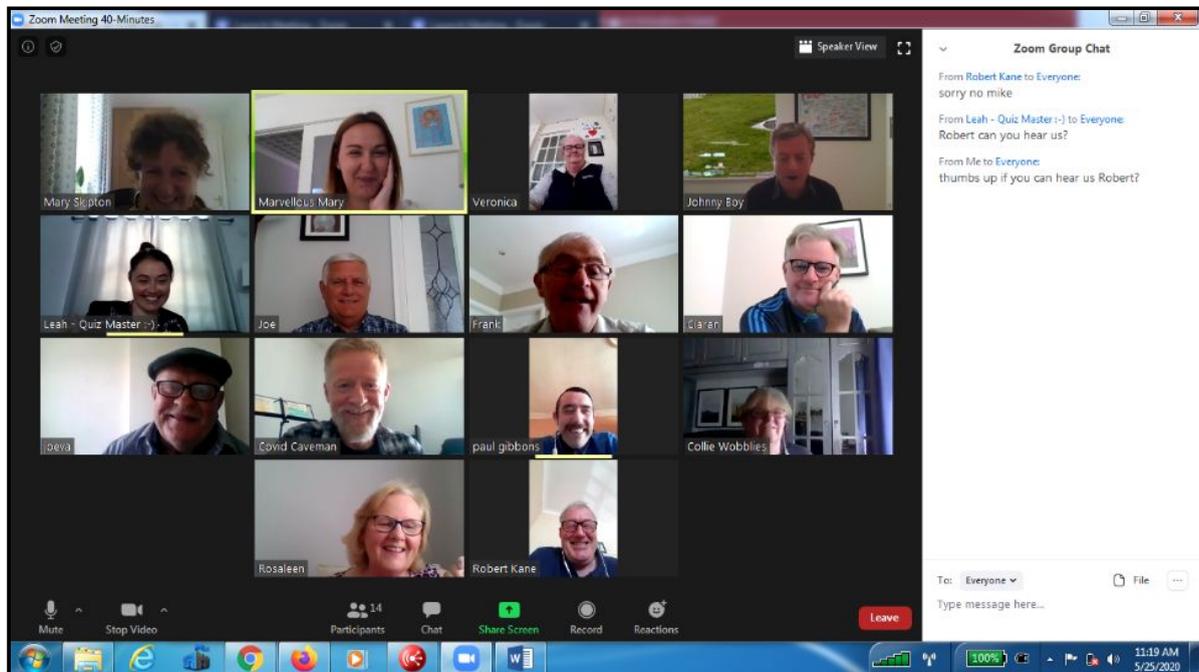
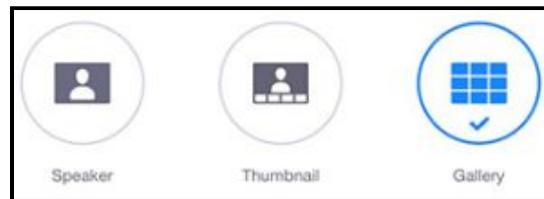
Step 6: Camera

Beside the microphone, there is a camera symbol. If there is a red line going through it, your video is off and no one can see you.



Step 6: Seeing Other People

Click on this icon and you will see everyone at the meeting make sure you are in Gallery View (top right hand corner of the screen)

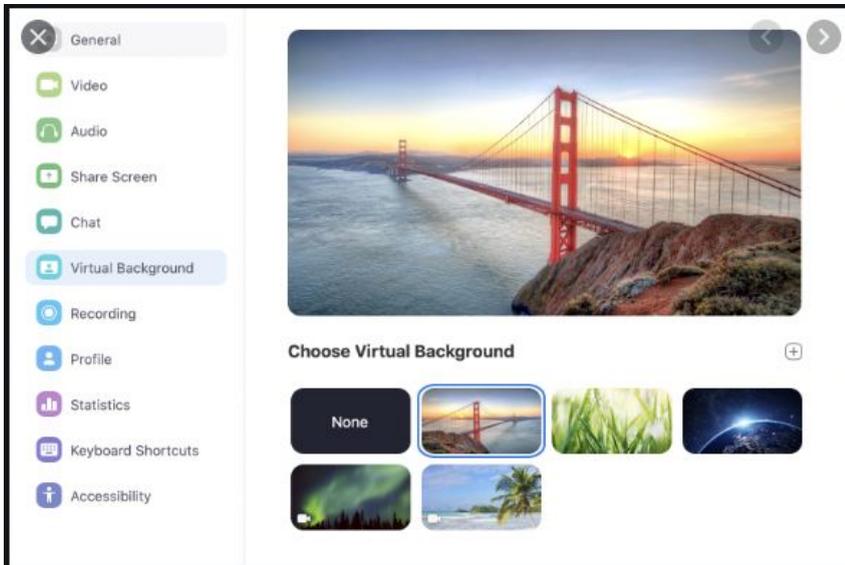


Changing your Zoom background

In 2 steps you can change your background to virtual background

Step 1: Click on the up arrow on the video camera icon





Step 2: Click Virtual Background choose one of the backgrounds available and you are good to go.

It takes a little getting used to but it is very user friendly once you have tried it.