

Lesson Plans



Individual Lesson Plans

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Suggested Programming

Sample Schedule:

WEEK 1, Intro.... WEEK 2, Email.... WEEK 3, Internet

Here are some examples of how PointerWare has been successfully incorporated into our client's recreation programs in order to promote brain fitness and encourage social interaction

Play Games To Promote Brain Fitness

From solitaire to puzzle building, PointerWare's Games module includes plenty of games to challenge the mind and promote recreation and fun.

Website Of The Week

Promote learning and skills development by posting a "Website of the Week" near the PointerWare computer. Encourage residents to visit these sites.

Favourite Websites

Keep a "Top-Five" list of websites posted near the PointerWare computer. One home that did this included websites like the local newspaper, *The Weather Network* and *YouTube*.

We'd love to hear from you. If you have any suggestions, or examples of how PointerWare is being incorporated into your recreation program, please e-mail us at info@pointerware.com.

Lesson 1

Objective - By the end of this learning module, you will:

- Understand what you will be learning during the next four learning modules
- Understand the basic terminology that will be used during the learning modules
- Know how to log onto your PointerWare™ account
- Know what you must bring for learning module 2

Overview:

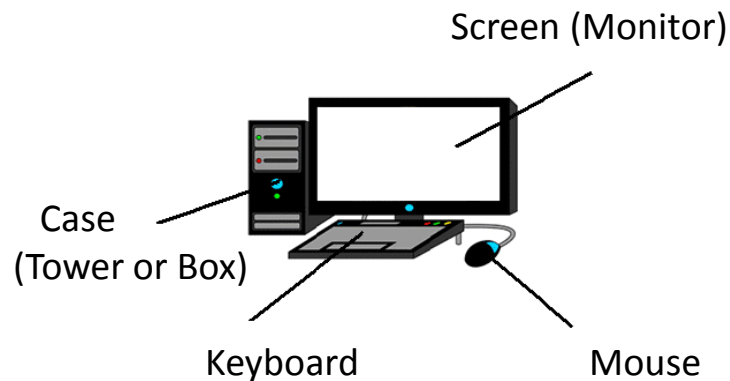
Over the course of the next four learning sessions, you (the learner) will be taught how to use the PointerWare™ Computer system. The modules, or learning sessions, will be about 35 minutes in length, with up to 10 minutes at the end of each module for questions and extra practice. You will be taught a basic skill during each session and for the remainder of the session, you will use exercises and activities to reinforce this skill. At the beginning of every session, you will review with your instructor what you learned in the previous session.

At the end of the four modules, you will be able to check your email, search the internet, view photos sent by your email contacts (i.e. friends/family who have email addresses) and play skill testing games using the PointerWare™ computer.

Lesson 1

Basic Terms:

Below are basic terms that you will need to know when using the PointerWare™ computer. There will be a short quiz to reinforce these terms at the end of the module.



Screen: The computer screen makes the information on the computer visually available to the user. It is also sometimes referred to as “the monitor”. The “on/off” button for the screen is on the front.

Case: The case is the enclosure that contains the main components (hardware) of a computer. It is also sometimes called the tower or box. The computer is turned on and off with the power button can be found on the front of the case.

Keyboard: The keyboard was originally modeled after a typewriter keyboard. It uses an arrangement of buttons or keys, which act as mechanical levers or electronic switches, to transmit letters, numbers, and symbols onto the computer screen. See Appendix A: Getting to Know Your Keyboard.

Mouse: Physically, a mouse consists of an object held under one of the user's hands, and has one or more buttons. It acts as a pointer to be able to access different images on the computer screen.

Lesson 1

Two Computer Tools Unique to PointerWare™ Computers:

Touchscreen: A touchscreen is a screen which can detect the presence and location of a touch within the display area. The term generally refers to touch or contact to the screen by a finger. With a touch screen you can touch or use the mouse to change what is displayed on the screen.



Microphone: The computer microphone transmits the sound of your voice to the computer when you hear the verbal prompt. The microphone makes it easy to dictate emails with your voice, if typing presents any difficulty.



Lesson 1

Other Important Terms To Know:

Internet: A global network of interconnected computers, enabling users to share information along multiple channels.

Email: A method of exchanging electronic messages. Email systems require the internet for the transmission of these messages to occur.

Text Box: A box where words appear on the screen.

Text: The representation of what you are typing on the keyboard as seen on the screen.

Interface: The way everything appears on the screen in front of you.

Log In: The process which allows computer users to access personal accounts, information, and email.

Cursor: A small blinking line that appears on the computer screen to prompt you where to type next.

Lesson 2 : How to Log-In

Step 1:

The computer will say “Touch this button or press any key to begin”
Touch the screen where [THIS BUTTON] is written

Step 2:

The computer will ask you to touch the first letter of your last name
Touch, on the screen, where the first letter of your last name appears

Step 3:

The computer will then ask if the first letter of your last name is the letter you pressed – if you have made a mistake and pressed a wrong key, this is when you can correct it and return to Step 2

Step 4:

The computer will prompt you to touch your name
If you do not see your name appear on the screen it means that you are either not registered yet, or you have pressed an incorrect letter

Step 5:

The computer will then prompt you to touch the screen where your home address is listed
You will select your home address, which will act as your password for entry to your account

SUCCESS!

Lesson 2 : Email

Objective - By the end of this learning module, you will:

- Be able to add email addresses into your address book
- Be able to compose a new email to one of your contacts
- Be able to reply to an email from one of your contacts
- Be able to forward a received email to one of your contacts
- Be able to open photographs that have been sent to you, digitally
- Know what to bring to module 3

Note: During this module, you will be touching the screen AND using the mouse to access your email. If you own a computer at home, and wish to continue using Pointerware™, it is possible that you will only have access using a mouse, and not a touch screen.

To Begin:

Please complete to following steps

1. Log into your PointerWare™ account as learned during Module #1

Adding Contacts to your Address Book

Begin adding a contact by pressing the [MAIL] button on the computer screen after you have logged into your PointerWare™ account.

You will be asked if you would like to [READ MAIL] or [WRITE MAIL].

When adding contacts to your address book, and composing a new message you will press the [WRITE MAIL] button.

The screen will say “Who are you writing to?”

Lesson 2

To the left of the screen there is a button to push that says [NEW PERSON]. Once you've pressed [NEW PERSON], the next screen will allow you to use the keyboard to type in the email address of the person you wish to add to your contact list. Now push the [ADD CONTACT] button.

The final screen asks you to enter your new contact's full name. Once you have added the contact's full name into the text box provided, push the [DONE] button.

You will then be able to return to the home page by pushing the [HOME] button in the top left hand corner of the screen.

Activity - Adding Your Email Contacts:

Now that you know HOW to add email contacts, please add the email addresses you brought with you.

Writing a New Email

Beginning at the Home Page, touch the [MAIL] button in the center of the screen.

You will be asked if you want to [READ MAIL] or [WRITE MAIL]. Touch the [WRITE MAIL] button.

Select the person you would like to write to by touching their name on the screen.

What kind of message do you want to send?

The PointerWare™ program will ask you HOW you would like to send your email.

There are two options: type a message on the keyboard or speak a message into the microphone.

The Microphone

Once you have touched the Microphone button, the computer will prompt you with a "3, 2, 1" countdown – followed by a beep. Once you hear the beep, you can begin speaking your message.

Lesson 2

When you have completed your message, press the stop button at the bottom of the screen.

The computer will ask you if you are finished recording. If you are finished, press the [YES] button. If you wish to re-recording your message, press the [NO] button. The computer will allow you to re-record the message

If you press the [YES] button and would like to send the message to your contact, the computer will prompt you once again and ask if you would like to send the message. If you would like to send the message, press the [YES] button. If you do not want to send the message, press the [NO] button.

The message will be sent to the email contact's inbox, and they will be able to listen to your recorded message on their computer and write you a message in response.

If you press the [NO] button, you will return to the screen where your email contacts appear

The Keyboard

Once you have touched the [KEYBOARD] button, the computer will display a screen with a text box.

Using the keyboard, you can type your message into the text box where the cursor is blinking.

Once you have completed the message, touch the [SEND THIS EMAIL] button at the bottom of the screen.

The last step is to send the message – the computer will confirm that you want to send the message, and ask you to touch [YES] or [NO]

Reading your email

To check your email press the [MAIL] button on the computer screen after you have logged into your PointerWare™ account.

You will be asked to [READ MAIL] or [WRITE MAIL].

To check unread email, and read old email messages, you will press the [READ MAIL] button.

The screen will change to display your email, in the order which the emails have been recieved, with the most recent email title being displayed first.

Lesson 2

You can use the [NEXT PAGE] button in the right hand corner of the screen to advance and view more emails.

When you wish to return to your home page, press the [HOME] button in the top left hand corner of the screen.

Replying to an Email

You may choose to respond to an email that a contact has sent you.

At the end of the email message, the computer will give you the option of replying to your contact's email.

The phrase at the bottom of the email will read "To reply to this email touch [HERE]".

By pressing the [HERE] button, you can reply to the sender.

From here, follow the same steps of writing an email as listed above – use either the microphone or the keyboard to respond.

When you wish to return to your home page, press the [HOME] button in the top left hand corner of the screen.

Forwarding an Email

If you receive an email that you wish to pass on to a contact, you can forward the email to them so they receive the information written in the email, as well.

Begin at your PointerWare™ homepage.

Press the [MAIL] button in the center of your screen.

Instead of pressing [READ MAIL] as if you were checking your email or [WRITE MAIL] as if you were going to send a new email, touch the [FIND MAIL] button at the left of your screen.

The screen will display a list of all the emails you have been sent.

To forward an email, select from the list the email which you wish to send on.

Lesson 2

Press the [FORWARD] button at the bottom of the selected email.
The screen will change and ask you to select the contact whom you wish to receive the forwarded email
Choose from your contacts who will be receiving the email
The last step is to send the message – the computer will confirm that you want to send the message, and ask you to touch [YES] or [NO]

Receiving a Photo

One of the many wonderful things about modern technology is that we can now digitalize photos and send them to our friends and family. PointerWare™ has made it very easy to receive photos from your contacts.

Begin at your PointerWare™ homepage.

You will see in the top left hand corner of the screen is a button called [PHOTOS].

When you receive an email from a contact with a picture attached, these pictures will be displayed in the email.

The email has a section and asks you if you would like to [SHOW BIG PHOTOS] – if you press this button, the photos that have been sent to you will be displayed on your screen.

The photos will also be transferred into your [PHOTOS] on your PointerWare™ account – so you can see them whenever you like.

If you delete the email, the photos will remain in your [PHOTOS] until you wish to delete them yourself

Lesson 2

Homework:

Now it is time to test what you have learned!

Ask your instructor for their email address. Please write it in the space below.

At some point BEFORE your next lesson, you must:

Log onto your PointerWare™ Account.

Add your instructor to your contact list.

Write your instructor an email.

If you have trouble remembering how to perform any of the tasks listed above, please refer to your Email Module. It will provide you with step by step instructions of how to complete what is being asked of you in this activity.

It is best to complete this task two days PRIOR to your second learning session. This ensures that your instructor will be able to read the email you have sent.

Next Lesson: We will be searching the internet. Please consider a minimum of three (3) topics of interest you would like to explore using the internet.

Lesson 3 : Internet

Objective - By the end of this learning module, you will:

Have a broader understanding of safety and privacy on the internet.

Know how to find useful information on the internet.

Know excellent tips to help you when you are searching the internet.

To Begin:

Please complete to following steps

1. Log into your PointerWare™ account.
2. Check your email.
3. Respond briefly to the email sent by your instructor.

Internet Safety – Benefits and Risks of Using the Internet

The internet is a wonderful tool for finding information and communicating with people around the world. However, the anonymity that comes from using a computer makes it more accessible for people to commit crimes online and remain undetected. Here are some important safety tips that will help protect you when using the internet.

Lesson 3

Protect Your Identity – You wouldn't give your personal information to someone you just met, so it is safe to say you shouldn't give out any personal information over the internet. This includes banking information, social insurance number, a driver's license number, or any information that could be used in identity theft. Even if you receive an email from someone you think you can trust (i.e. an email that has your bank's logo on it) it is a good idea to find some other way of verifying that the sender can be trusted (Public Safety Canada, 2009).

Read Privacy Statements – Internet shopping has become very popular. You can buy anything from groceries to shoes using the internet and a credit card. If you choose to do any shopping online, it is very important to read the privacy statements of the website to ensure that all your credit card information is kept safe (Public Safety Canada, 2009).

Respond to Friends First – One of the unique things about the Pointerware™ System is the privacy it offers. When you send an email to a friend, PointerWare™ tells their computer that you wish to contact them, and your friend has to accept the invitation to be one of your contacts if they want to respond. This ensures that you don't receive any internet junk mail, or "Spam". Not all email systems have this kind of safety benefit. If you choose to use a different email account, be cautious in opening emails from unknown senders. Additionally, it is important that you do not give any personal information over email, as it can be easily forwarded to other users on the internet (Public Safety Canada, 2009).

Lesson 3

Using the Pointerware™ Search Engine:

Begin by pressing the [INTERNET] button on your home page. This will take you to a page with a text box.

In the text box, type what you wish to search for.

Press the [SEARCH NOW] button next to where you have entered your topic of interest.

Once your search has been completed you will be taken to the Google Search webpage.

To look at different web pages, simply click the blue underlined words – once you have viewed a website, the words will turn purple to alert you that you have already looked at the website. If you go to a webpage that does not have the information you are looking for, press the [GO BACK] button to return to your original search.

If you find a webpage that you find useful and think you may wish to visit it again, you can save the website address by clicking the [SAVE SITE] button on the left hand side of the screen. Your site will be saved underneath the text box where you search for other websites. You will be able to access your saved sites as often as you need to.

Lesson 3

Simple Search Tips

Here are some handy tips that may help you to narrow your search, and find what you are looking for more successfully.

Use Quotation Marks – This helps to narrow your search by telling the computer the exact phrase, or order of words you wish to find (Boswell, 2009).

The Minus and Plus Symbols – You can use the minus symbol when you want to search for a word, but you need the search engine to exclude other words commonly associated with that search word. For example: Lavern –Shirley. Alternatively, if you wish to search for two things that must be together, you can search both words with an addition sign conjoining the two. For example: apple + pie (Boswell, 2009).

Use the Website's Address – This is a useful way to search if you already know the website you are looking for. Simply enter the website address into the search engine. For example, if you search www.cbc.ca, you can find links on the CBC website to CBC News, CBC Television, or CBC radio (Boswell, 2009). If you enter the website address into the text box when searching on PointerWare™ specifically, PointerWare™ will locate the site for you, and redirect you there immediately.

Spell Check – Double checking the spelling of whatever you are searching for, is a simple way to find exactly what you want. Sometimes typing mistakes can lead you to websites you may find inappropriate or offensive (Boswell, 2009).

Lesson 3

Home Work:

Now it is your turn to find some interesting information on the Internet! Decide upon a topic you wish to search for and write it below:

Search topic: _____.

Search Topic Activity

Write the name of the first website that appears on the search screen:

Click on the link that will take you to the website.

Does it provide you with the information you are looking for?

Yes

No

Partial, but not specific information

If you did not find what you were looking for, or would like to find more information on the topic, refer to the Simple Search Tips provided in your workbook.

By following these steps, you will find the best way to search for exactly what you are looking for.

To finish this activity, complete the short quiz on the next page to submit to your instructor at the beginning of your next lesson.

Lesson 4 : Games

Objective - By the end of this learning module, you will:
Be able to access skill testing games that are entertaining and challenging.

To Begin:

Please complete to following steps

1. Log into your Pointerware™ Account.
2. Press the [INTERNET] button on the main screen.
3. Do an internet search for the City of London.
4. Find the City of London's official homepage.
5. Save the City of London's home page.

Games

PointerWare™ has a wide range of different trivia and skill testing games that you can play.

The games on PointerWare™ are an excellent way to pass time by testing your knowledge, memory or skill!

To access the games, click the [GAMES] button on your home page.

This will take you to a complete list of the games.

Lesson 4

Congratulations! You have made it to the end of the PointerWare™ Modules.

Do you have any questions about the PointerWare™ system? Are there any activities on PointerWare™ you would like to review?

If you have a computer at home and you would like to have PointerWare™ on your computer, please ask your instructor for the information sheet about PointerWare™ at home. Your instructor will go over the information with you at this time.

Quiz:

Turn to the Final Quiz in your booklet and complete the quiz with the help of your instructor.

Intro Quiz

Part B: Please fill in the blanks using the words at the bottom of the page

_____ is a global network of interconnected computers, enabling users to share information along multiple channels.

_____ is a method of exchanging electronic messages. This requires internet for transmission of these messages to occur.

Two computer tools unique to the Pointerware™ Computer System are the Touchscreen and the Microphone. The _____ transmits the sound of your voice to the computer while the _____ acts as a screen which can detect the presence and location of a touch on the screen.

Sometimes known as the “monitor”, the _____ makes the information on the computer visually available to the user.

This device acts as a pointer to be able to access different images on the computer screen. It is named after a furry creature. It is called a _____.

The _____ is sometimes known as a “tower” or “box”. It is the enclosure that contains the main components of a computer.

The way everything appears on the screen is known as the _____.

**Touchscreen
Interface**

**Microphone
Screen**

**Internet
Mouse**

Email

Case

Internet Quiz

Please complete the following multiple choice questions with your instructor. Circle the letter which represents what you think is the correct answer.

You decide to check your email on Pointerware™ using a second email address that you have created (NOT your Pointerware™ Email). You see an email from a person you do not recognize, but open the email in case it is a friend that you have recently given your email address. The email is from someone you do not know, and they are asking for banking information. Do you:

- Give them your banking information – they have your email address, therefore they must know who you are
- Write them an email back asking how you know each other
- Delete the email from the unknown sender, without replying and sending them personal information

You are searching the internet for an apple pie recipe that uses Granny Smith apples. Which of the following search techniques might help you narrow your search?

- Checking the spelling before pressing [SEARCH NOW]
- Using a plus sign to indicate you want the words to be searched together i.e. Apple + Pie + Granny + Smith + Apples
- Using quotation marks around the words you wish to search i.e. “Apple + Pie + Granny + Smith + Apples”
- All of the above

Internet Quiz 2

A friend tells you about a wonderful website for online shopping. When you go to the website, and look at the privacy information, the website has tutorials for you to take to learn about privacy, and informs you that your information will be protected by the website. This website

- is a very dangerous website – you cannot trust them
- is going to sell your information to other people
- has a good privacy policy, and therefore can be trusted – but it is important to be careful and only give information to the website, and not other people shopping online

When you are on a webpage, you notice an advertisement for a free vacation for you and a friend. Out of curiosity, you click on the advertisement and are taken to a page that requests your personal information such as your social insurance number, and credit card information. There is no privacy statement insuring that your information will stay confidential. What do you do?

- Push the [BACK] button on the computer screen – giving that kind of information to someone over the internet is dangerous
- Assume that the privacy statement will be shown once you've filled out all of the information, and proceed
- Give all your personal information – Hey, it's a free vacation!!!

Final Quiz

Final Quiz

With your instructor, complete the following questions.

Part A: General Questions about Computers

What are some Simple Search Tips that will help you when finding things on the internet?

- Use Quotation Marks
- The Minus and Plus Symbols
- Use the Website's Address
- Spell Check
- All of the above

Two tools that can be used with Pointerware™, but are not found on every computer are:

- The keyboard and mouse
- The screen and internet
- The touch screen and microphone
- Text and text boxes

When using any computer, it is important to:

- Protect yourself by not giving out any personal information
- Tell all your friends your email address and password
- Ignore the privacy statements on websites
- Respond to all emails, even if they are asking for personal information

Email is:

- Really fun to use
- A method of exchanging electronic messages.
- A good way to keep in touch
- All of the above

Group Lessons 1

Name That Tune Night

Gather a group of residents together for a *Name That Tune* trivia night. Select <GAMES> from the Home screen, then <TRIVIA QUIZ> to access *Name That Tune*.

Terrific Trivia Night

Games like *Who What Where* and *Life Trivia* are fun and challenging for everyone. Have the entire group guess or divide residents into teams for a fun tournament.

Tic-Tac-Toe Tournament

Randomly select two players for a game of tic-tac-toe. The winner goes on to play the next contender until the ultimate champion is crowned.

Group Lessons 2

World Wide Web Night

Residents take turns offering suggestions for topics they'd like to learn about on the web. In one home, a resident shared her best apple pie recipe with the group, then the Recreation Manager used PointerWare to surf the net to see what other recipes they could find, leading to an animated discussion on cooking. Another gentleman, an avid baseball fan, looked up the stats on his favourite team.

The Year In Retrospective

Take digital photos of the events that occur at your home throughout the year. Not only can you e-mail these to residents, you can set up a PointerWare account for yourself and e-mail them there. Periodically bring residents together for a "slide show" night where you display these photos in your special account. Residents can reminisce and remember the events.

"Field Trips" For Residents In Secured Living

One home we know conducts "field trips" for residents in the secured living portion of the building by bringing these individuals down in small groups to use PointerWare's Games module.

Family Lessons

Encourage Families Members To E-mail Loved Ones at Their PointerWare E-Mail Address

Suggest Making PointerWare Part Of A Family Visit

One Recreation Manager noticed that family members sometimes find visits awkward. She suggested that family members e-mail photos to their loved one in advance of a visit then make viewing these pictures together a part of their time together.

Others have found that sharing time on the computer is a great way for younger grandchildren to connect with grandparents during a visit.

We'd love to hear from you. If you have any suggestions, or examples of how PointerWare is being incorporated into your recreation program, please e-mail us at info@pointerware.com.