



Links CVS



## Links Digital Champions Project

RESOURCE	LEARNING	E OR D	TICK WHEN COMPLETED	
Training Guide	First steps – for informal and voluntary digital champions	E		
Training Guide and the <a href="#">Learn My Way</a> Platform	<b>LEARN MY WAY - GETTING SET UP AND UNDERSTANDING THE PLATFORM</b>			
	<b>Step 1</b> Getting Started	<a href="#">Register for a User Account</a>	E	
		Request Tutor Account	E	
	<b>Step 2</b> <a href="#">How to be a Digital Champion</a>	What is a Digital Champion	E	
		How to Inspire People	E	
		Help People get Online	E	
		Activity – Helping Bob to get Online	E	
	<b>Step 3</b> <a href="#">Navigating the subjects</a>	<a href="#">Using your Computer or Device</a>	E	
		<a href="#">Online Basics</a>	E	
		<a href="#">Office Programs</a>	E	
		<a href="#">More Internet Skills</a>	E	
		<a href="#">Online Safety</a>	E	
		<a href="#">Finding a Job Online</a>	E	
		<a href="#">Improving your Health Online</a>	E	
		<a href="#">Managing your Money Online</a>	E	
<a href="#">Public Services Online</a>	E			
<b>Step 4: LEARN MY WAY – SIMPLE GUIDES TO HELP YOU SUPPORT SOMEONE ELSE</b>				

Introducing a Computer or Device	Supporting someone to <a href="#">Use a Keyboard</a>	E	
	Supporting someone to <a href="#">Use a Mouse</a>	E	
	Supporting someone to <a href="#">Use a Touchscreen</a>	E	
	Supporting someone to <a href="#">Use a Computer</a>	E	
Introducing the Internet	Supporting someone to <a href="#">Get Online</a>	E	
Introducing Communications	Supporting someone to <a href="#">Use Email</a>	E	
	Supporting someone to <a href="#">Use Skype</a>	E	
	Supporting someone to <a href="#">Use Messenger</a>	E	
	Supporting someone to <a href="#">Use Whatsapp</a>	E	
	Supporting someone to <a href="#">Use Facetime</a>	E	
Introducing Health and Online Safety	<a href="#">How to Guide for the NHS Website</a>	E	
	<a href="#">Guide to Being Safe Online</a>	E	
<a href="#">Accessibility</a>	Supporting someone with additional needs	E	
<b>Step 5: LEARN MY WAY – DETAILED TUTOR RESOURCES</b>			
<a href="#">Tutor Video Guides</a> (requires Tutor Account)	<a href="#">How to start a course</a>	D	
	<a href="#">How to navigate a course</a>	D	
	<a href="#">How to print a certificate</a>	D	
	<a href="#">How to enable tutor access</a>	D	
	<a href="#">How to record learner activity</a>	D	
	<a href="#">How to manage groups</a>	D	
<a href="#">Tutor Session Plans</a> (requires Tutor Account)	Using your computer or device	D	
	Online Basics	D	
	Office Programmes	D	
	More internet skills	D	
	Internet safety	D	
	Managing your money online	D	

		Public Services Online	D	
	<a href="#">Universal Credit Support (requires Tutor Account)</a>	The Online Journal	D	
		Preparing to support	D	
		Briefing	D	
		Briefing-session guide	D	
		Flowchart	D	
		Learning Exercises	D	
		Checklist for couples	D	
		Checklist for individuals	D	
		Useful links	D	
Training Guide and Learn My Way Platform	<b>ADDITIONAL RESOURCES AND WEBSITES</b>			
	Training Guide Recommendations	Links to other organisations and resources	D	
	<a href="#">Resources for Digital Champions</a>	Additional information to support you in your role - curated by Learn My Way	D	