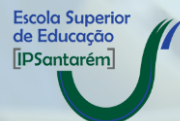




# PEDAGOGICAL AND METHODOLOGICAL GUIDELINES

///  
ebook version



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## /// **METHODOLOGICAL GUIDE**

This present guide has the purpose of helping the trainers of the activities proposed by the European project “#TV T21 COMmunity #e-Skills, social inclusion and employability (intercultural dialogue in tourism)”.

All partners in this project should use the guidelines in this document as a guide to promote and facilitate not only social inclusion but also the employability of young Europeans with Down Syndrome between the ages of 18 and 29.

## /// TRAINERS PROFILE

There are no specific criteria to select the trainers, however, it is necessary that the trainers have skills or experience in the education of the youngsters with special education needs.

## /// VOLUNTEERS PROFILE

According to Law no. 71/98, of 3 November, which regulates the legal framework of volunteering. Voluntary is: "the individual who in a free, disinterested and responsible way undertakes, according to his own abilities and in his free time, to carry out voluntary actions in the field of a promoter organization".

## /// TRAINING STRUCTURES

The first meeting of the European project #TV T21COMUNIDAD # will be held on 20 and 21 November 2017, among all partners, Escola de Educação of the Instituto Politécnico de Santarém, Viatecla, Hrvatska Zajednica Za Down Sindrom and Associazione Italian Persone Down, with the financing of the Erasmus + program.

In this meeting, information about the project, its work schedule, how the role of each partner and the products targeted by the project will be shared, so that it becomes the beginning of the training of young Europeans with Down Syndrome.

The trainings will be divided into three distinct levels, those being: basic, intermediate and advanced level. Each of these has a specific focus on the different instruments to be used (Google, G-mail, Skype, Facebook, Instagram and Whatsapp).

## Fundamental Concepts of Informatics

### Knowing the Computer

- Turning the computer On/Off;
- Knowing the Different Components;
- Using the Computer Safely.

### Mastering the Keyboard

- Knowing the basics;
- Finding the Shift Key and writing in Capital Letters;
- Using the back, delete, enter and direction keys;
- Using the space bar and tab key;
- Knowing other useful keys.

### Mastering the mouse

- Knowing the basics;
- Move and point with the mouse;
- Knowing the different pointers;
- Learn how to click;
- Grab and drag with the mouse.

### Knowing the Operative System (Microsoft Windows 10)

- Recognize the workspace;
- Get to know the task bar, notifications area and the start menu;
- Recognizing windows of the Windows;
- Using the Windows explorer.

### Introduction to the Internet

- Discover what is the Internet;
- Accessing and browsing in the Internet;
- Using search engines;
- Knowing its origins.

### Using the basic features of the Operative System (Microsoft Windows 10)

- Using the start menu;
- Highlighting programs in the task bar;
- Resizing the windows;
- Organizing folders and files;
- Using a USB flash drive.

## Web Search

### Google Search Engine

- Accessing and recognizing the search engine.

### Search in web pages

- Inserting text in the search box;
- Recognizing and browsing the results;
- Accessing a page.

### Image search

- Recognizing the different options of the search menu;
- Image search;
- Consulting the images and view them in full size;
- Accessing the page where the image is.

### News and video search

- News Search;
- Video Search.

### Google Accessibility

- Search with the virtual keyboard;
- Voice search.



## Email (Gmail)

### Knowing the Email

- Creating an Email account;
- Recognizing an Email.

### Accessing the Gmail

- Sign-in;
- Identify alternative login forms;
- Log-Out.

### Using the Gmail

- Recognizing the environment;
- Reading and responding an email;
- Forward and delete an email.

### Messages in email

- Sending an email to one or more receivers;
- Attaching files to the email.

## Skype

- Recognizing Skype in a computer;
- Installing, creation and login in Skype;
- Using Skype – Calls and contacts.





## Facebook

**Recognizing and initiating the program in the browser**

**Accessing the Facebook page**

**Register in Facebook**

- Creating an account and confirm your registration;

**Log-in, recognizing the main page and log-out**

**Accessing the main page and the time**

**Adding information to the profile**

- Adding a profile picture;
- Adding a cover picture;
- Adding personal information;

**Search for friends, send friend requests and accepting requests**

**Using the Facebook chat safely:**

- Sending and receiving private messages;
- Deleting messages;

**Publishing content on Facebook**

- Update status;
- Define publication privacy rules;
- Posting in a friend's timeline;
- Comment in posts;
- Share and like posts.

## Instagram

Instagram terminology;

How to start using Instagram;

Posting on Instagram;

Interacting on Instagram;

Instagram Direct;

Instagram hashtags;

Additional options;

How to get results on Instagram;

How to use Instagram on the browser.

## WhatsApp

How to install and set up WhatsApp

Accessing your account and profile;

Personalizing;

Send messages to your contacts,  
creating different conversations;

Send pictures and videos to your  
contacts;

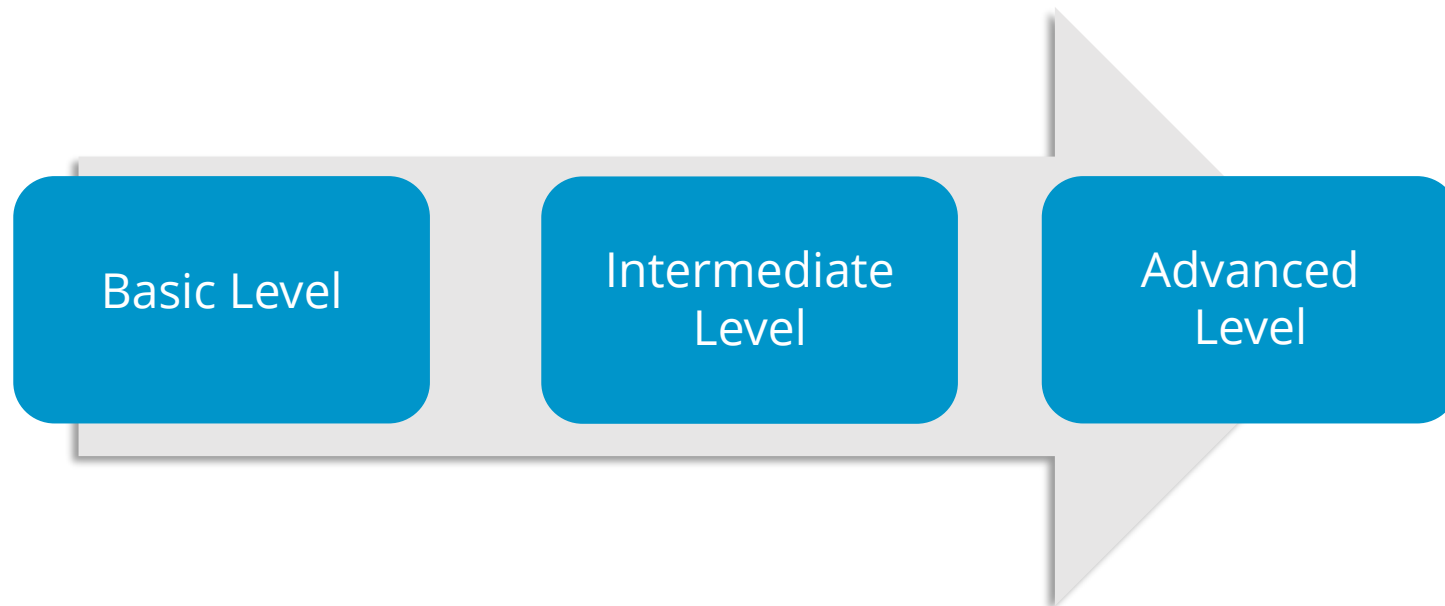
Creating groups from your contacts.



## /// IMPACT

According with the objectives of the project, it is intended that young people acquire skills not only at a digital level but also at a communication and societal level, thus enhancing employability and their inclusion in the job market in the fields of tourism, in conjunction with families and the surrounding environment.

## /// EDUCATIONAL PATH



## /// BASIC LEVEL

Fundamental Concepts of Informatics	<ul style="list-style-type: none"><li>• Know the Computer;</li><li>• Master the Keyboard;</li><li>• Master the Mouse;</li><li>• Know the Operating System (Microsoft Windows 10);</li><li>• Introduction to the Internet;</li><li>• Using Basic Operating System Features (Microsoft Windows 10).</li></ul>
Web Search	<ul style="list-style-type: none"><li>• Google search environment engine;</li><li>• Web page search;</li><li>• Image search;</li><li>• Search for News and Videos</li><li>• Google accessibility</li></ul>
Output	<a href="#">2 main guidelines and respective tutorial videos</a>
Estimated Time	4 meetings (3 hours for each meeting)

## /// INTERMEDIATE LEVEL

Email (Gmail)	<ul style="list-style-type: none"><li>• Know the E-mail;</li><li>• Recognize an Email Address;</li><li>• Create an E-mail account.</li></ul>
Skype	<ul style="list-style-type: none"><li>• Recognize Skype on the Computer;</li><li>• Install, Create an account and Log In to Skype;</li><li>• Use Skype- Contacts and Calls.</li></ul>
Output	<a href="#">2 main guidelines and respective tutorial videos</a>
Estimated Time	4 meetings (3 hours for each meeting)

## /// ADVANCED LEVEL

Facebook	<ul style="list-style-type: none"><li>• Recognize and Start the Program in the Browser;</li><li>• Access the Facebook Page;</li><li>• Register on Facebook;</li><li>• Signing in, Recognizing the Home Page and Ending Session;</li><li>• Access the Home Page and the Chronology;</li><li>• Add Information to the Profile;</li><li>• Search for friends, Add and Accept friend requests;</li><li>• Use the Facebook Chat with Security;</li><li>• Post Content on Facebook.</li></ul>
Output	1 main guideline and respective tutorial videos
Estimated Time	4 meetings (3 hours for each meeting)

## /// ADVANCED LEVEL

Instagram	<ul style="list-style-type: none"><li>• How to use instagram;</li><li>• How to register;</li><li>• How to navigate, find other users and follow them;</li><li>• How to explore and publish photos and videos;</li><li>• Placing the location when posting a photo;</li><li>• How to use Instagram Direct;</li><li>• How to use Instagram on the web.</li></ul>
Output	1 main guideline and respective tutorial videos
Estimated Time	4 meetings (3 hours for each meeting)

## /// ADVANCED LEVEL

WhatsApp	<ul style="list-style-type: none"><li>• How to install and configurate WhatsApp;</li><li>• Access your account and profile;</li><li>• Personalize;</li><li>• Send messages to your contacts, creating several different conversations;</li><li>• Send photos and videos to your contacts;</li><li>• Create groups from your contact list.</li></ul>
Output	<a href="#">1 main guideline and respective tutorial videos</a>
Estimated Time	4 meetings (3 hours for each meeting)



# T21 to community

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DOI: 10.5281/zenodo.2648715

Date: 2018



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