Connected Society
Mobile Internet Skills Training Toolkit
A guide for training people in basic mobile internet skills
Module 6 - Facebook
In Depth Training
Learning Objectives

- The trainees have registered for Facebook
- The trainees have added friends, followed Pages, and made a post
- The trainees are excited to use Facebook and connect with friends

Materials you will need:

- Smartphone
- Handsets
- Facebook Posters x 5
- Glossary Handouts
- Cost Poster
- Safety Tips
- Icon Cutouts
Introduce Facebook

Show trainees the Facebook icon cut-out and ask them to find this on their phone.

Give a short explanation of Facebook

- “Facebook connects you with your community, whether they live close to you or far away. You can use it to correspond with business contacts, receive news, stay in touch with family and friends or get updates on your favorite celebrities and sports teams.”
- “Using words, photos and videos, you can communicate with one person, a specific group of people or millions of people on Facebook.”

Bring the benefits to life!

- **Tell your own story** about how you use Facebook and the way it helps you, your friends and family. Some examples include:
  - Communicate with friends, family and business contacts
  - Share and get advice
  - Advertise your business/products
  - Read news from the world, celebrities and sports

Make the service relevant

Discuss with the trainees how Facebook can be beneficial in their own lives:

- **Ask:** “What would you like to use Facebook for?” Give them some suggestions based on their interests.
Activity: Access Facebook on your phone

Get practical!

**Explain:** “You can get to Facebook through an app or a web browser.”

**Tip:** “It is best to download and use the Facebook app if you have a smartphone and access Facebook on a web browser if you are using a feature phone.”

Show the “How to Download the Facebook App on a Smartphone” poster

- Go to free.facebook.com/lite OR go to facebook.com/lite if free isn’t available
- Tap **Download Now**
- Open the Facebook Lite app
- **Explain:** “This poster shows the steps for downloading accessing and registering for Facebook”
- Take your trainees through the steps on their phones and explain you can add friends, share text and photos and get the latest news from celebrities, sports teams, news and more.

Show user How to Access Facebook on the Web

**Explain:** “If you have a feature phone, then you can access Facebook on a web browser.”

- Go to free.facebook.com OR go to facebook.com if free isn’t available
- Bookmark the website so the trainee can find it again
Activity: Create a Facebook Account

**Explain:** “You need to create an account so your friends can find you on Facebook.”

**Ask:** If you can help the trainee create an account and walk them through the steps on the poster:

1. Enter real name
2. Select birthday
3. Enter mobile number
4. Select gender
5. Choose a secure password that is easy to remember
6. Receive and type in confirmation code via SMS or WhatsApp
7. Click “Ok” to login

Activity: Add Friends

**Explain:** “You must add people as friends on Facebook to see the pictures and information they post and share your pictures and

**Show the “How to Add Friends” poster**

Add friends:

- Hold up the Friends icon for Facebook and explain where to find it
- Have the trainees connect with at least five friends using “Suggestions” of People You May Know
- Have the trainees search for at least 2 specific friends and add them
- Send trainees a friend request to show them how to accept (or decline)
- Explain that now when they use Facebook, they will see whatever their friends share
Activity: Like Celebrities, Sports and News Pages

Show the “How to “Like” Pages” poster

- **Explain**: “You can also get the latest news from your favorite celebrities, sports teams and news by liking their page. When you “like” a page, the information they post will show up when you log into Facebook.”

**Like pages:**

- Hold up the **search** icon and explain where to find it
- Ask trainees what celebrities, sports or news they like and have them type it into the search and go to the page
- Show them the **like** icon and show them where to click it on the page
- Show them the **News Feed** icon, have them click it and see how their view has changed

**Tip:** Give the trainees time to explore. Let them add as many friends and Pages as they want. The more they add, the better Facebook will be for them. You can also share what Pages are most popular in the local area.
Activity: Make a Post

**Explain:** “Now let’s learn how you can share personal or business information on Facebook.”

**Show the “How to make a Post” poster**

- **Show** the photo/video icon and have trainees click it
- **Explain** that you can also select the camera icon to add a photo/video
- **Explain** that photos or videos can be added from the phone or new ones can be taken
- **Explain** that they can add text to the image/video or just post it alone
- **Explain** they can also just make a post from words if they don’t want to include a photo or video.

**Personal Uses**

**Discuss** with your trainees what they might like to share on Facebook. Share what you post to Facebook. Show them some of the posts you’ve made and tell them why you shared them.

- **Ask:** “What would you like to share with your friends and family?”
- **Ask:** “What could you post to help your business?”
Safety

**Explain:** “Just like in the world, you can make choices on Facebook about whom you do and do not want to interact with.”

**Explain:** “The photo you chose as a profile picture will be visible to all Facebook users. This helps people find you and add you as a friend on Facebook.”

**Ask:** “Do you want to choose who sees your posts?”

**Demonstrate** how to select the audience when making a post and how to change the privacy setting later.

**Explain:** “You can have a post appear to the public (everyone using Facebook) or only to your friends.”

**Explain** to trainees that they can access additional privacy controls. **Show them Privacy Shortcuts** where they can see who can view their profile, who can contact them with friend requests, and how to block someone who is bothering them.
Recap

Play the Facebook icon game

- **Hold up** each Facebook icon, one at a time
- **Ask:** “Where is this on the phone and what is it?”
- **Explain** to your trainees what each icon is, if they need support
- **Give small rewards** (e.g. sweets) for correct answers and stick the icons on the wall afterwards to help remind your trainees what they are

Tip: Let trainees play with Facebook on their own, make posts, share pictures, search Pages and add friends. Encourage them to ask questions as they explore Facebook.

Recap of Key Learnings

**Discuss** with your trainees what they have learned about using Facebook.

- “What have you learned about using Facebook?”
- “What do you want to use Facebook for in your own life? What are you most interested in and excited about using it for?”
- “What will your next post be?”
Posters
Cut-outs
And
Info-sheets
How to Use Facebook

1. How to Download the Facebook App on a Smartphone or Access on the Web
How to use Facebook

How to Create an Account

1. What's your name?
2. What's your date of birth?
3. Enter your mobile number
4. What's your gender?
5. Choose a password
6. Enter the code from your SMS message
7. Account Confirmation
How to use Facebook How to Add Friends

1. Search for friends.
2. Select search results.
3. Accept friend request.
How to use Facebook

How to Follow Pages

1. Search
2. Tap on page
3. Tap the like button

Facebook
How to use Facebook

How to Make a Post

1. Select the status update icon.
2. Add a photo or video.
3. Choose who to share the post with.
CERTIFICATE

has completed

BASIC MOBILE INTERNET SKILLS training

Date

Signed
CERTIFICATE

has completed

BASIC MOBILE INTERNET SKILLS

training

Date

Signed