ICT for Social Networking

Authors:

Iliyan Gospodinov
Linda Grieser
Simon Volpert

Table of Contents

Introduction 5

Symbols 6

1. Social Networks 7
Advantages and Disadvantages. Benefits. 7

2. Facebook 11
2.1. Registration 11

2. Facebook 29
2.2. Basic functionalities. 29

2. Facebook 36
2.3. Privacy settings. 36

2. Facebook 47
2.4. Profile Settings 47

2. Facebook 56
2.5. Search for, add and remove friends 56

2. Facebook 66
2.6. Post. Delete postings. 66

2. Facebook 82
2.7. Like, comment and share postings. 82

2. Facebook 88
2.8. Chat. 88

Table of Contents

3. Skype 97
3.1. Introduction 97

3. Skype 99
3.2. Install Skype 99

3. Skype 108
3.3. Generate Skype-Account 108

3. Skype 116
3.4. Find Skype Conversation-partners 116

3. Skype 122
3.5. Use Skype for calling 122

3. Skype 132
3.6. More about calls via Skype 132

4. Twitter 142
4.1. What is Twitter? 142

4. Twitter 143
4.2. Front page 143

4. Twitter 144
4.3. Tweet and Retweet 144

4. Twitter 145
4.4. Hashtag 145

Table of Contents

4. Twitter 146
4.5. Function principle 146

4. Twitter 147
4.6. Trends 147

4. Twitter 148
4.7. Advantages and disadvantages 148

5. Other networks 149
5.1. Google+ 149

5. Other networks 152
5.2. Xing – Employee, Employer 152

5. Other networks 153
5.3. LinkedIn, StayFriends 153

6. Blogs 154
6.1. Starting a blog. 154

6. Blogs 160
6.2. Basic functions. 160

6. Blogs 164
6.3. Profile settings. 164

6. Blogs 167
6.4. Posts. 167

Introduction

ICT for Social Networking is a complete course designed for adult learners. In addition, the topic ***Blogs*** is also intended for young people. The course aims to build ICT skills in operating with social networks and blogs so that social inclusion can be strengthened, as well as active participation in societal life. The main emphasis is placed on Facebook, Skype and Blogs, whereas the other social networks such as Twitter, Google+, etc. are only very briefly presented.

The course is based on blended learning, learning by doing and intergenerational cooperation.
It is built around the following topics: Advantages and Disadvantages of Social Networks, Facebook, Skype, Twitter, Other Social Networks such as Google+, Xing, Stayfriens, etc., and Blogs.

At the end of the course the learners are expected to:

- know the advantages and disadvantages of social networks and be able to use them for their benefit;
- be able to independently use the functionalities of the social networks taught;
- be able to successfully participate in social networking;
- raise their motivation to use ICT for socializing, learning and personal growth;
- improve their intergenerational cooperation.

Course components:

- Textbook for face-to-face study;
- Internet-based material for self-study;
- Final on-line test for self-assessment.

Classroom

Tips

Self-study

1. Social Networks

Advantages and Disadvantages. Benefits.

A social network is a social structure made up of individuals, groups of individuals or organizations connected by ideas, views, financial benefits, friendships, traditions, etc.

Sharing of information is the core of a social network. Each member of the social network, who is connected with other members and share any information within the social network, is called a “node“. The number of lines (ties) by means of which each node is connected with the neighbour nodes define the dimension of the respective node. The most intensive sharing of information is implemented among big nodes such as families, school environment, work place, friends.

Within a social network social contacts are established and maintained. This is a place where the behaviour patterns of an individual are built up. Strong friendships based on common interests are established, information is shared, ideas are generated.

ADVANTAGES

1. Social networks allow individuals to connect with each other, to keep in contact with people of similar interests, to share opinions and ideas.

2. Social networks help people to solve some problems in a very easy way, e.g. buying a new car, finding a new house or a new job, etc.

3. Social networks help individuals to get to know other people who have the same problems, as well as to receive advice and support from them.

4. Social networks help society. People gather on-line to fight alcohol and drug addiction, obesity, etc.

DISADVANTAGES

1. Social networks incite people to spend more time on-line and less time on face-to-face communication. They offer a lot of time-wasting activities and a few productive ones. People who often use them are more predisposed to social isolation. Parents spend less time with their children and couples spend more time in Internet than on being together.

2. Social networks serve the needs of direct marketing. They generate high profits from the advertisements of goods and services. The networks collect personal information about the users and use it for personalized ads according to the individual interests of the users.

3. The information published in social networks is public and can be downloaded even after it has been deleted by the user. This leads to a lot of risks in relation to sharing personal information. On-line bullying is a big problem as well. Social networks do not possess algorithms for verifying the real users. In many cases there are fake users. Social networks create a fake feeling of safety, which in turn may result in real or virtual thefts.

Benefits

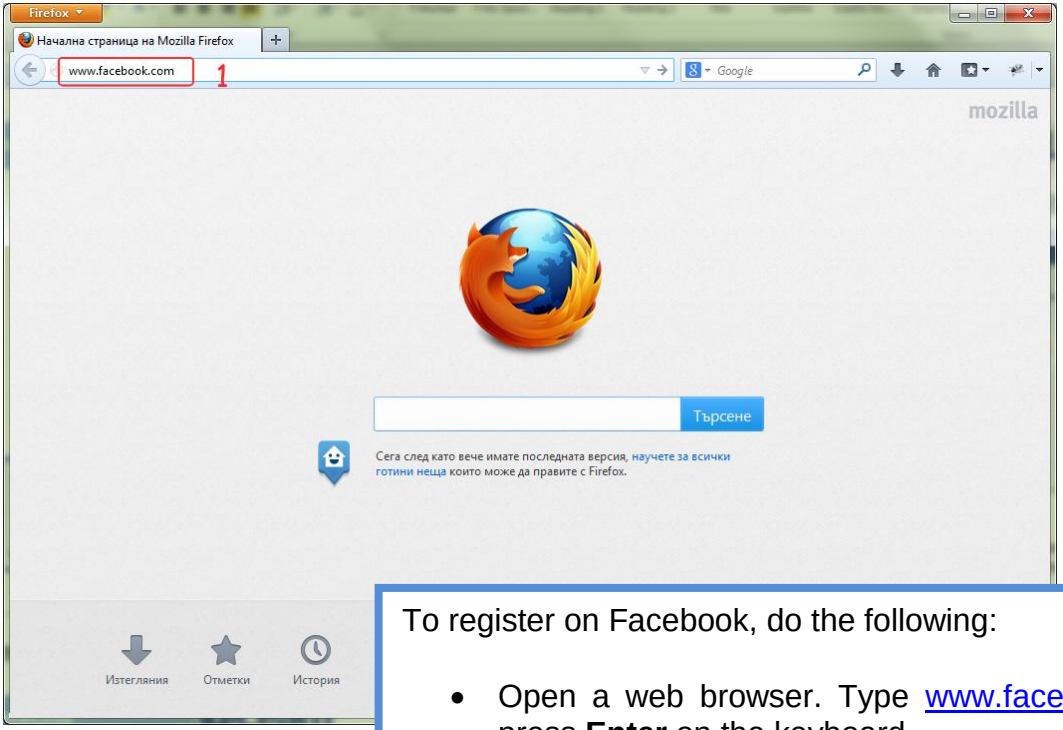
1. Unlike TV, radio and printed media social networks allows for a dialogue. Within the media existing so far people were passive readers, viewers or listeners. However, within social networkers they are active actors in communication – they comment, publish, share information, which enables them to creatively express themselves in a new environment.

2. Social networks are a very powerful tool for changing public opinion. They are an effective way of mass announcement by using “by-word-of-mouth” method thus appearing an alternative approach to the traditional ways of communication.

3. Social networks can facilitate learning and skill development by supporting peer-to-peer learning, collaboration and diverse cultural expression.

4. Social networks can facilitate intergenerational dialogue since they are based on sharing interests, knowledge, opinions, etc. involving all generations.

2.1. Registration



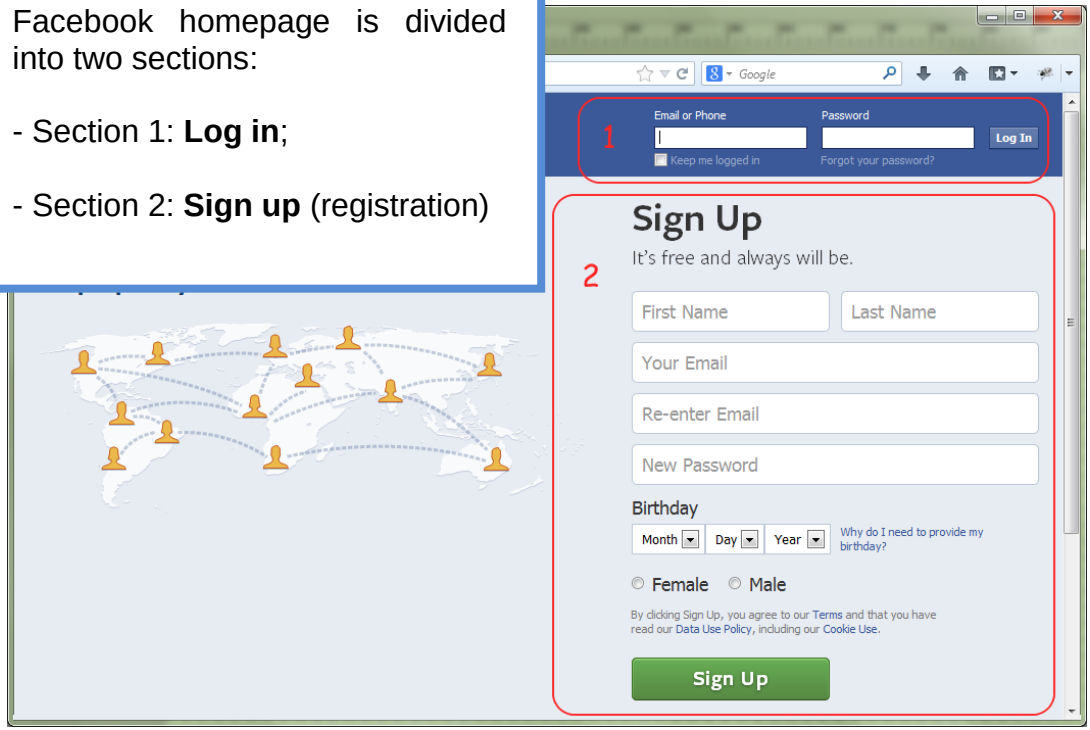
To register on Facebook, do the following:

- Open a web browser. Type www.facebook.com and press **Enter** on the keyboard.

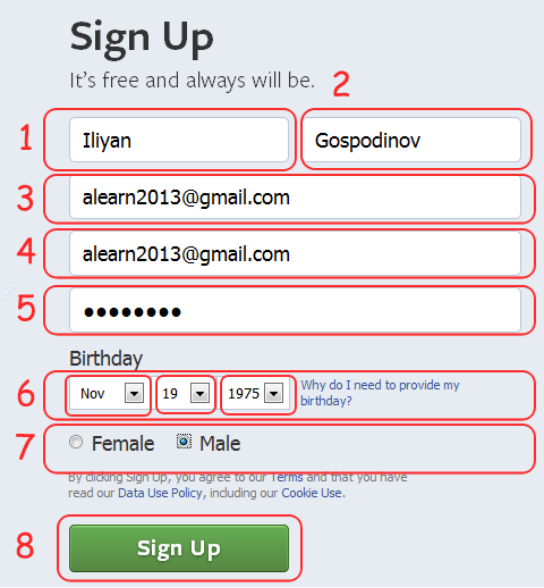
Facebook homepage is divided into two sections:

- Section 1: **Log in**;

- Section 2: **Sign up** (registration)



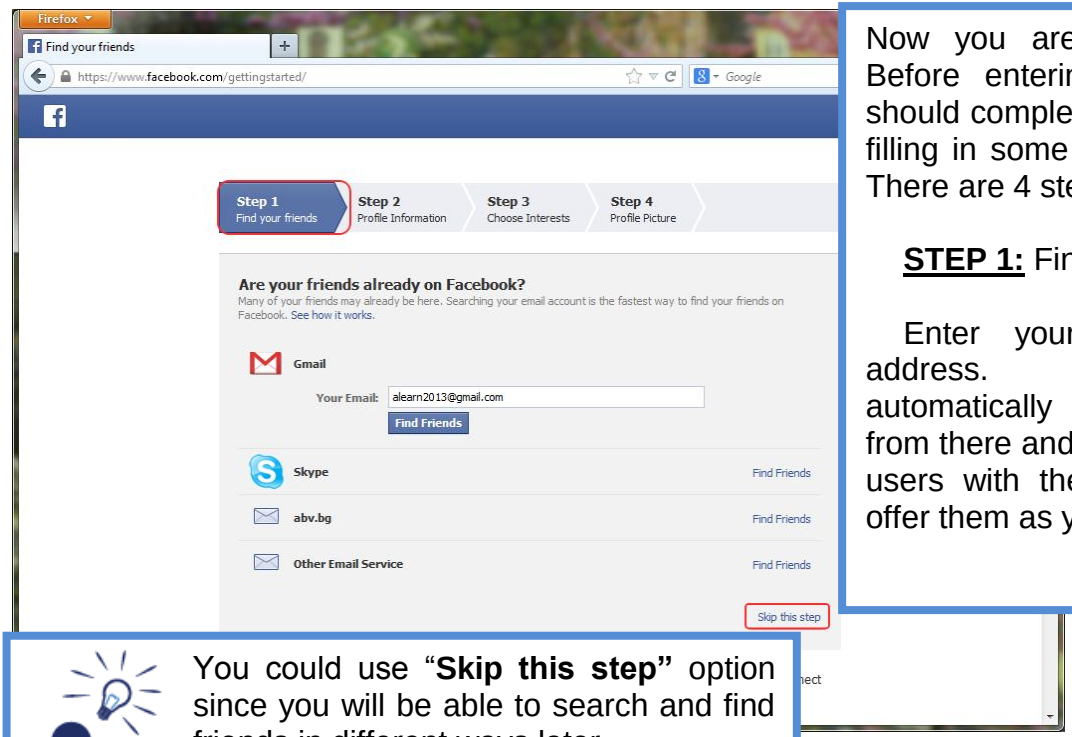
If you are a registered user, use Section 1. Type your username and password and log in.



If you are not a registered user, fill in the required data in Section 2:

1) Field 1 – first name;
2) Field 2 - surname;
3) Field 3 – e-mail address;
4) Field 4 – e-mail address again;
5) Field 5 – password;
6) Field 6 - birthday;
7) Field 7 - gender;
8) Click the "**Sign-Up"** button

2.1. Registration



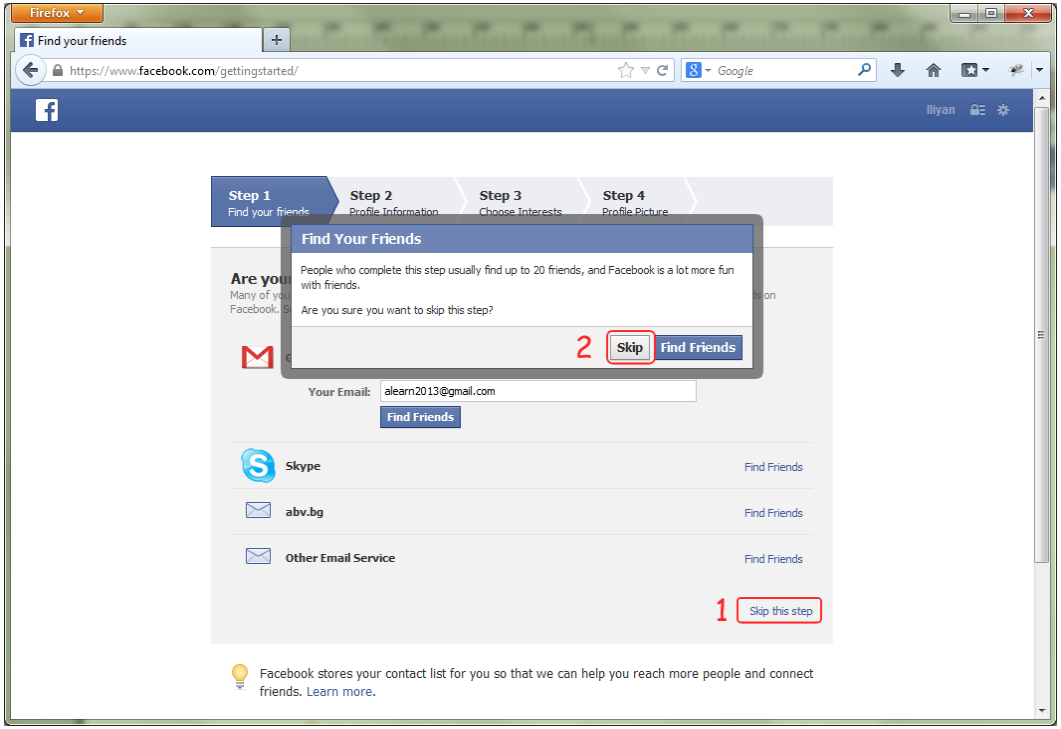
Now you are a registered user! Before entering your profile, you should complete your registration by filling in some personal information. There are 4 steps to follow.

STEP 1: Find your friends

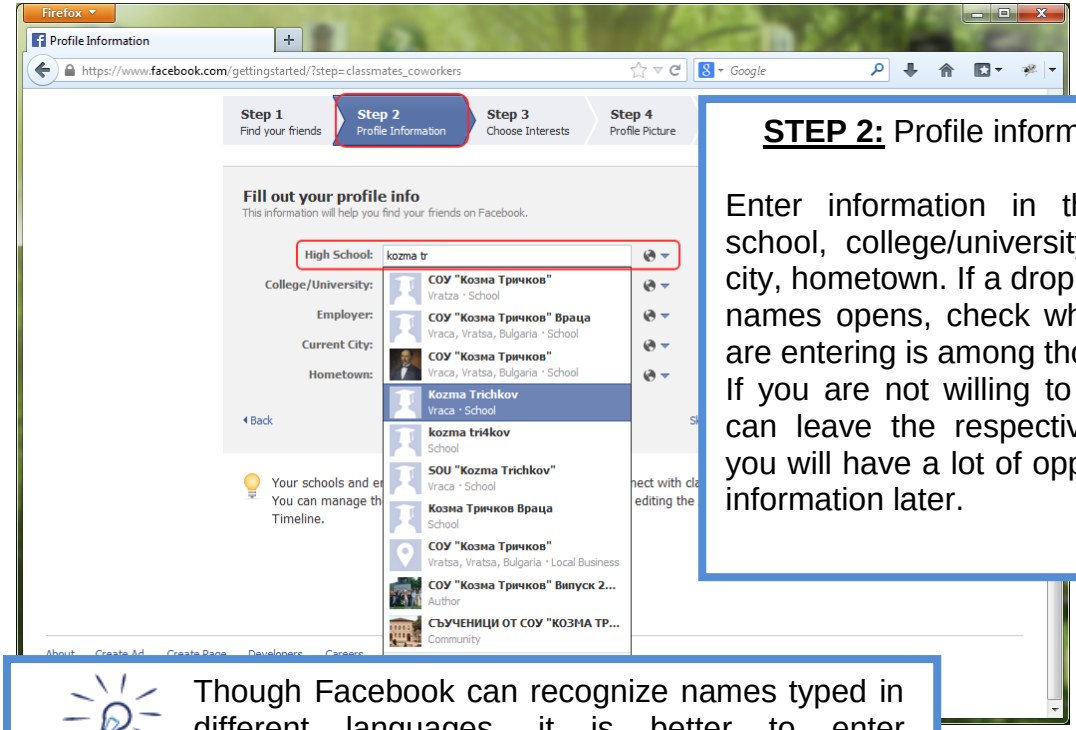
Enter your e-mail or Skype address. Facebook will automatically take your contacts from there and will check if there are users with these data in order to offer them as your friends.

You could use "**Skip this step**" option since you will be able to search and find friends in different ways later.

2.1. Registration



Select "**Skip this step"** option [1]. Confirm this by clicking the "**Skip"** button in the dialog box [2].

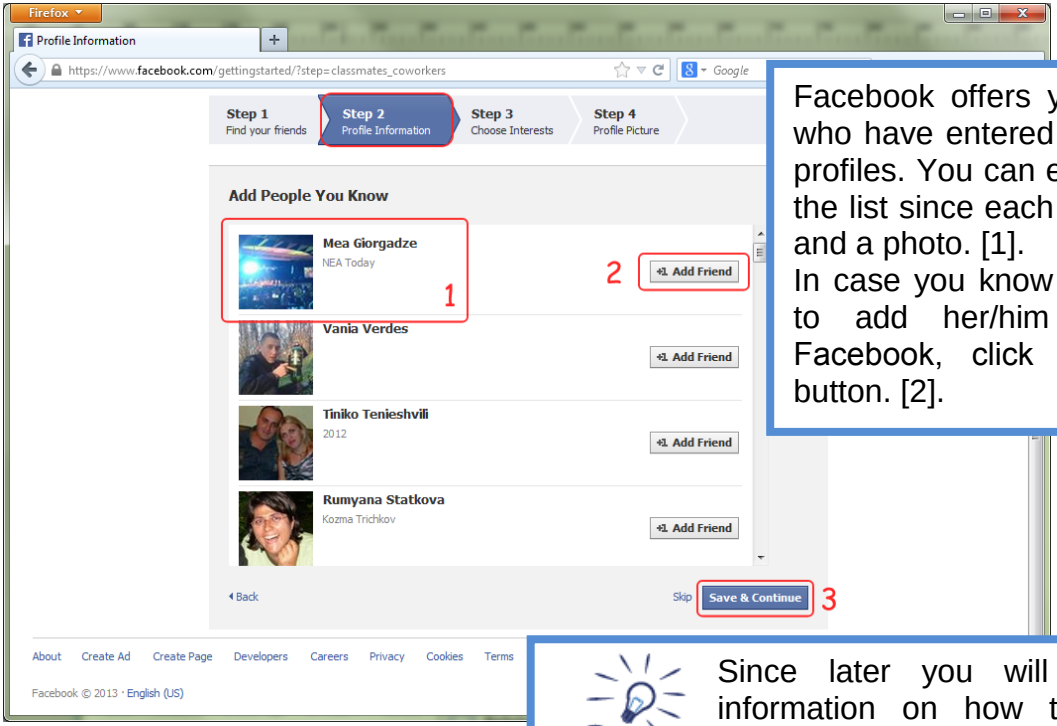


STEP 2: Profile information

Enter information in the five fields: high school, college/university, employer, current city, hometown. If a drop-down list with similar names opens, check whether the name you are entering is among those.

If you are not willing to enter any data, you can leave the respective field empty since you will have a lot of opportunities to add this information later.

Though Facebook can recognize names typed in different languages, it is better to enter information in these fields in your native language.



Facebook offers you a list of people who have entered similar data in their profiles. You can easily get oriented in the list since each person has a name and a photo. [1].

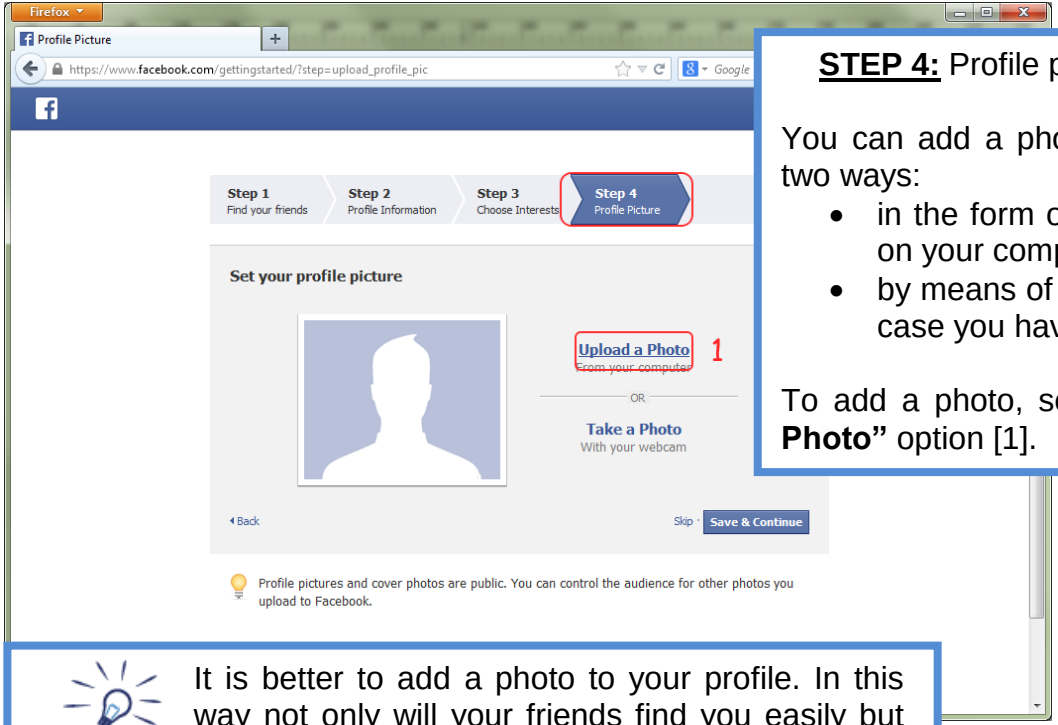
In case you know someone and want to add her/him as a friend in Facebook, click the "**Add Friend**" button. [2].

Since later you will be provided with information on how to search and find friends, you can skip this step by clicking the "**Save&Continue**" button [3].

STEP 3: Choose interests

You are offered to get interesting stories told by people in Facebook, to like some popular people, etc. In this way you will subscribe to receive information about them.

Since later you will be provided with information on how to do this, you can skip this step by clicking the "**Save&Continue**" button [3].



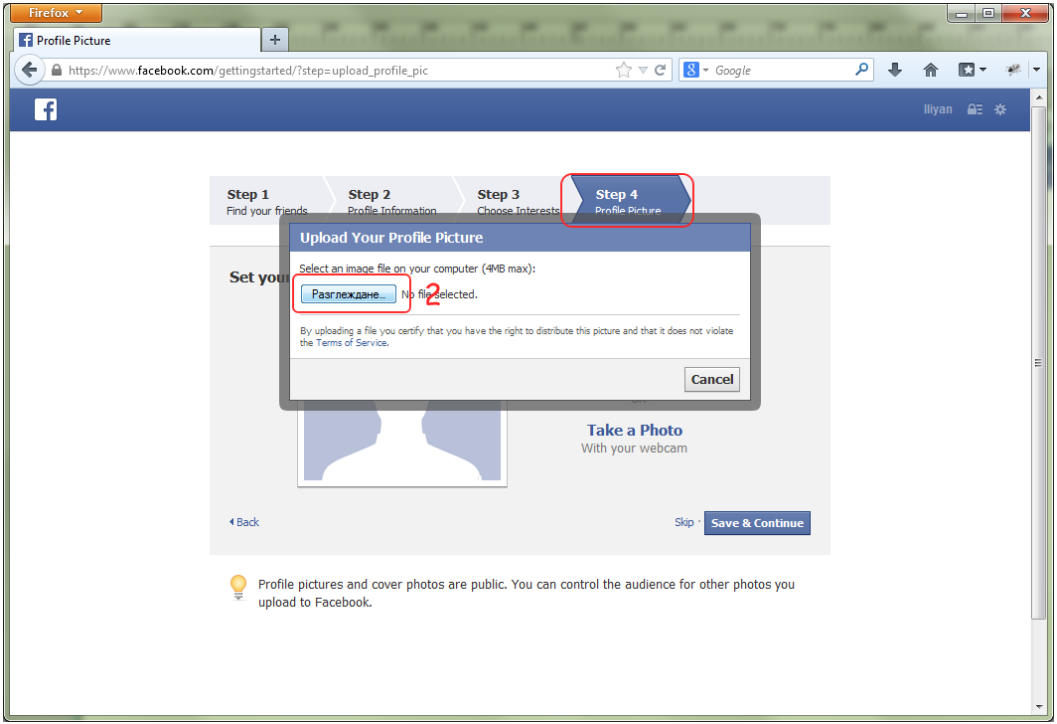
STEP 4: Profile picture

You can add a photo to your profile in two ways:

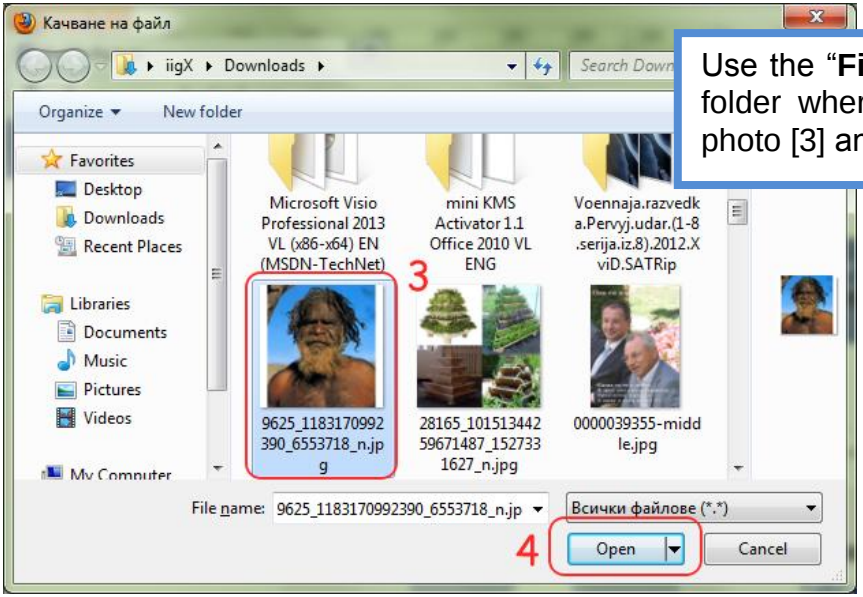
- in the form of a file saved earlier on your computer;
- by means of your web camera (in case you have one).

To add a photo, select the **"Upload a Photo"** option [1].

It is better to add a photo to your profile. In this way not only will your friends find you easily but you will also avoid your profile being considered "faked" by the other users.

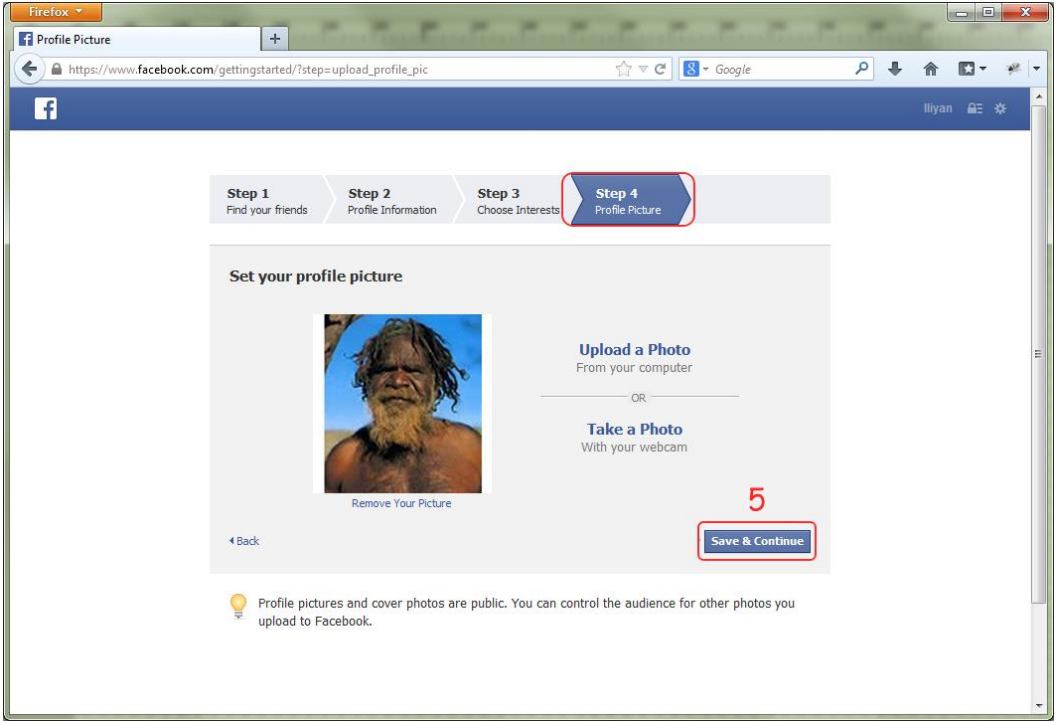


In the opened “Upload Your Profile Picture” dialogue box, click the “**Browse**” button [2].

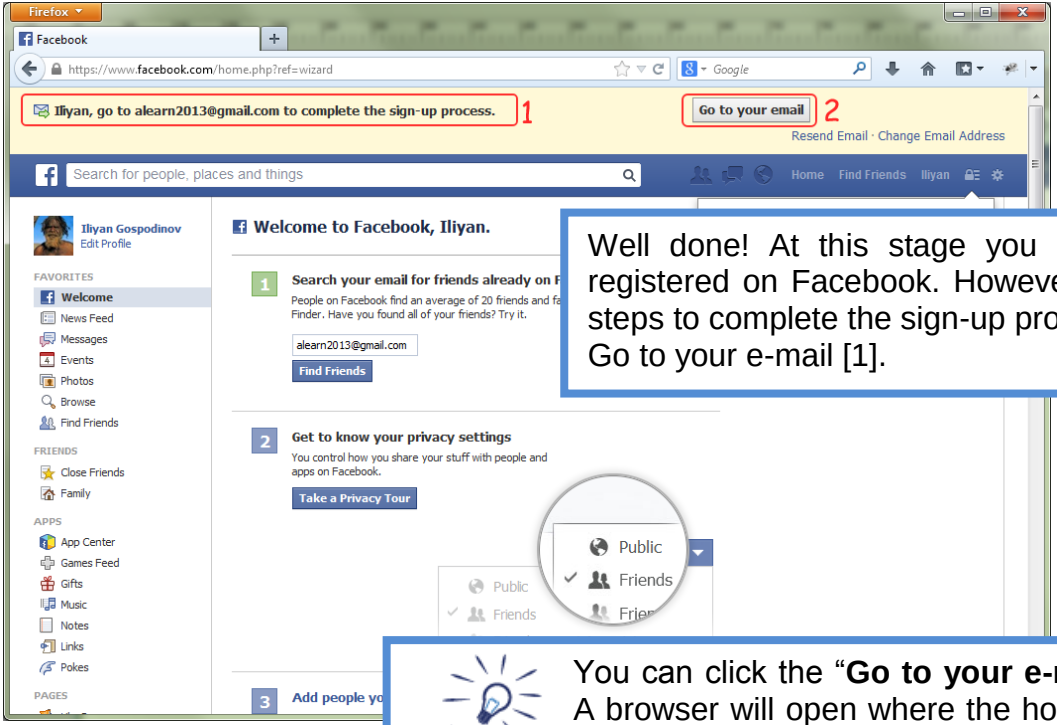


Use the “**File Upload**” navigator to reach the folder where your photo is saved. Select a photo [3] and click the “**Open**“ button [4].

Always upload your own photo in order to avoid possible copyright problems.

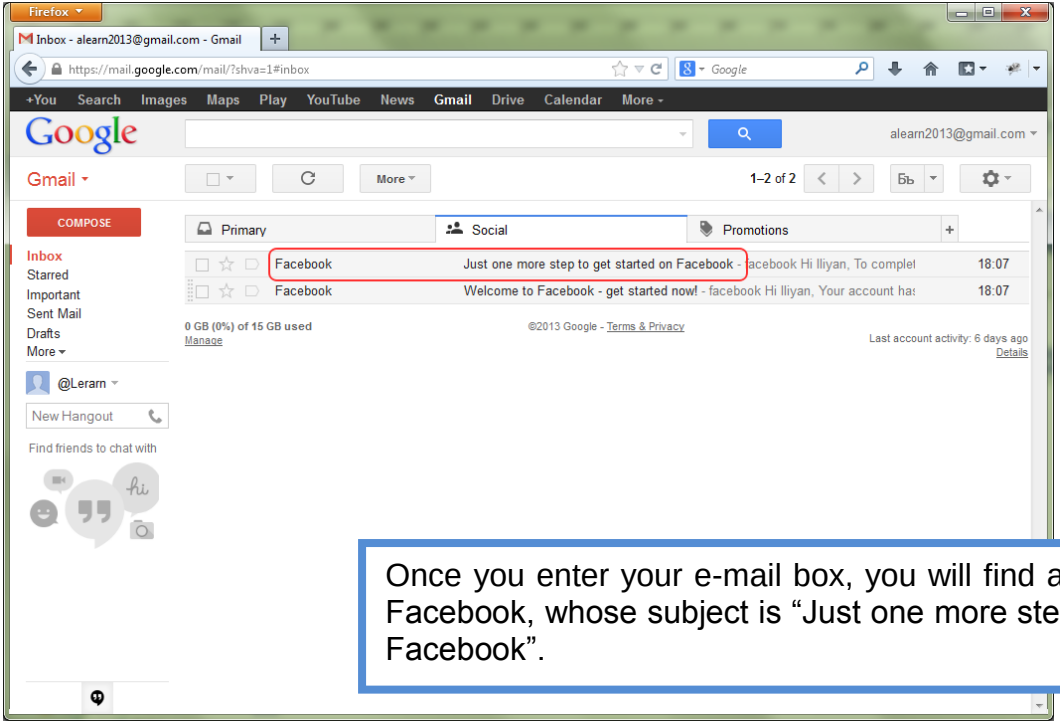


After uploading your photo, click the "**Save&Continue**" button [5].

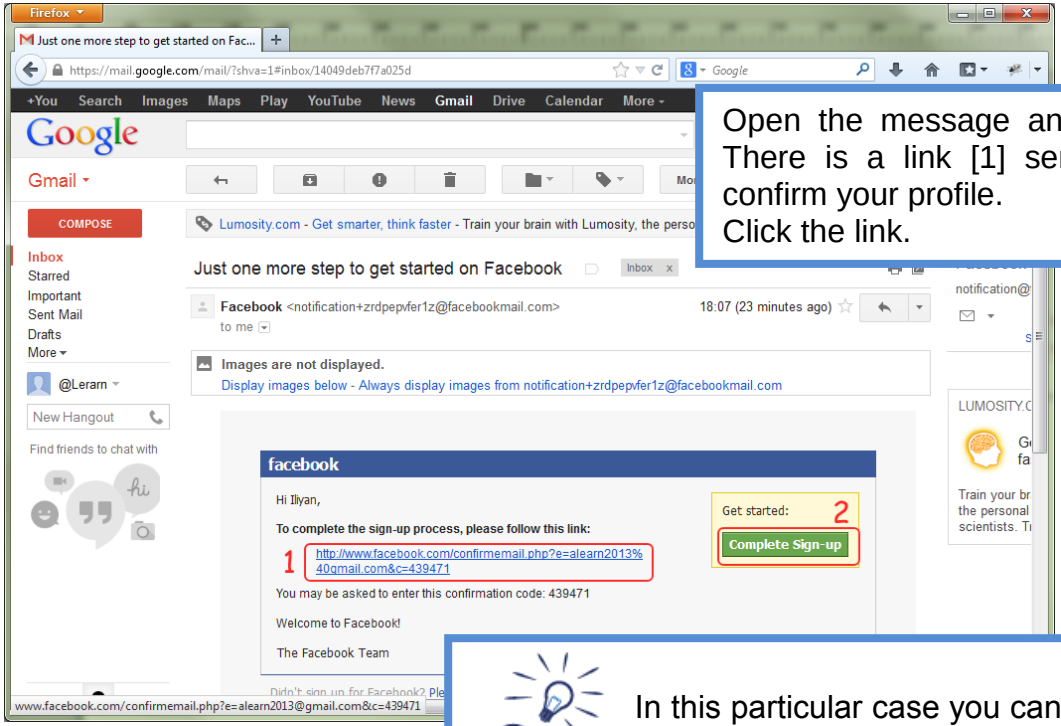


Well done! At this stage you have successfully registered on Facebook. However, there are more steps to complete the sign-up process.
Go to your e-mail [1].

You can click the "**Go to your e-mail**" button [2]. A browser will open where the homepage of your e-mail will be loaded.



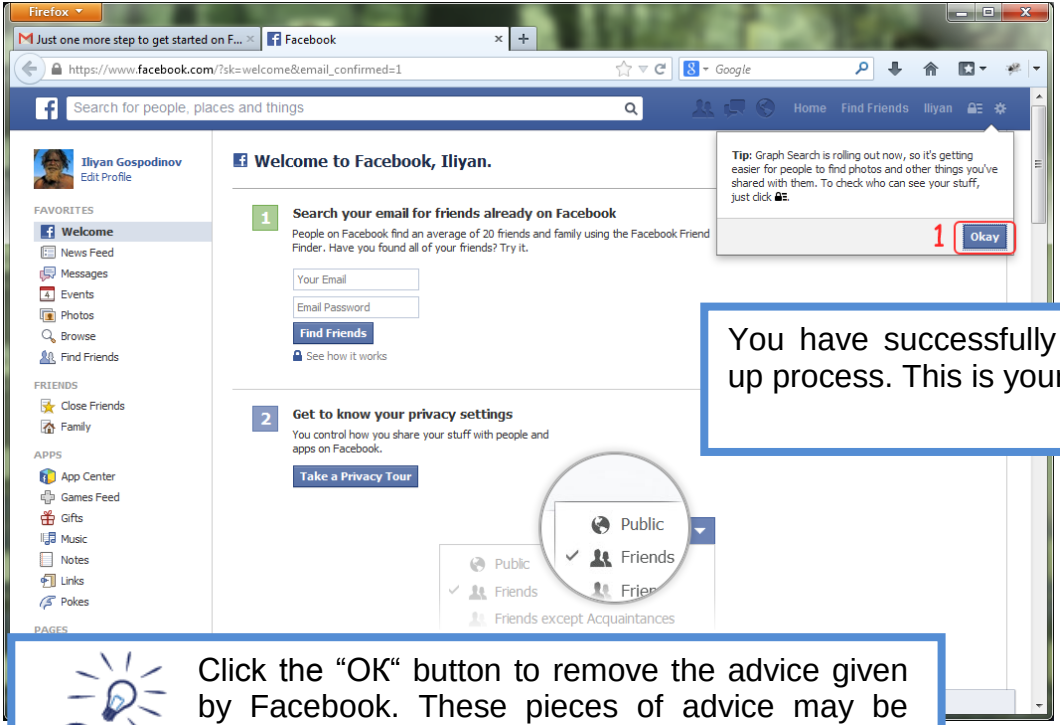
Once you enter your e-mail box, you will find a message sent by Facebook, whose subject is “Just one more step to get started on Facebook”.



Open the message and read it carefully. There is a link [1] sent by Facebook to confirm your profile.
Click the link.

In this particular case you can click the “Complete Sign-up” button [2]. By clicking this button you will do the same as by clicking the link.

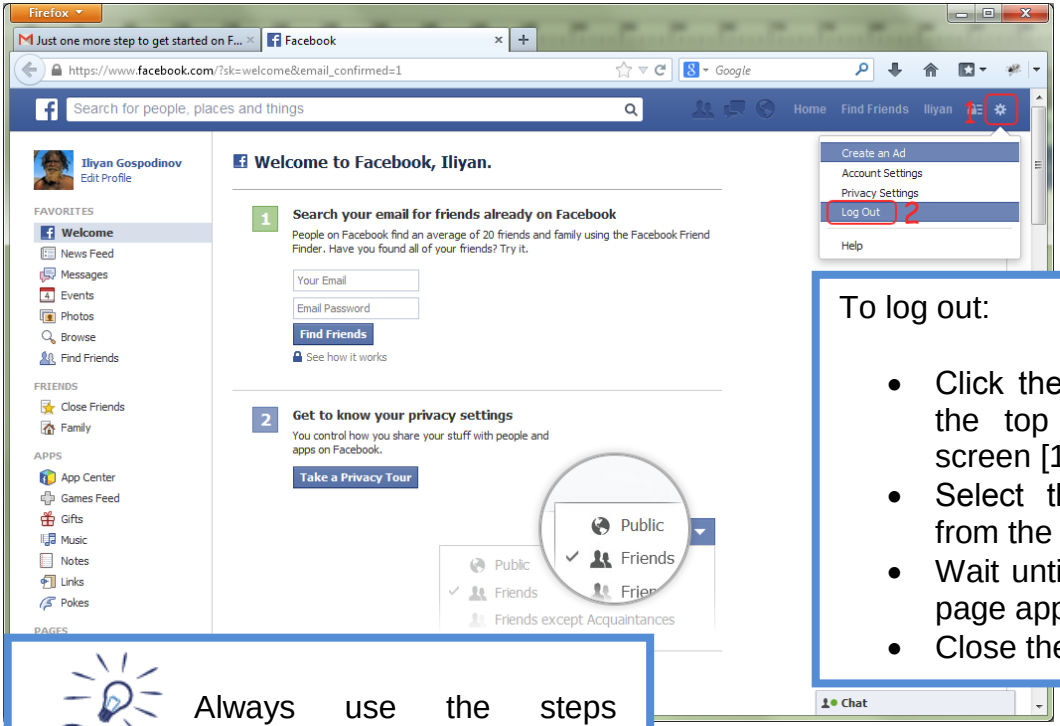
2.1. Registration



You have successfully completed the sign-up process. This is your profile.

Click the “OK“ button to remove the advice given by Facebook. These pieces of advice may be useful but sometimes they can get a little bit tedious.

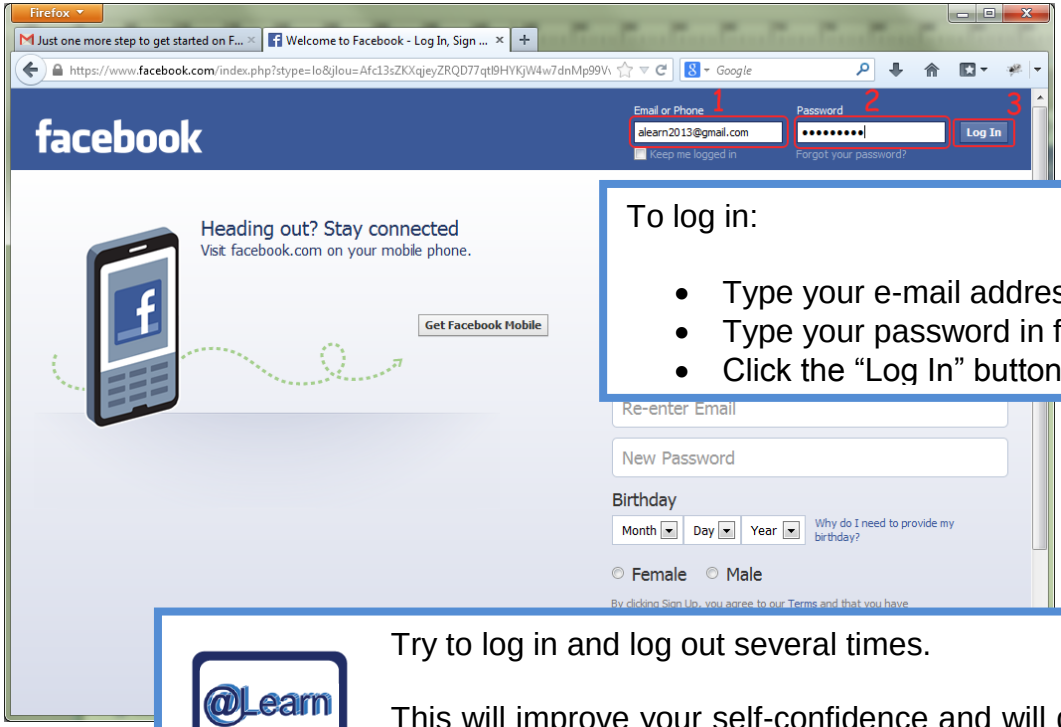
2.1. Registration



To log out:

- Click the “gear-wheel” icon at the top right corner of the screen [1].
- Select the “Log Out” option from the drop-down list [2].
- Wait until the Facebook home page appears.
- Close the browser.

Always use the steps described to log out properly.

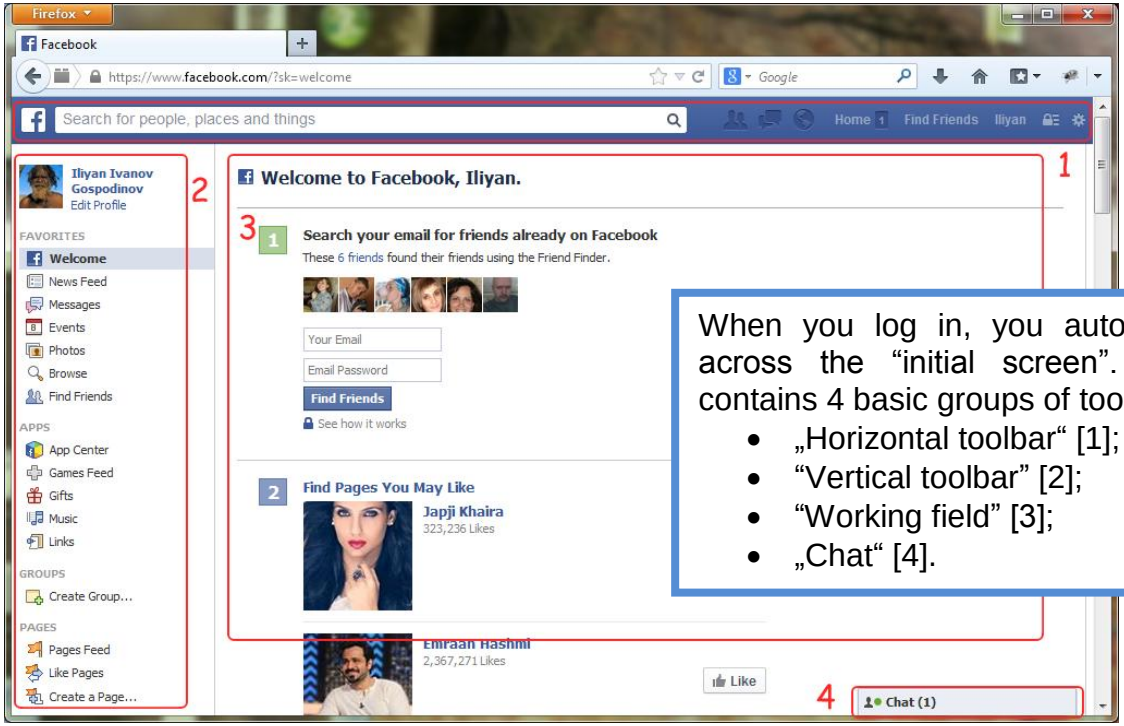


To log in:

- Type your e-mail address in field 1
- Type your password in field 2
- Click the “Log In” button [3].

Try to log in and log out several times.

This will improve your self-confidence and will develop a habit to always observe this procedure.



When you log in, you automatically come across the “initial screen”. This “screen” contains 4 basic groups of tools to work with:

- „Horizontal toolbar“ [1];
- “Vertical toolbar” [2];
- “Working field” [3];
- „Chat“ [4].

The horizontal toolbar has the following functionalities:

- A search engine [1];
- A "**Friends**" button [2];
- A "**Chat**" button [3];
- A "**Notifications**" button [4];
- A "**Home**" link [5];

- A "**Find friends**" link [6];
- A "**Your name**" link [7];
- A "**Privacy Shortcuts**" button [8];
- A "**Settings**" button [9].

When clicking the "**Friends**" button [2] or the "**Find Friends**" link [6], a page called "**People you may know**" opens. It is one of the possibilities for finding "friends" in the social network. Details on how to search for friends are given in 2.5. of this chapter.

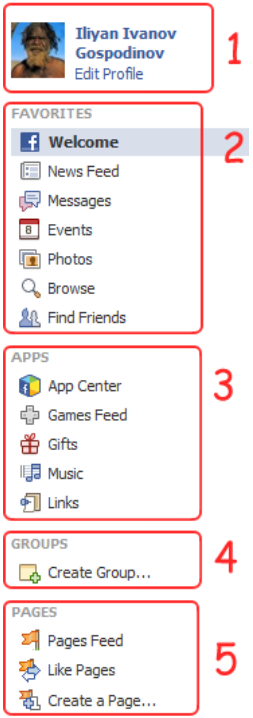
When clicking the "**Home**" link [5], a wall opens, where you can share information with all your friends.
When clicking the "**Your name**" link [7], your timeline opens, where your postings are located in a chronological order.

When clicking the "**Chat**" button [3], a page for exchanging messages among users opens. Details on how to chat are given in 2.8. of this chapter .

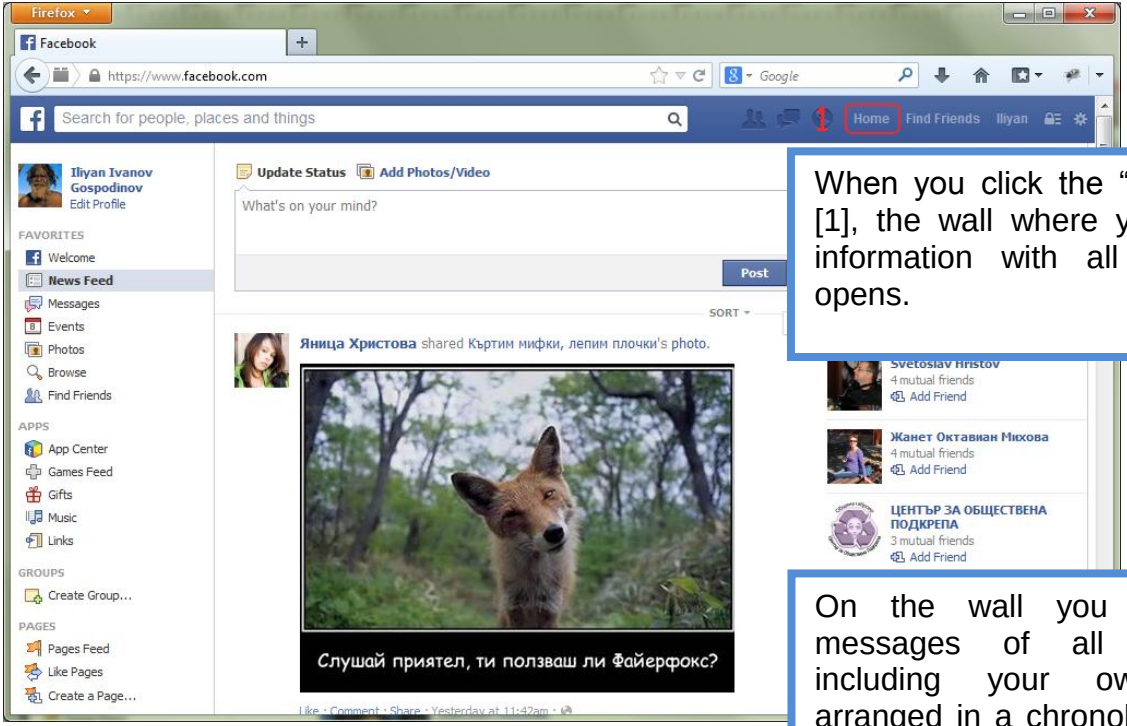
When clicking the "**Privacy Shortcuts**" button [8], a drop-down menu opens, where shortcuts to privacy settings and tools are available.

When clicking the "**Notifications**" button [4], a drop-down menu opens where there are notifications related to the actions performed by the system, as well as to the ones performed by your friends.

When clicking the **"Settings**" button [9], a drop-down menu opens, where you have access to "**Account Settings**", "**Privacy Settings**" and "**Log Out**".



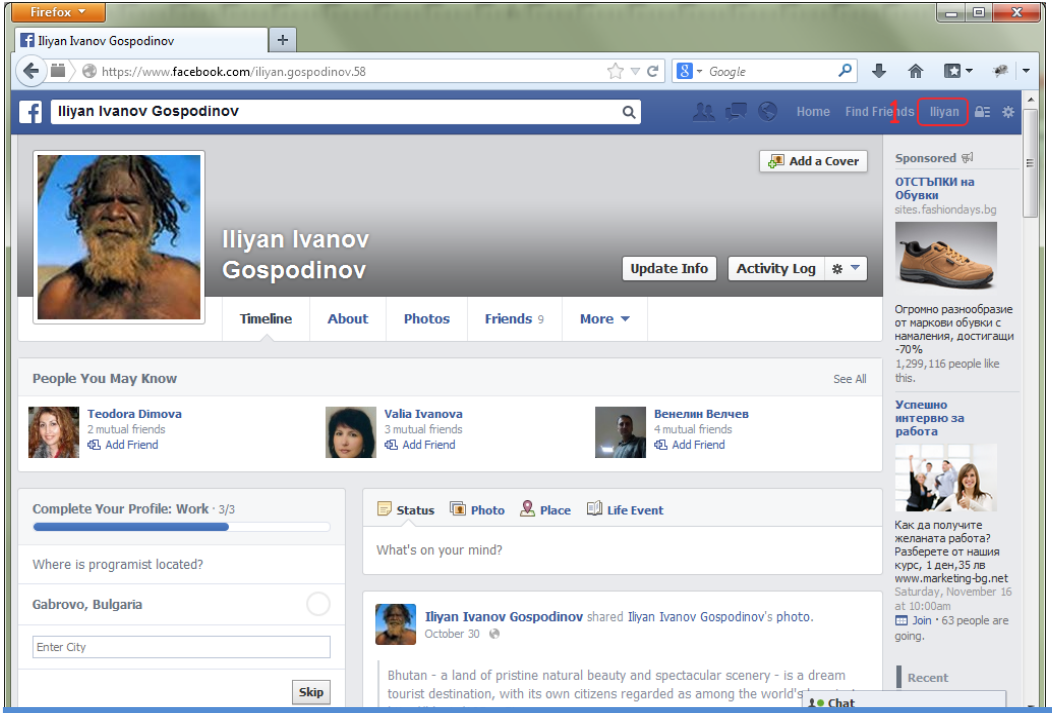
The vertical toolbar contains several sections with links to single pages, groups or possibilities for system settings.
The first section "**Profile**" [1] contains your photo and the name of your profile. There is also a link to edit those data.
The second section "**Favourites**" [2] contains links to different pages and tools to work with. They are arranged in such a way that the most visited ones are at the top.
The third section "**Applications**" [3] contains links to different applications from the application centre, games, music, etc.
The fourth section "**Groups**" [4] contains links to different user groups that you are member in, as well as groups created by you.
The fifth section "**Pages**" [5] contains links to pages of other users, pages that you have liked, most visited pages by you, or pages that you have created.



When you click the "**Home**" button [1], the wall where you can share information with all your friends opens.

On the wall you can see the messages of all your friends, including your own messages, arranged in a chronological order. At the top of the wall there is a posting tool.

2.2. Basic functionalities.



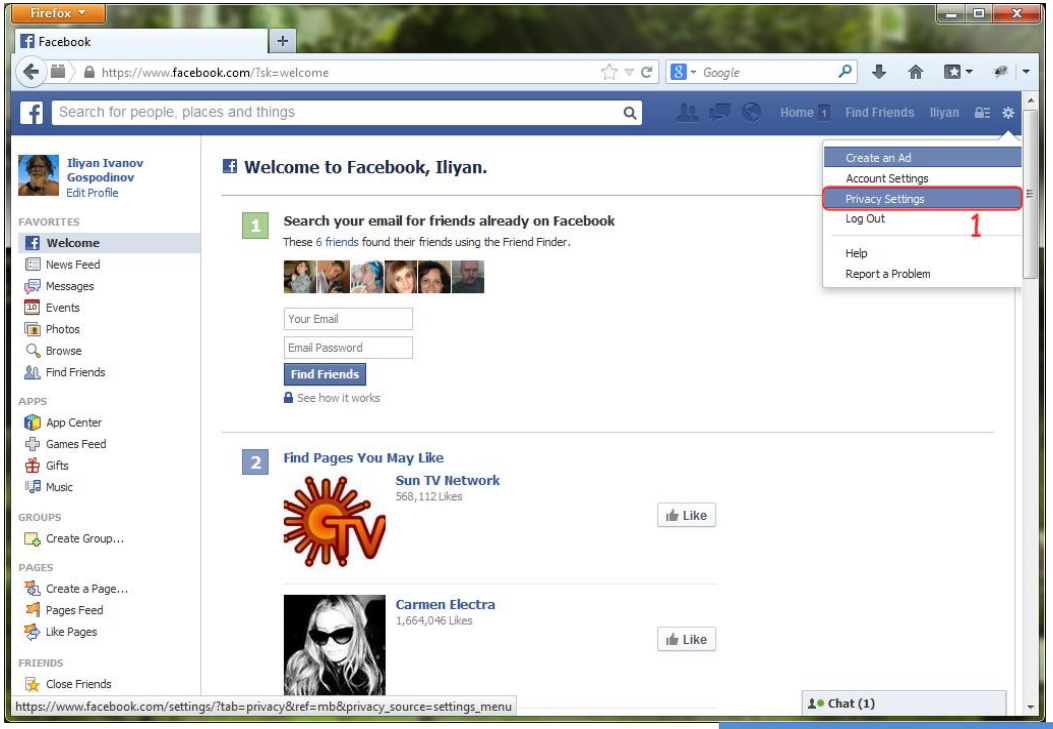
When you click the link with your name [1], your timeline opens. Only the information posted by you is shown in a chronological order.

Get to know in details the basic functionalities of Facebook. The faster you get familiar with them, the more successfully you will communicate with the users of this social network.

Self-study tasks:

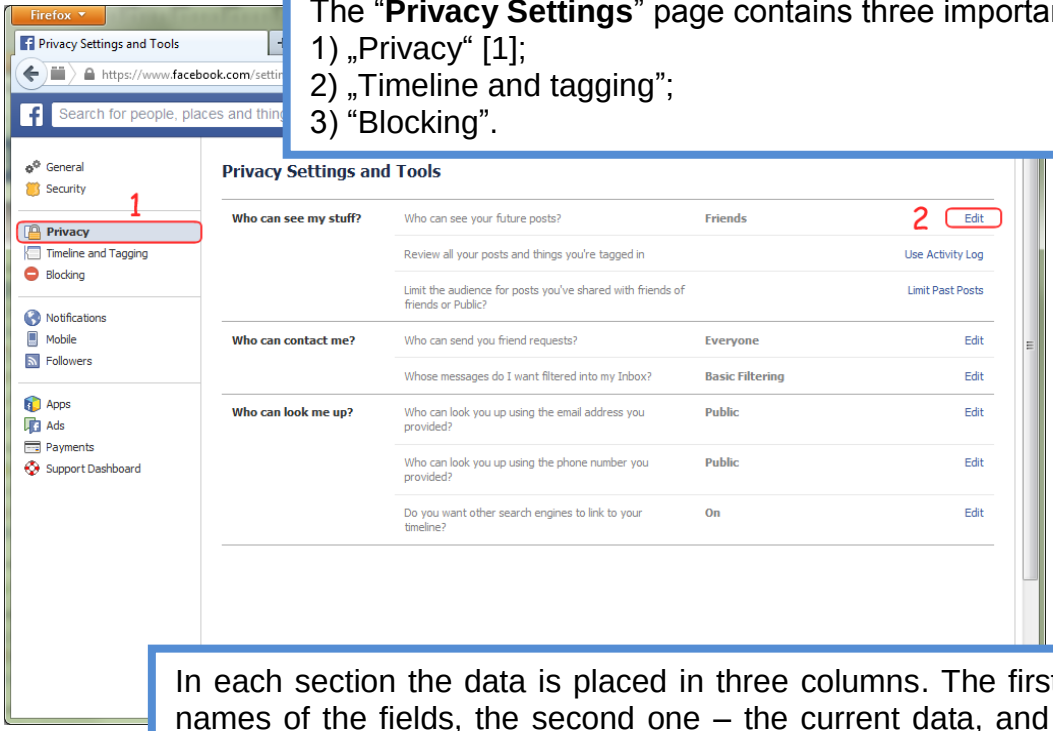
1) Have a look at the horizontal toolbar. See the functions of each button or link there.
2) Have a look at the vertical toolbar. See the functions of each link there.
3) Have a look at the “common wall”.
4) Have a look at your own wall.

2.3. Privacy settings.



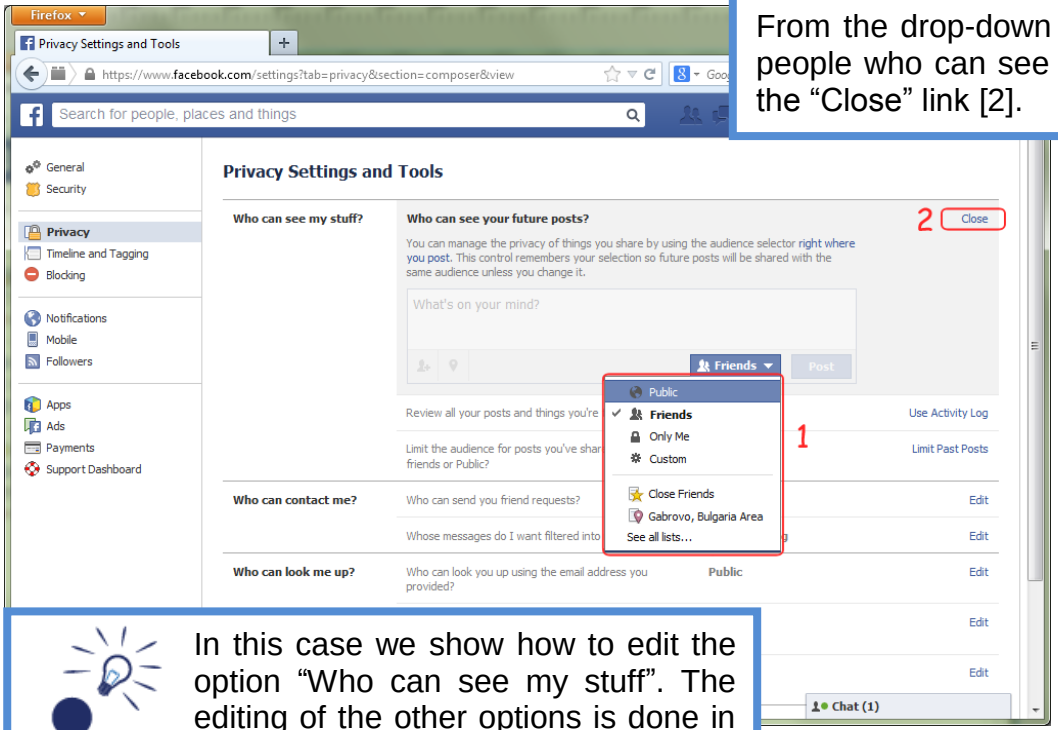
Click the "**Settings**" button and select the "**Privacy Settings**" option [1].

The “**Privacy Settings**” page contains three important sections:
1) „Privacy“ [1];
2) „Timeline and tagging”;
3) “Blocking”.



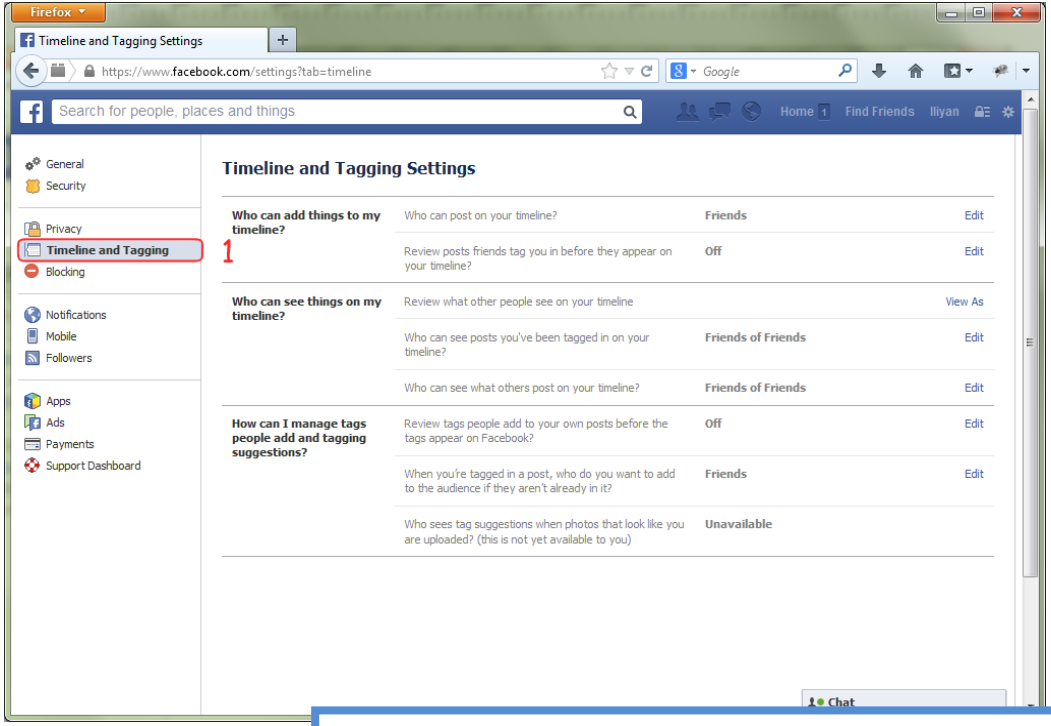
In each section the data is placed in three columns. The first column contains the names of the fields, the second one – the current data, and the third – the “**Edit**” link [2].
To edit data in the respective field, click the “**Edit**” button in the third column.

From the drop-down menu [1] choose the people who can see your data. Then click the “Close” link [2].



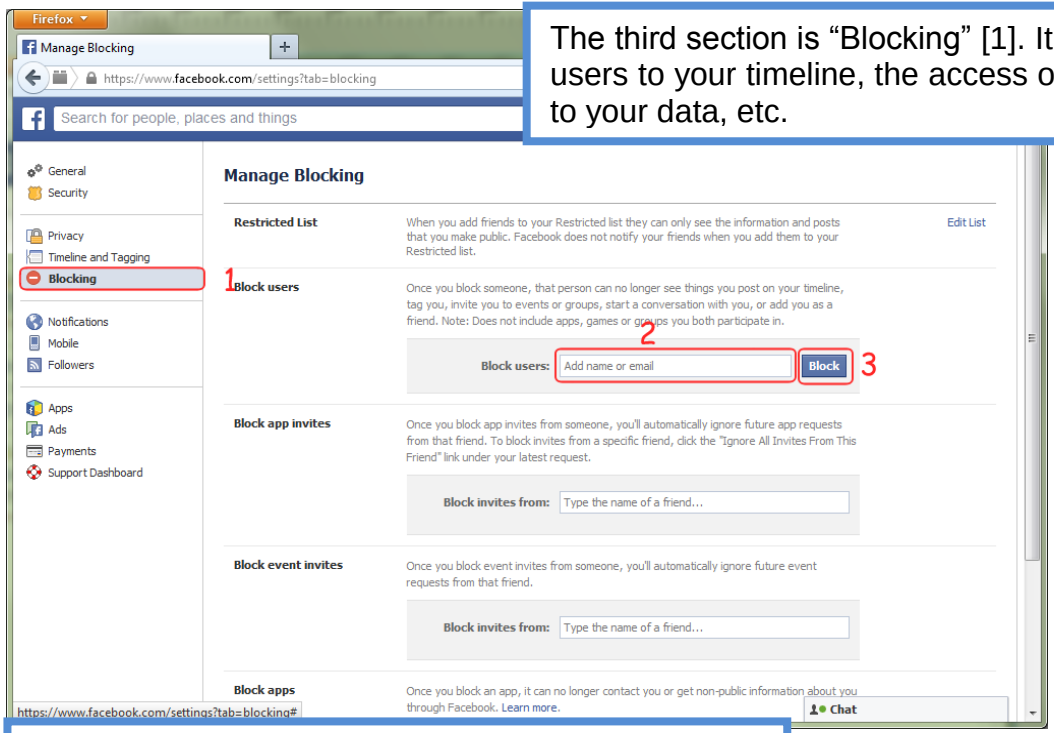
In this case we show how to edit the option “Who can see my stuff”. The editing of the other options is done in the same way.

2.3. Privacy settings.

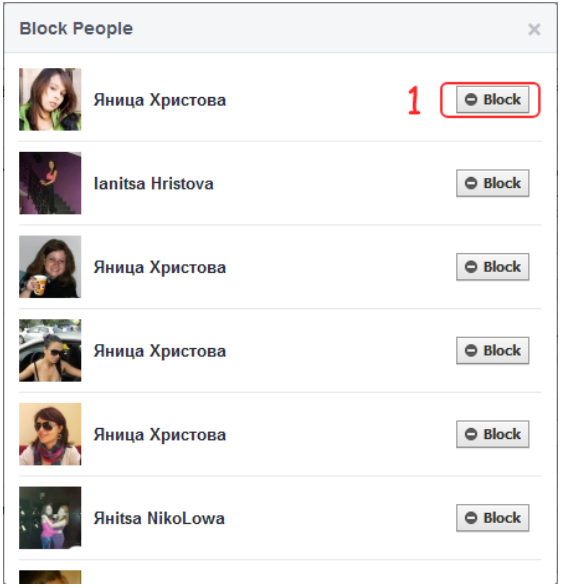


The second section is “Timeline and Tagging” [1]. It contains all settings in relation to the data placed in your timeline.

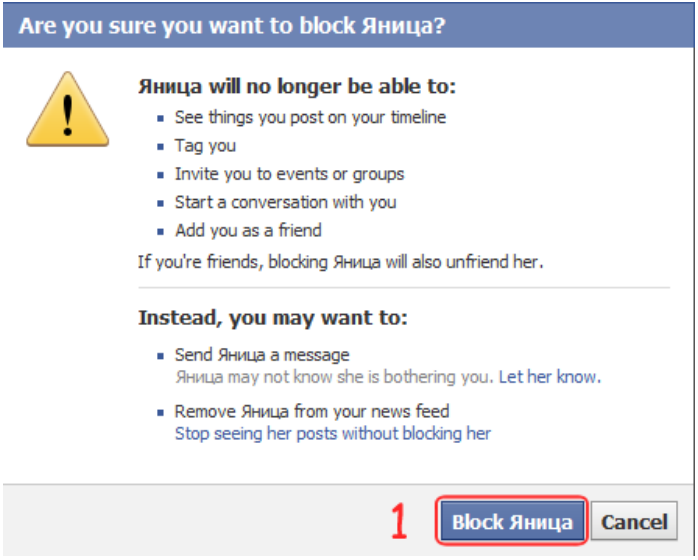
The third section is “Blocking” [1]. It blocks the access of users to your timeline, the access of different application to your data, etc.



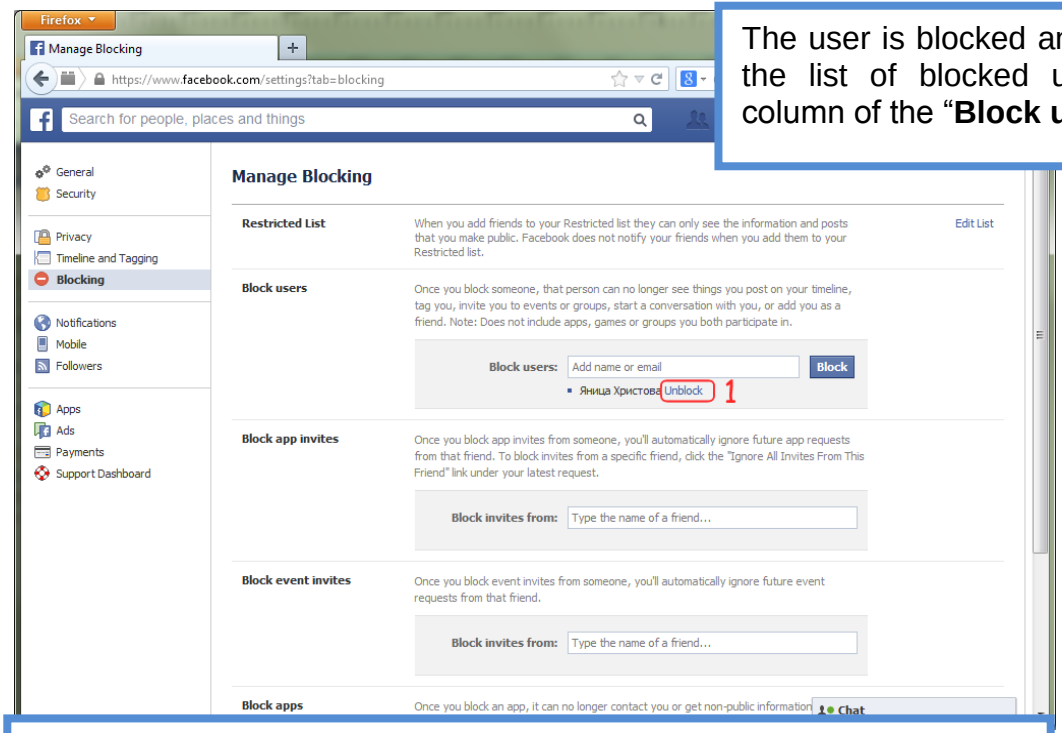
To block the access of a given user to your timeline, type in the name of the user in the “**Block users**” field [2]. Then click the “**Block**” button [3].



The system will show you a list of users that are closest to your request. Select the user you are searching for and click the "**Block**" button [1].

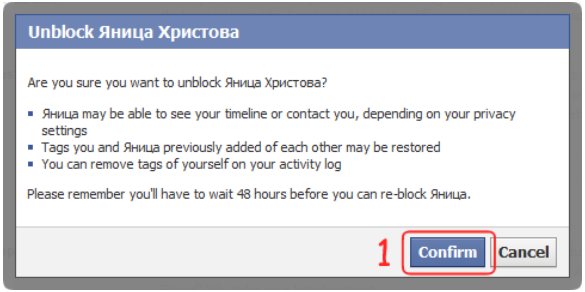


In the opened window click the "**Block** (name of user)" button to confirm blocking.



The user is blocked and his/her name is in the list of blocked users in the middle column of the "**Block users**" option.

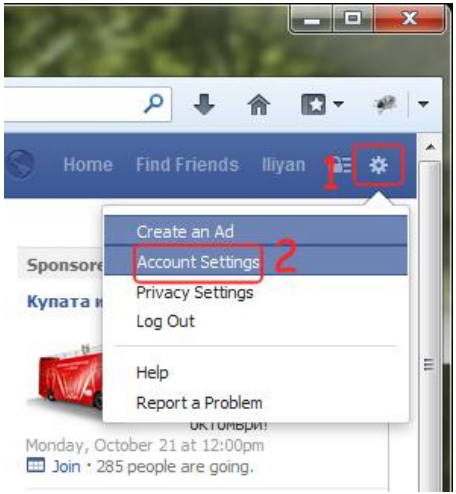
To unblock the blocked user, click the "**Unblock**" link [1] next to the name of the respective user in the list of blocked users.



In the opened window click the "**Confirm**" button to confirm unblocking. The user is unblocked and her/his name is deleted from the list of blocked users.

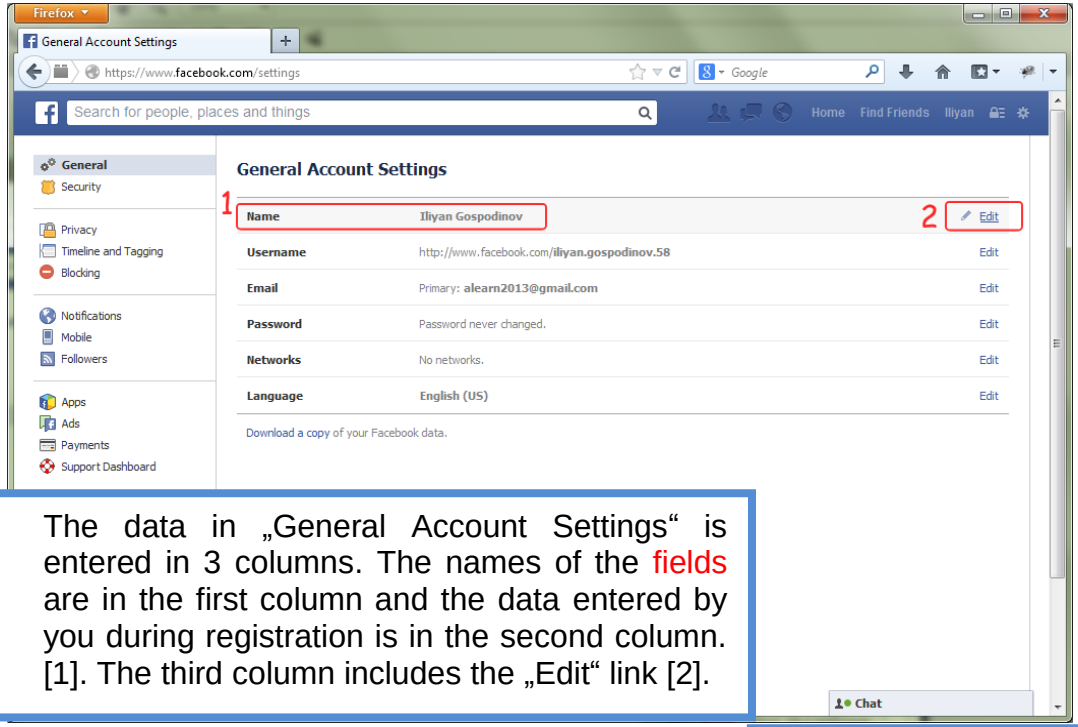
Self-study tasks:

1) Find the "**Privacy Settings**" page".
2) Look at the content of the "Privacy" section and get to know its functions.
3) Look at the content of the "Timeline and Tagging" section and get to know its functions.
4) Look at the content of the "Blocking" section and get to know its functions.



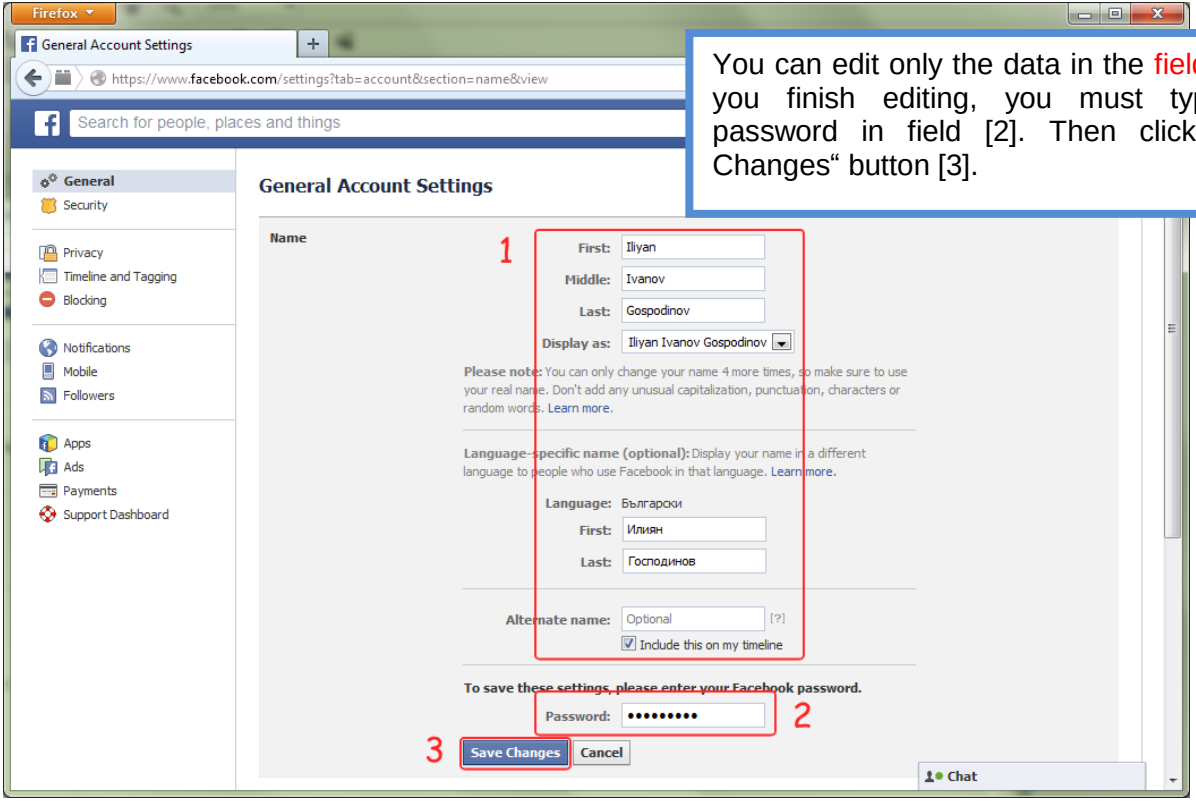
To edit data in your profile, log in by using your username and password.

Select the „**Settings**“ option [1] at the top on the right. From the drop-down menu select the „**Account Settings**“ option [2].

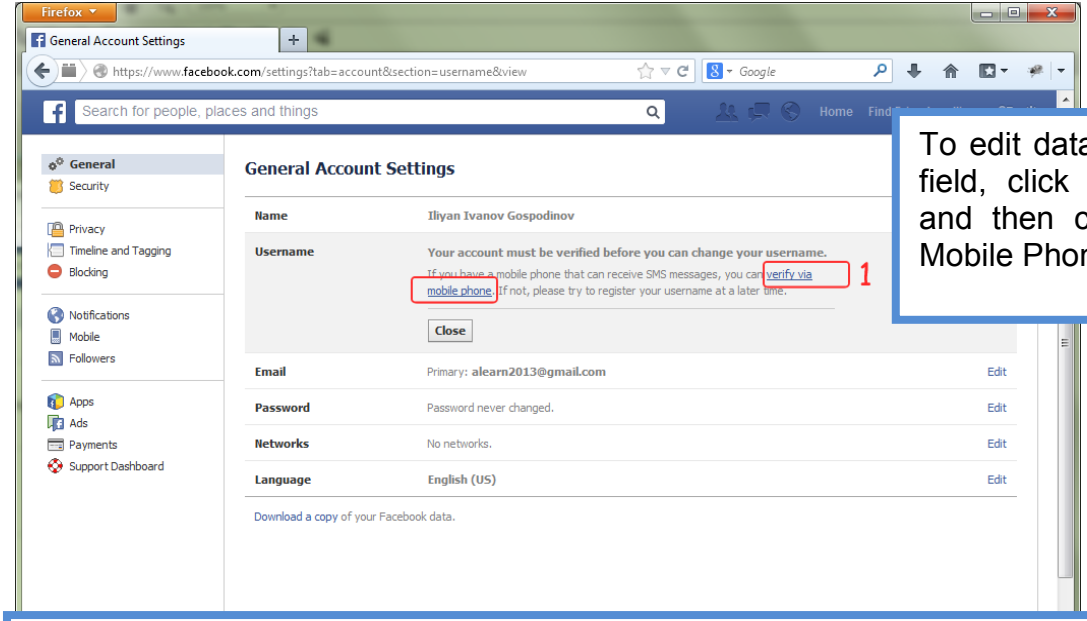


The data in „General Account Settings“ is entered in 3 columns. The names of the fields are in the first column and the data entered by you during registration is in the second column. [1]. The third column includes the „Edit“ link [2].

To edit data, click the „Edit“ link [2].



You can edit only the data in the fields [1]. When you finish editing, you must type in your password in field [2]. Then click the „Save Changes“ button [3].

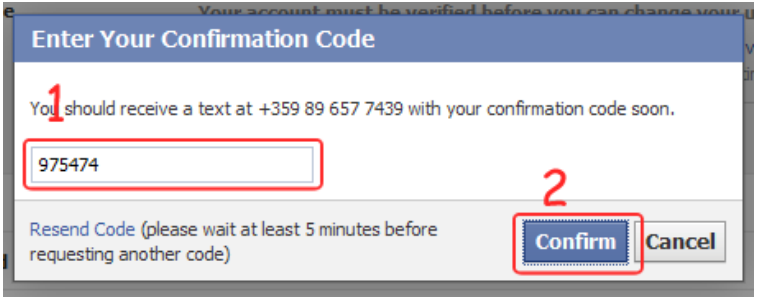


To edit data in the “Username” field, click the “Edit” link first and then click the “Verify via Mobile Phone” link.

By clicking the “Verify via Mobile Phone” link, you verify that the user is real. Your profile is connected to a real user. Please use this option and type in your mobile phone number. This improves the security of your profile.

This verification is very simple. The system will ask you about your mobile phone number. Then it will send a sms with a 6-digit number. It will require from you to type in the received number. If you did everything correctly, your account will be “Validated”.

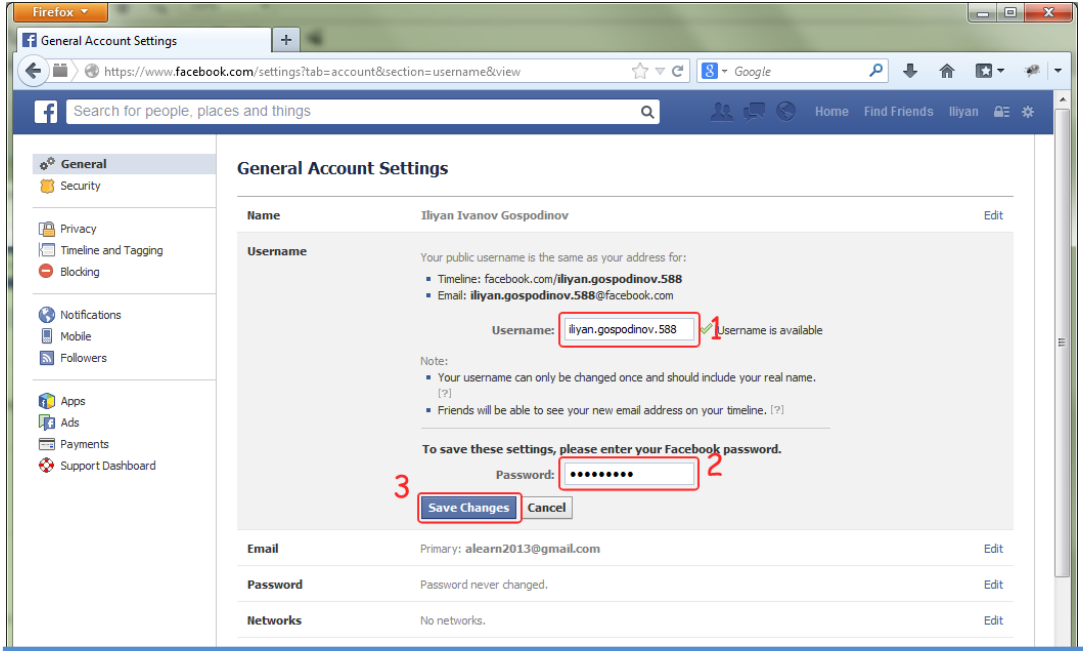
From the drop-down menu „Country code“ [1] select your country. In the „Phone number“ field [2] type in your mobile phone number. Click the „Continue“ button [3].



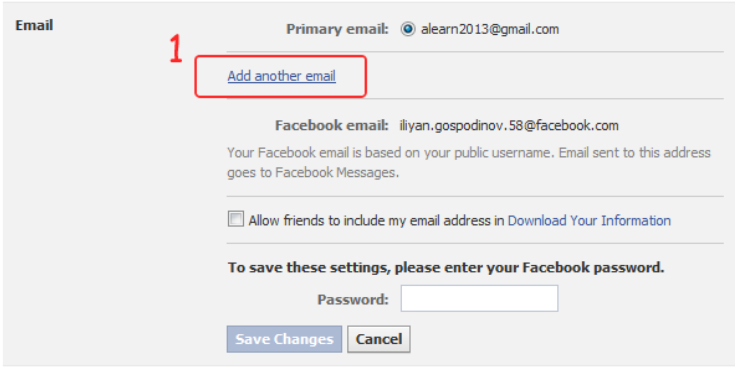
Type in the code received as a sms in the field [1]. Then click the „Confirm“ button [2].

The system will verify the code typed in by you. If it is correct, it will notify you by a respective message.

Click the „Save Settings“ button [1].

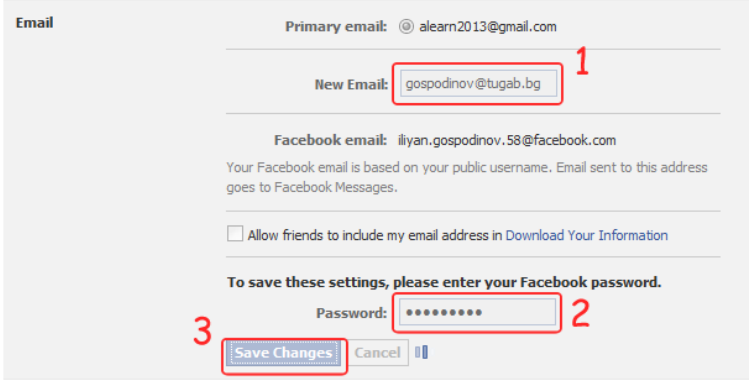


You can edit your user name in the field [1]. The system will verify whether the username is available and a respective message will be displayed. When you finish editing, you must type in your password in field [2]. Then click the „Save Changes“ button [3].

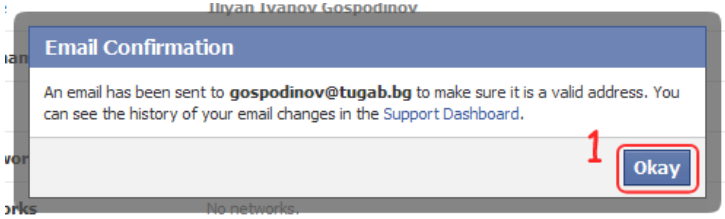


To edit data in the „E-mail“ field, you should follow the steps described above. However, you cannot edit an e-mail that has already been entered. You can only add or remove e-mails.
Select the „Add another e-mail” link [1].

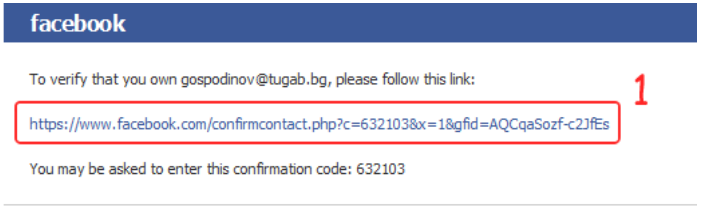
In the „New e-mail“ field [1] type in the address of another e-mail you want to use.
Type in your password in field [2]. Then click the „Save Changes“ button [3].

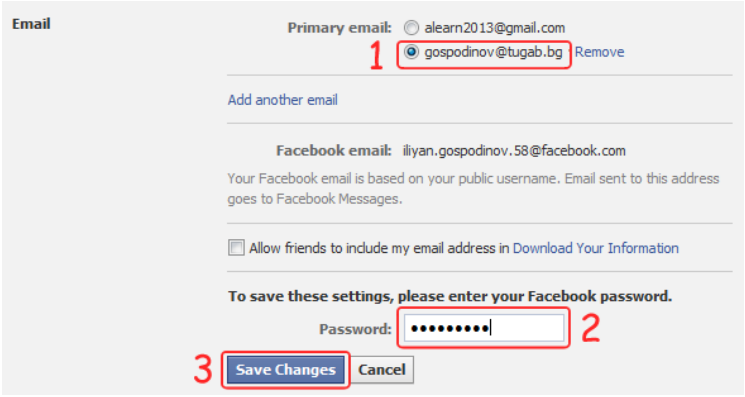


The system will send a message to the e-mail typed in by you. Click the „Okay“ button [1]. Then open a browser and check your e-mail.

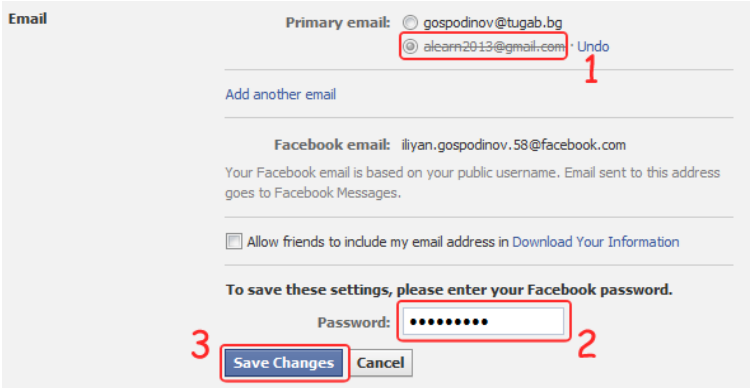


The message sent includes a link to verify the e-mail typed in by you. Click the link [1] to confirm the new e-mail typed in by you.

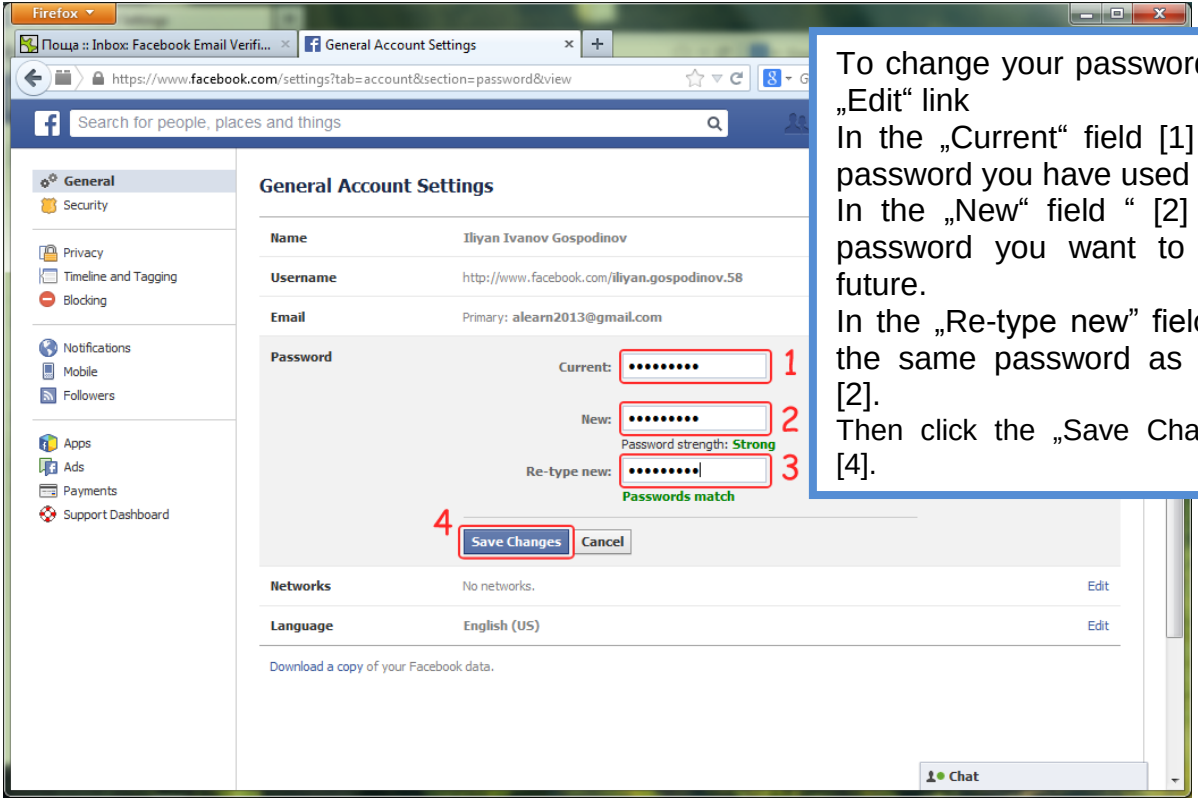




Now you can change the address of the e-mail you use as a username and where you receive messages.
Select an e-mail [1]. Type in your password in field [2]. Then click the „Save Changes“ button [3].



Use the same steps to remove an e-mail.
Click the „Undo“ link [1] next to the e-mail address you want to remove.. Type in your password in field [2]. Then click the „Save Changes“ button [3].



To change your password, select the „Edit“ link
In the „Current“ field [1] type in the password you have used so far.
In the „New“ field “ [2] type in the password you want to use in the future.
In the „Re-type new” field [3] type in the same password as that in field [2].
Then click the „Save Changes“ button [4].

The right passord

• is a combination of small and capital letters plus digits and symbols (e.g. S can be replaced by $ and O by zero, etc.);
• has at least eight characters (the more the characters, the harder it can be stolen or recognized by hackers);
• is easy to remember and is not written anywhere.

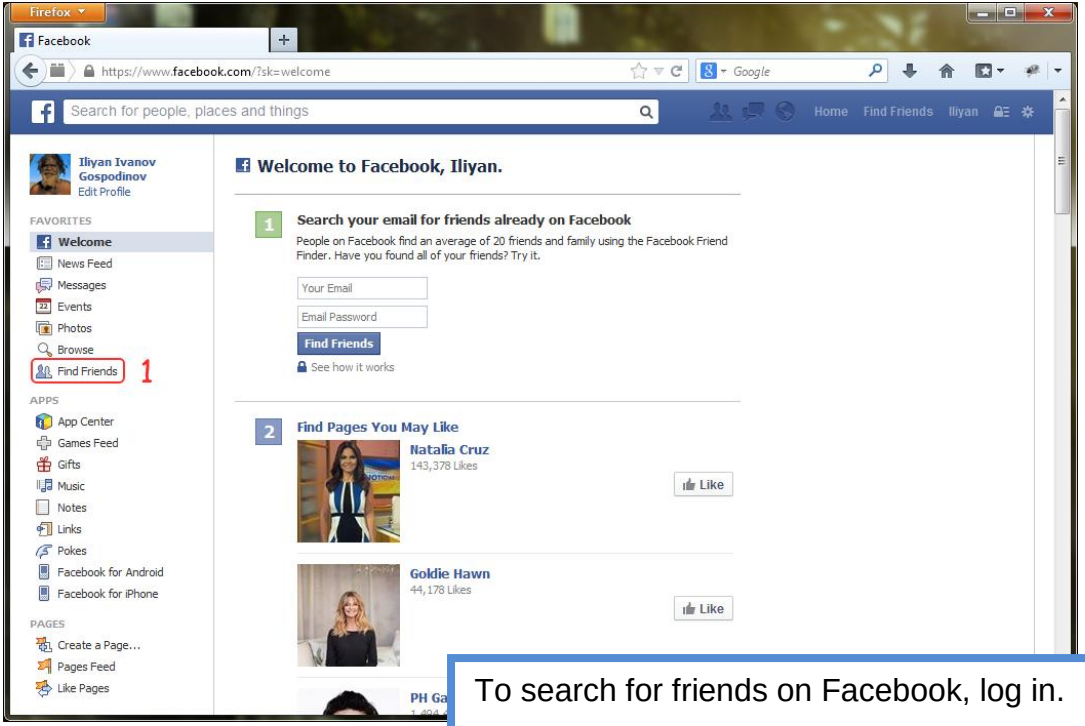
Easy to remember passwords

• Create an abbreviation from the first letters of each word of the refrain of a song;
• Choose two short words which cannot be associated with one another and make a combination by using symbols and digits, e.g. „Sky11office”, “Slow!12street”:

Self-study Tasks:

1) Change your name;
2) Add an e-mail;
3) Change your password;
4) Using the above tips, create 3 passwords that you think are appropriate and other 3 that you think are inappropriate. Justify your choice.

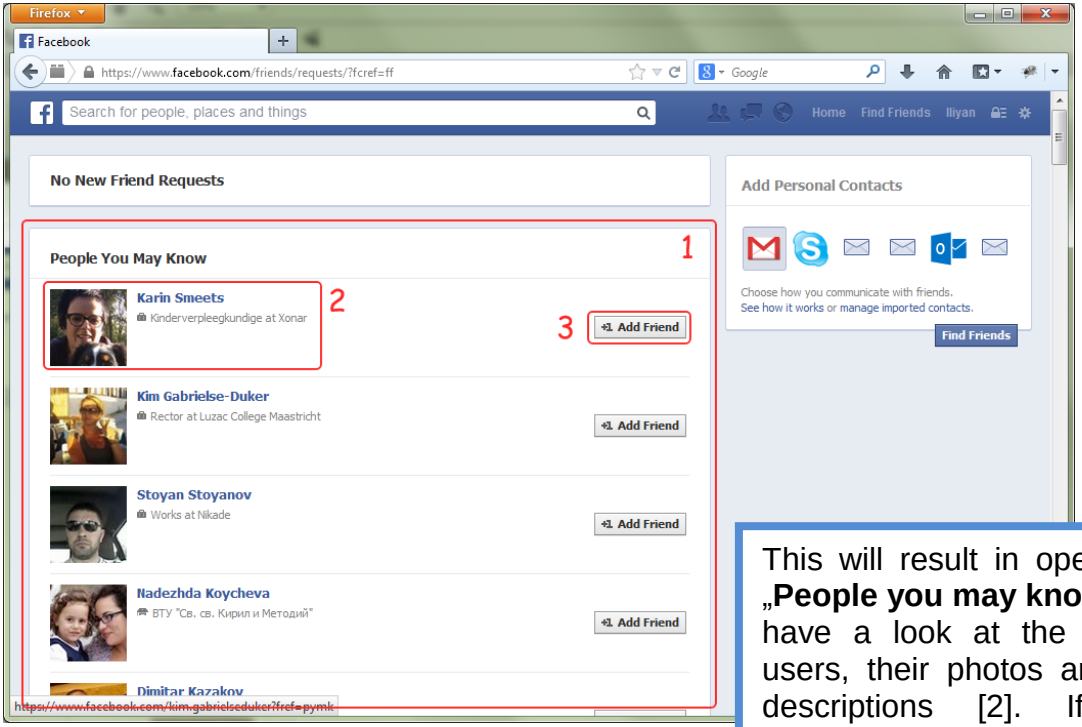
2.5. Search for, add and remove friends



To search for friends on Facebook, log in.

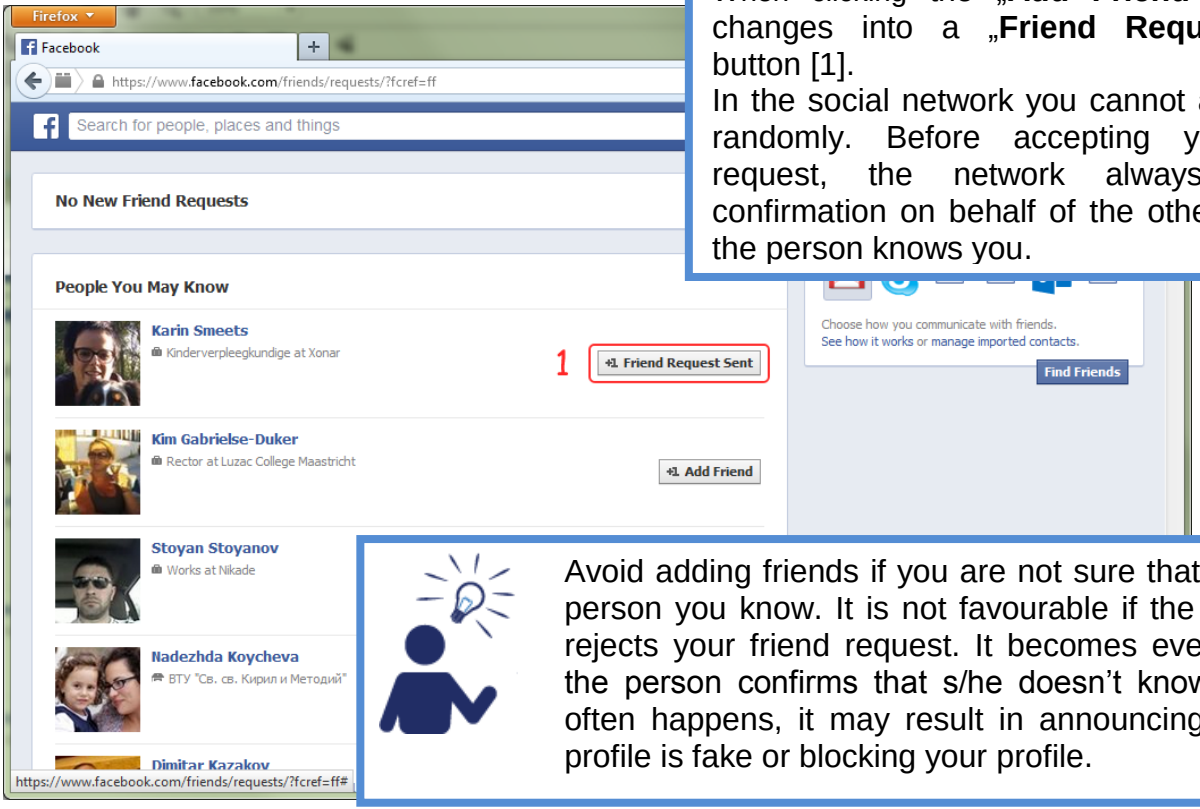
There are two ways to search for friends. The first one is to click the „**Find Friends**“ link [1].

2.5. Search for, add and remove friends

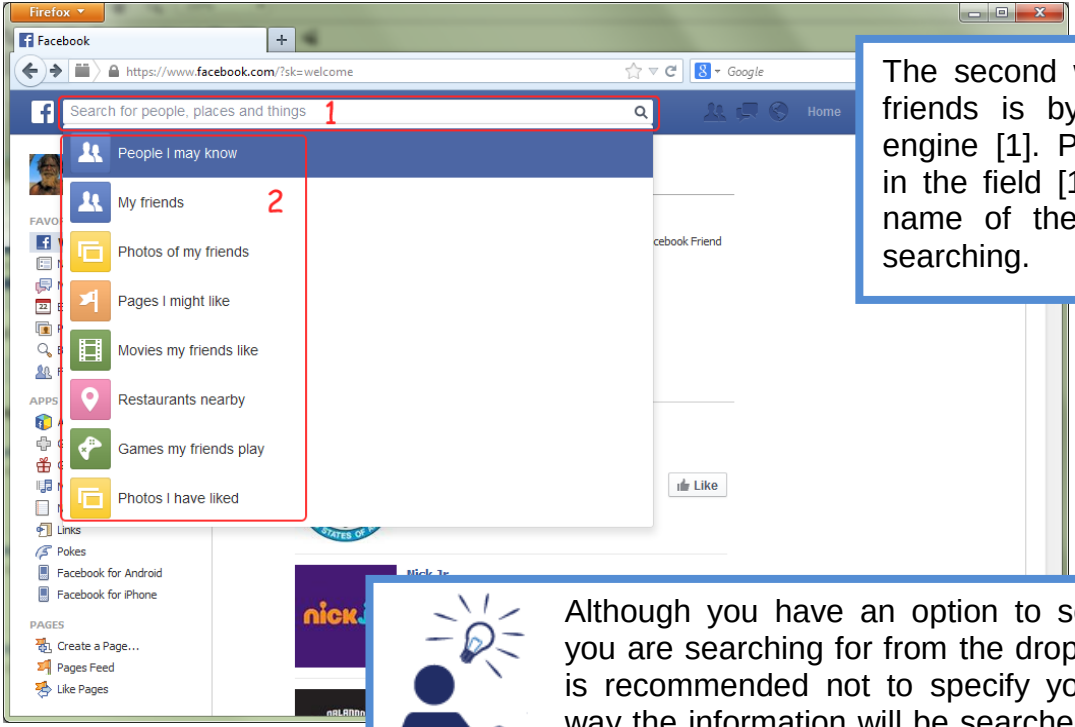


This will result in opening the page „**People you may know**“ [1]. You can have a look at the names of the users, their photos and brief profile descriptions [2]. If you know somebody, you can click the „**Add Friend**“ button [3].

When clicking the „**Add Friend**“ button, it changes into a „**Friend Request Sent**“ button [1].
In the social network you cannot add friends randomly. Before accepting your friend request, the network always requires confirmation on behalf of the other side that the person knows you.

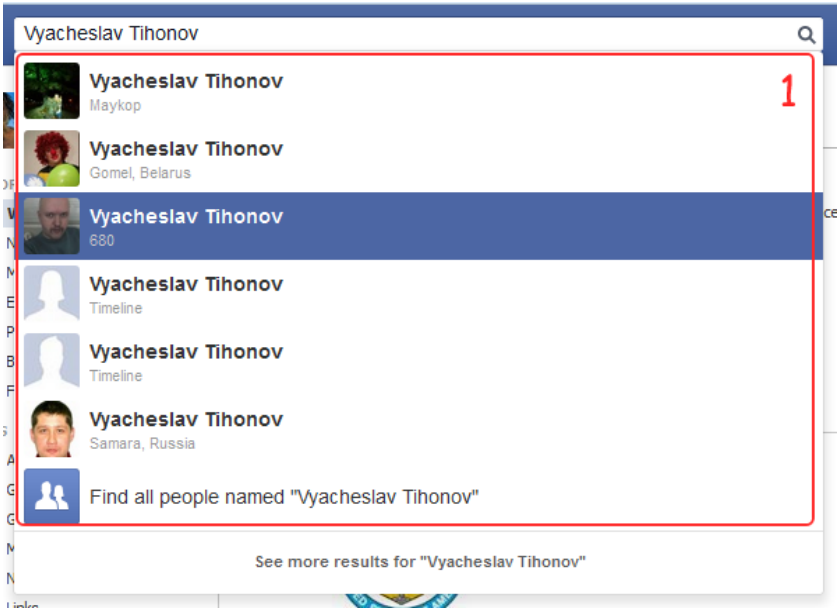


Avoid adding friends if you are not sure that this is the person you know. It is not favourable if the other side rejects your friend request. It becomes even worse if the person confirms that s/he doesn't know you. If it often happens, it may result in announcing that your profile is fake or blocking your profile.



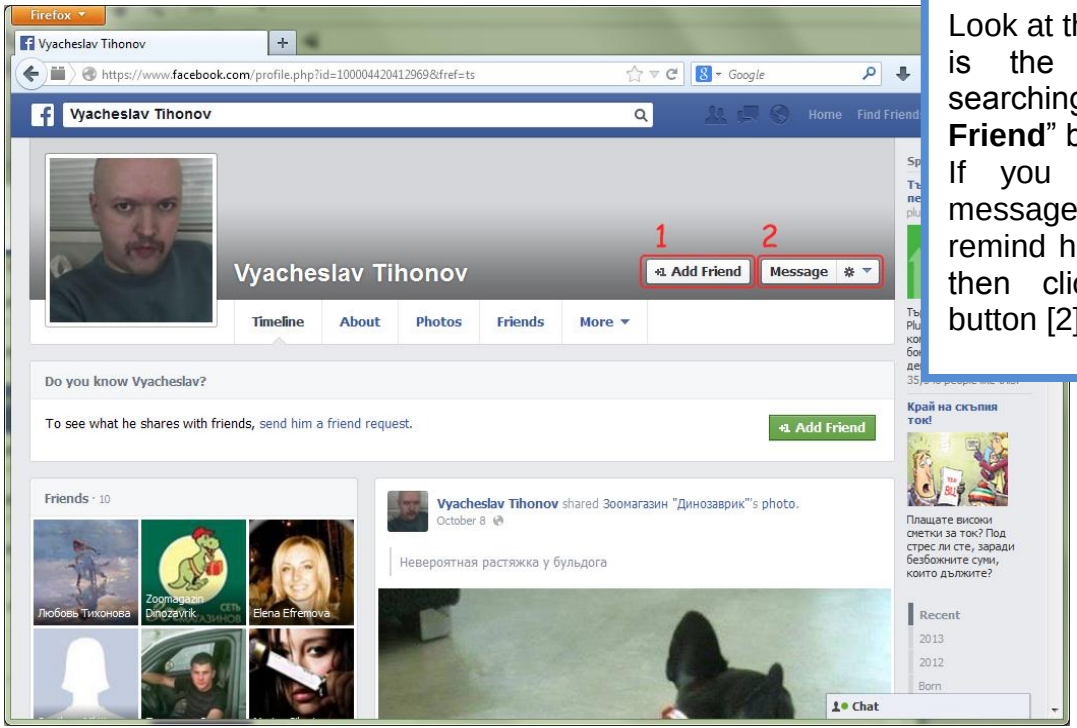
The second way to search for friends is by using a search engine [1]. Position the cursor in the field [1] and type in the name of the person you are searching.

Although you have an option to select what exactly you are searching for from the drop-down menu [2], it is recommended not to specify your search. In this way the information will be searched in all information groups.



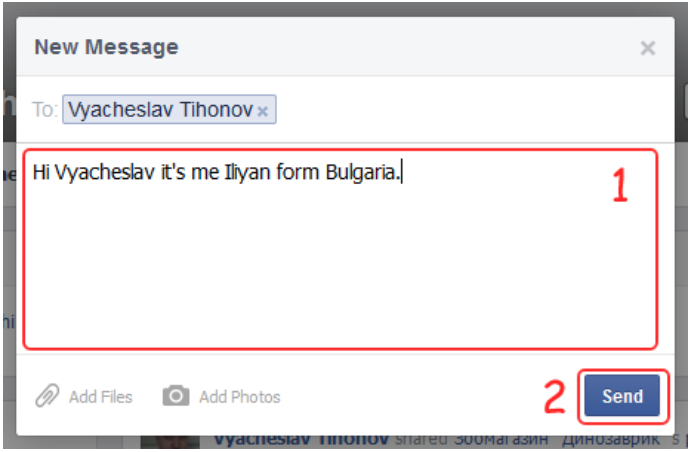
The search result will be visualized in the form of a drop-down menu [1], containing several user profiles.
Go through the users found. If you can conjecture which profile belongs to your „friend“, click on it by pressing the left button of the mouse. In this way you will enter her/his profile and will receive more detailed information about the user.

2.5. Search for, add and remove friends



Look at the user profile. If this is the "friend" you are searching for, click the "**Add Friend**" button [1].

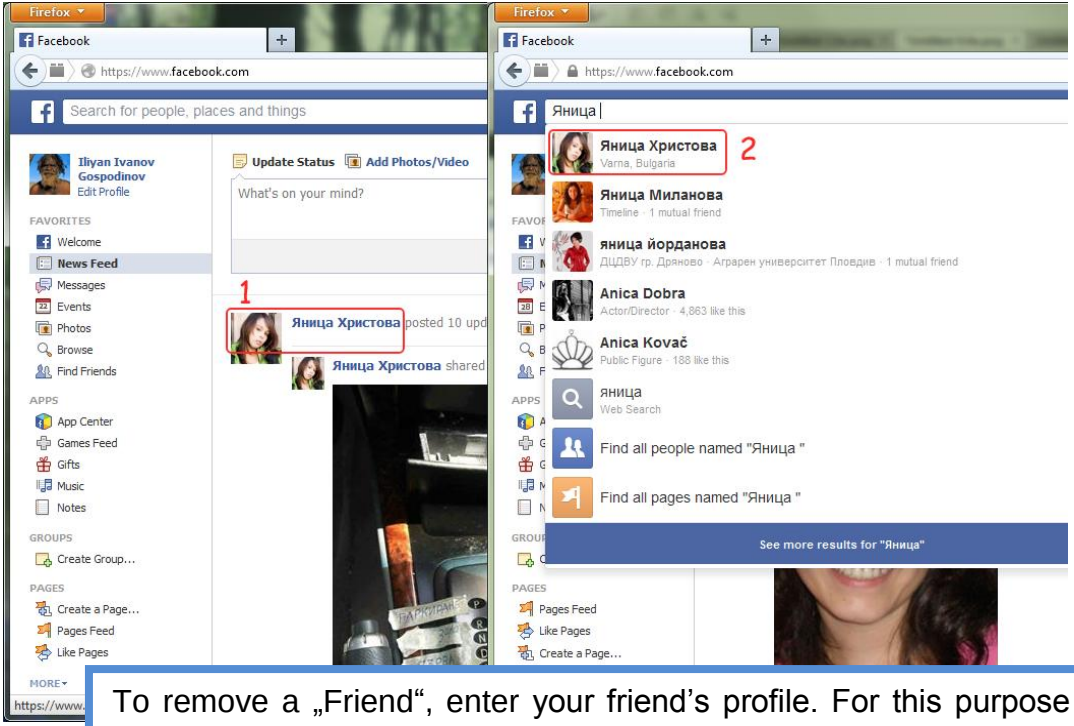
If you want to send a message to your friend to remind her/him who you are, then click the "**Message**" button [2].



In the „**New Message**“ window there is a text field [1] where you can type in your message. Then click the “**Send**” button [2].

The click of the „**Add Friend**“ button does not automatically make you friends. You should wait for confirmation on behalf of the other side.

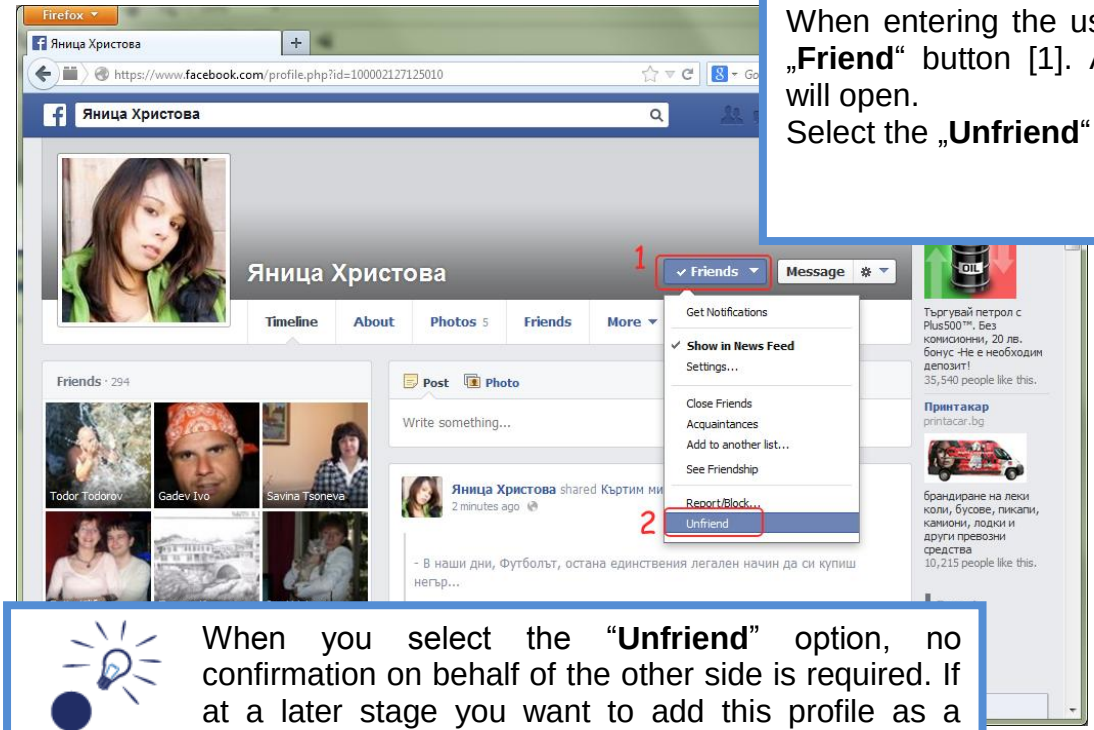
2.5. Search for, add and remove friends



To remove a „Friend“, enter your friend’s profile. For this purpose find a post of hers/his on your wall and click on her/his name or photo [1], or use a search engine [2].

2.5. Search for, add and remove friends

When entering the user profile, click the „**Friend**“ button [1]. A drop-down menu will open.
Select the „**Unfriend**“ option [2].

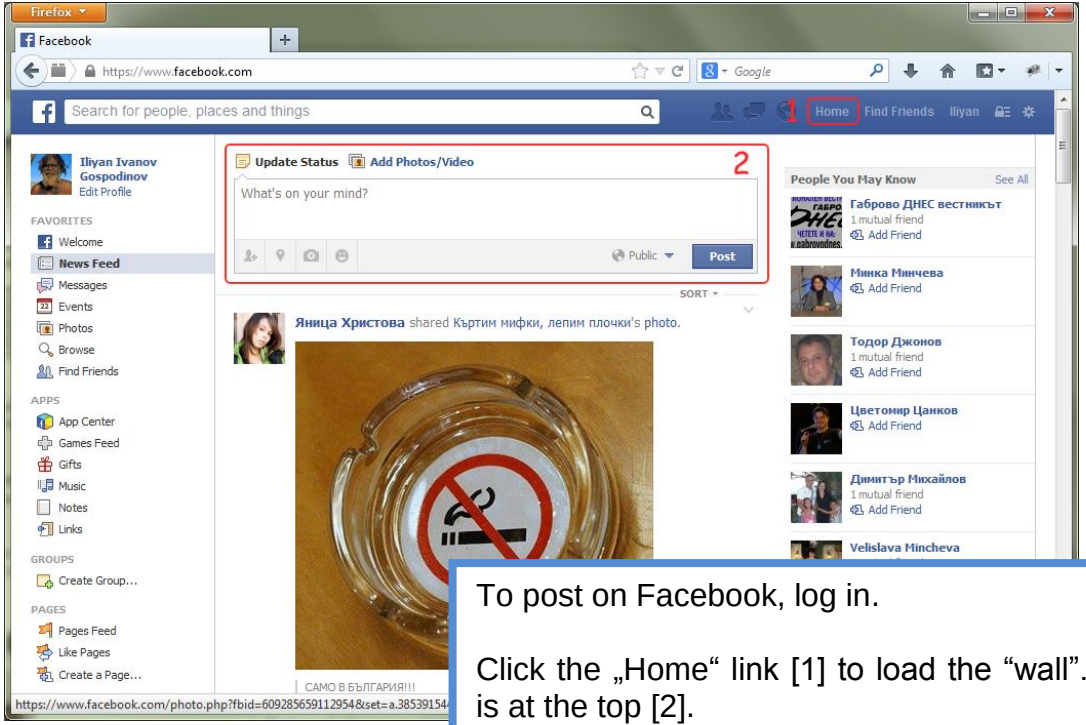


When you select the “**Unfriend**” option, no confirmation on behalf of the other side is required. If at a later stage you want to add this profile as a “friend”, you should start the “Add Friend” procedure from the very beginning.

Self-study tasks:

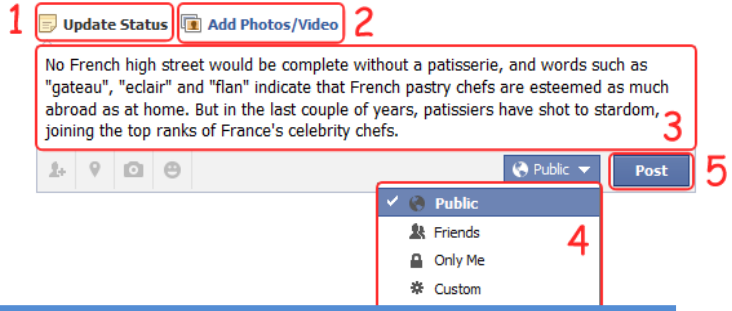
1) Find three friends of yours by using the first method described - going through the list of possible friends. Add them as “friends”.
2) Find three friends of yours by using the second method described – the search engine. Add them as “friends”.
3) Find as many users from the group you are studying in as possible and add them as “friends”.
4) Choose one person from the group you are studying in and remove her/his profile.
5) Find the profile of your teacher. Add her/him as a “friend” and send her/him a message containing the number of the friends you have added from the group and the name of the person you have removed.

2.6. Post. Delete postings.



To post on Facebook, log in.

Click the „Home“ link [1] to load the “wall”. The posting form is at the top [2].



The posting form has the following elements:

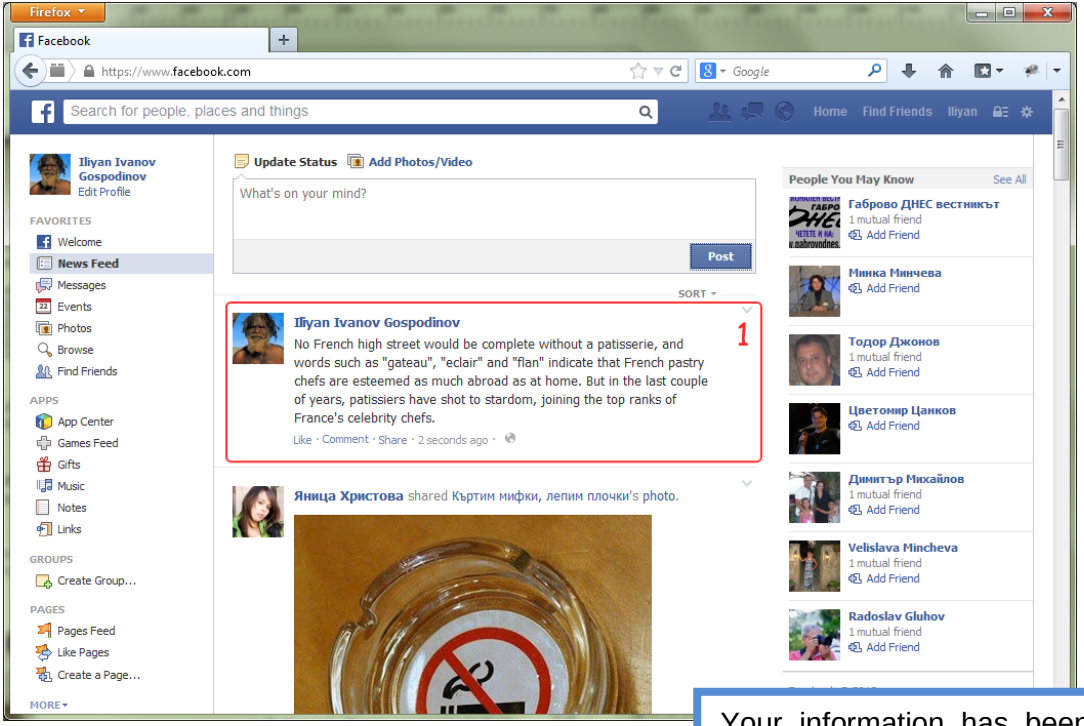
1. “Update status” – for posting text;
2. “Add Photos/Videos” – for posting graphic files;
3. A field for writing a message.
4. “Public” – a drop-down menu specifying who can see your postings;
5. A “Post“ button.

Who can see your postings:

„Public“ – all users;
„Friends“ – only your friends;
„Only Me“ – only you.

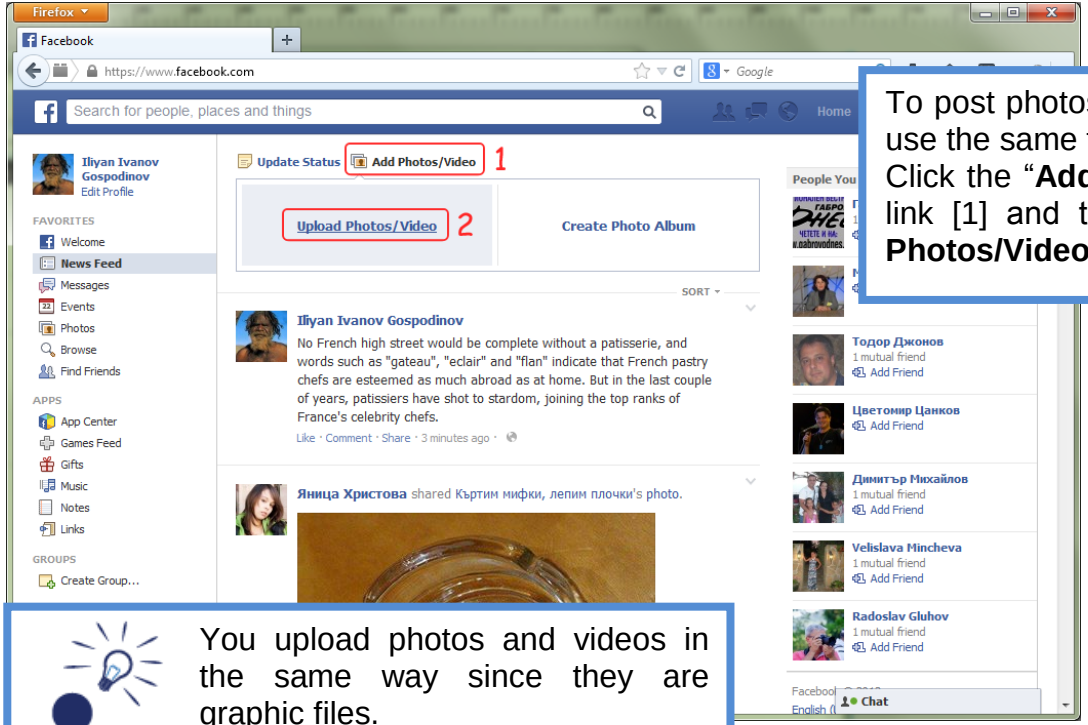
To post a text, click the „**Update Status**“ link [1]. In the field [3] type in the message you want to post. From the drop-down menu [4] choose who can see your posting. Click the „**Post**“ [5] button.

2.6. Post. Delete postings.



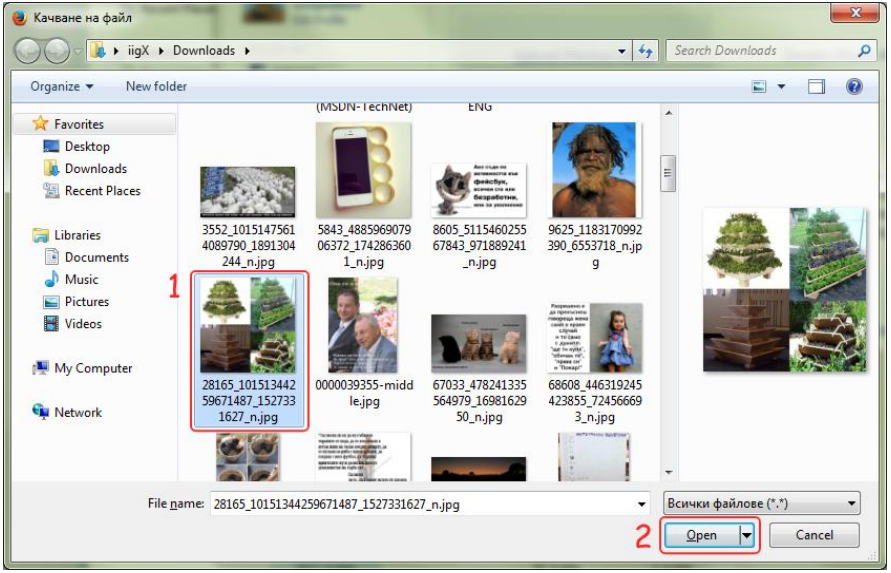
Your information has been posted [1] and the users you have specified can see it.

2.6. Post. Delete postings.

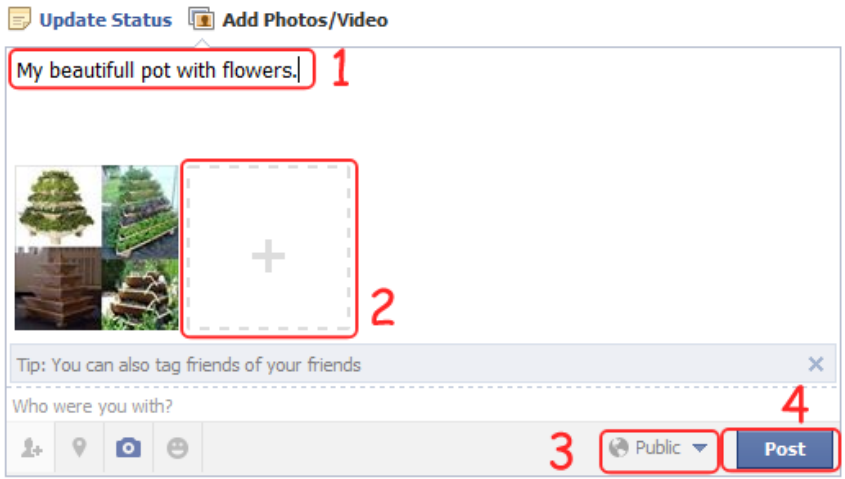


To post photos and videos, you use the same form.
Click the "**Add Photos/Videos**" link [1] and then the "**Upload Photos/Videos**" link [2].

You upload photos and videos in the same way since they are graphic files.



A window “**Upload File**” will open. Navigate until you reach the folder where the photos you want to post are. Select the photo you want to post [1] and click the „Open“ button [2].



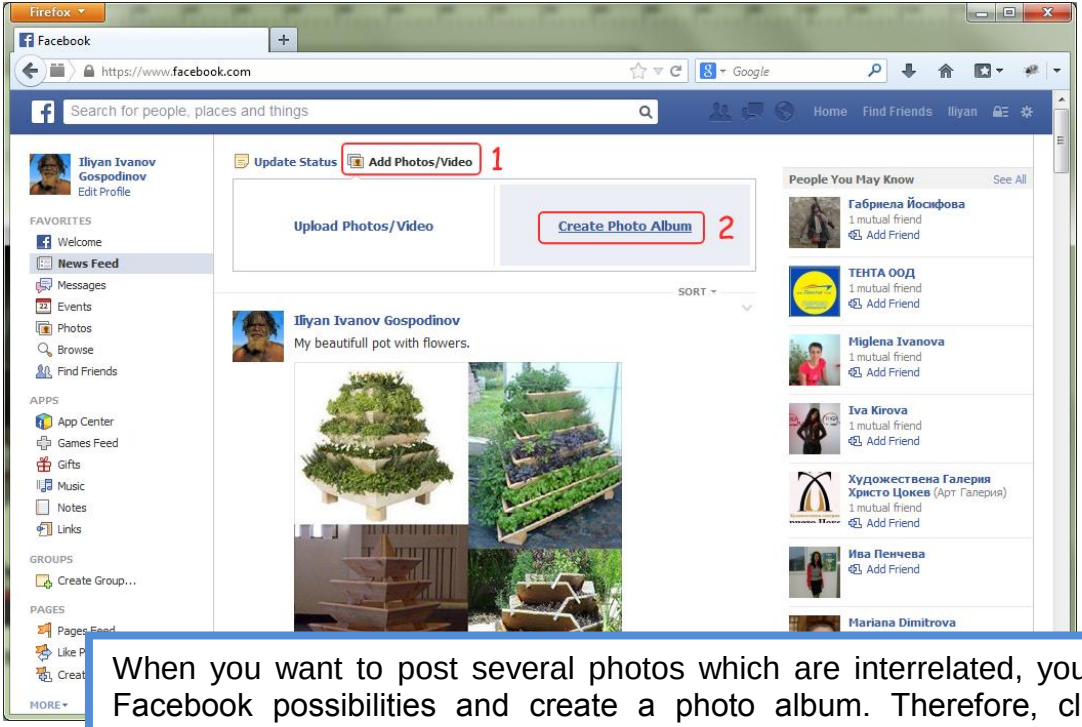
The selected photo appears in small size in the posting form.
In the text field [1] you can type in any additional information related to the photo. You can add more photos to the same posting by clicking on the field [2].
When you are ready to post, do not forget to specify who can see your posting [3]. Then click the "**Post**" button [4].

In most cases your postings will be public so you can skip step [3]. However, if you post personal information, it is highly recommended to limit the access to it by specifying who can see it.

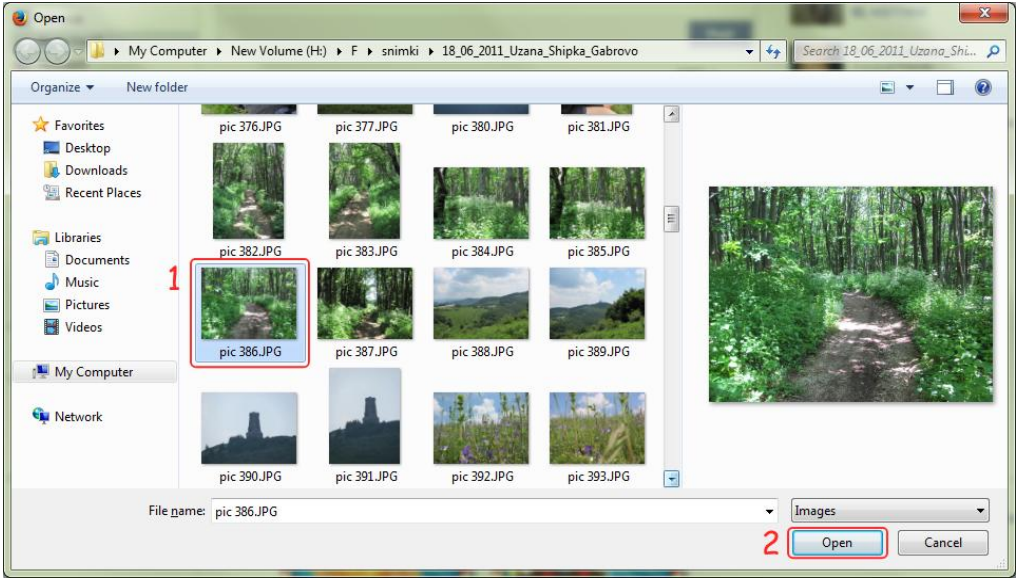
2.6. Post. Delete postings.

Your information has been posted [1] and the users you have specified can see it.

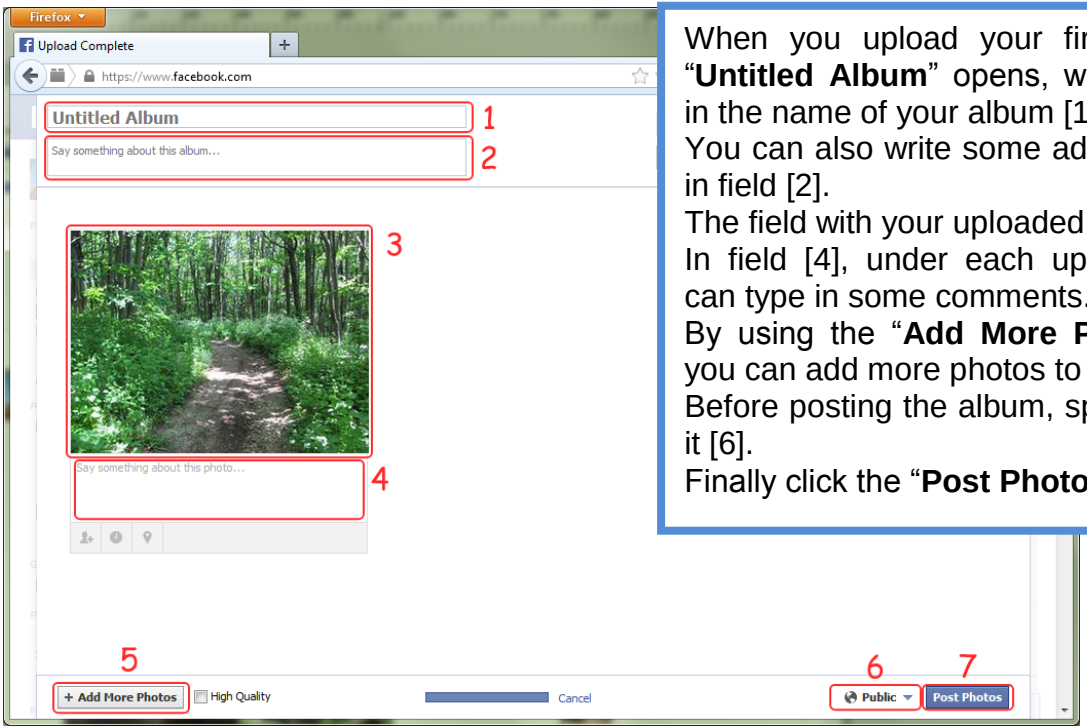
2.6. Post. Delete postings.



When you want to post several photos which are interrelated, you can use the Facebook possibilities and create a photo album. Therefore, click the "**Add Photos/Video**" link [1] and then the „**Create Photo Album**" link [2].

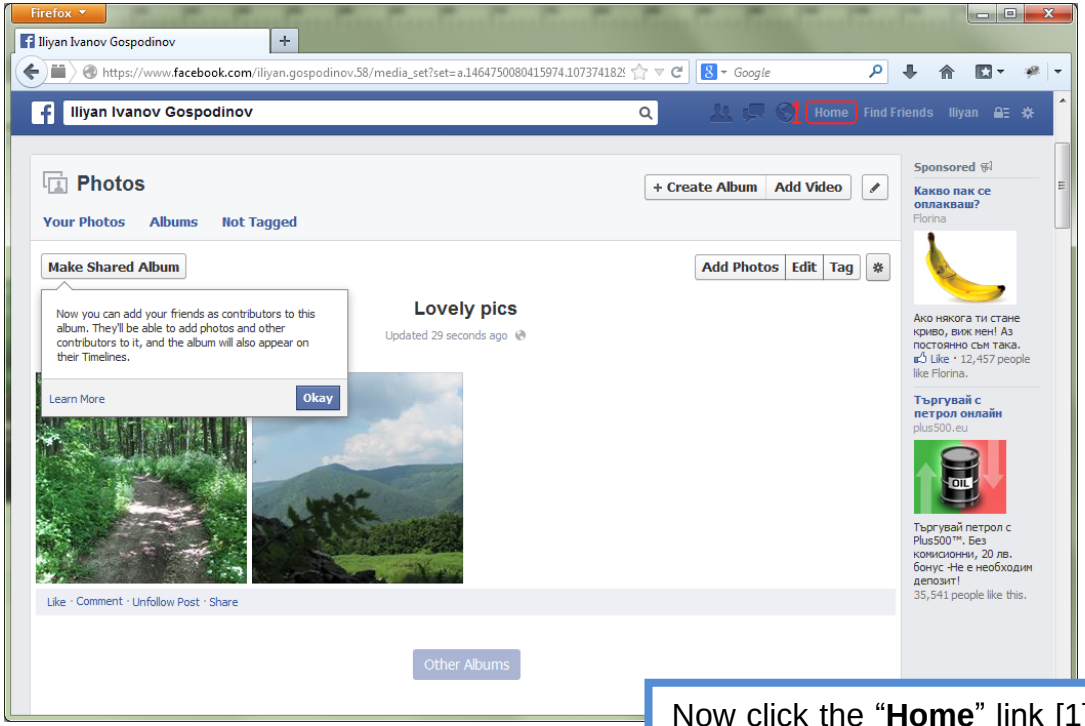


By clicking the links a window „Upload file“ will open. Navigate until you reach the folder where the photos you want to post are. Select the photo you want to post [1] and click the „Open“ button [2].



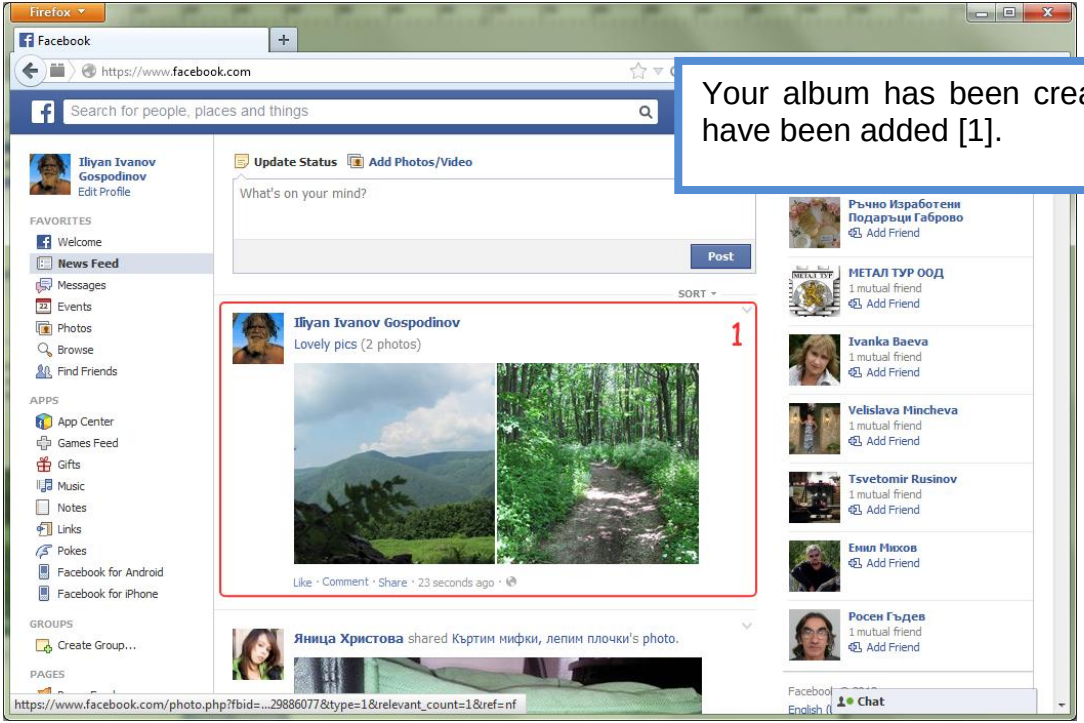
When you upload your first photo, a page "**Untitled Album**" opens, where you can type in the name of your album [1].
You can also write some additional information in field [2].
The field with your uploaded photos is [3].
In field [4], under each uploaded photo, you can type in some comments.
By using the "**Add More Photos**" button [5], you can add more photos to your album.
Before posting the album, specify who can see it [6].
Finally click the "**Post Photos**" button [7].

2.6. Post. Delete postings.



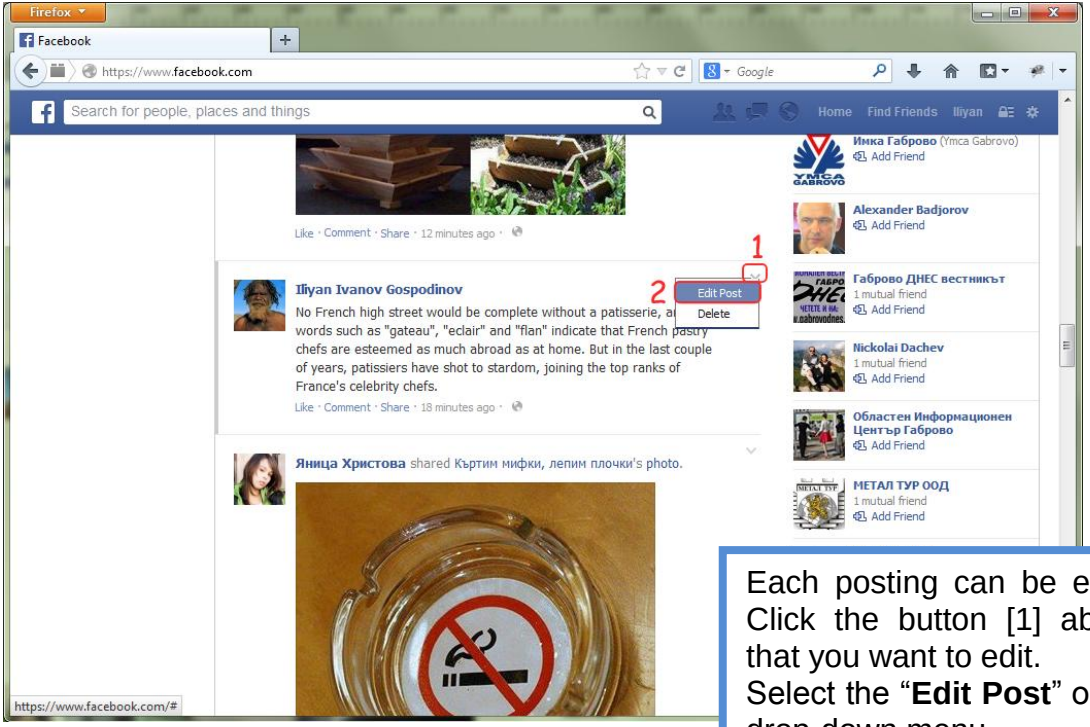
Now click the “**Home**” link [1] to go back to the “wall”.

2.6. Post. Delete postings.



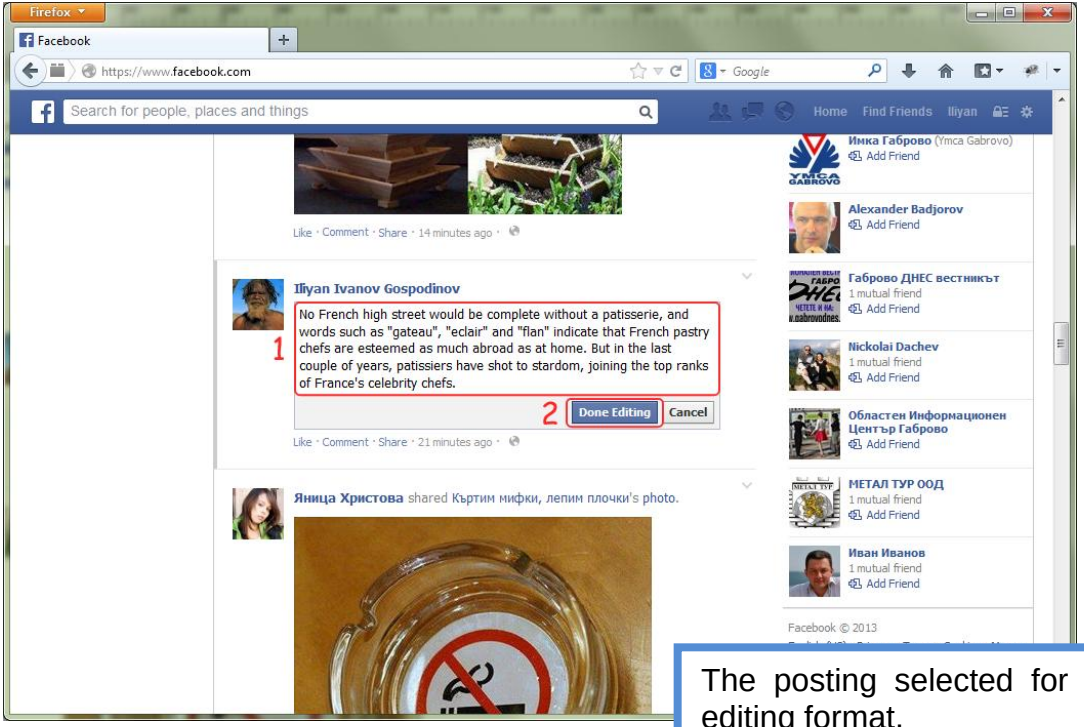
Your album has been created and the photos have been added [1].

2.6. Post. Delete postings.



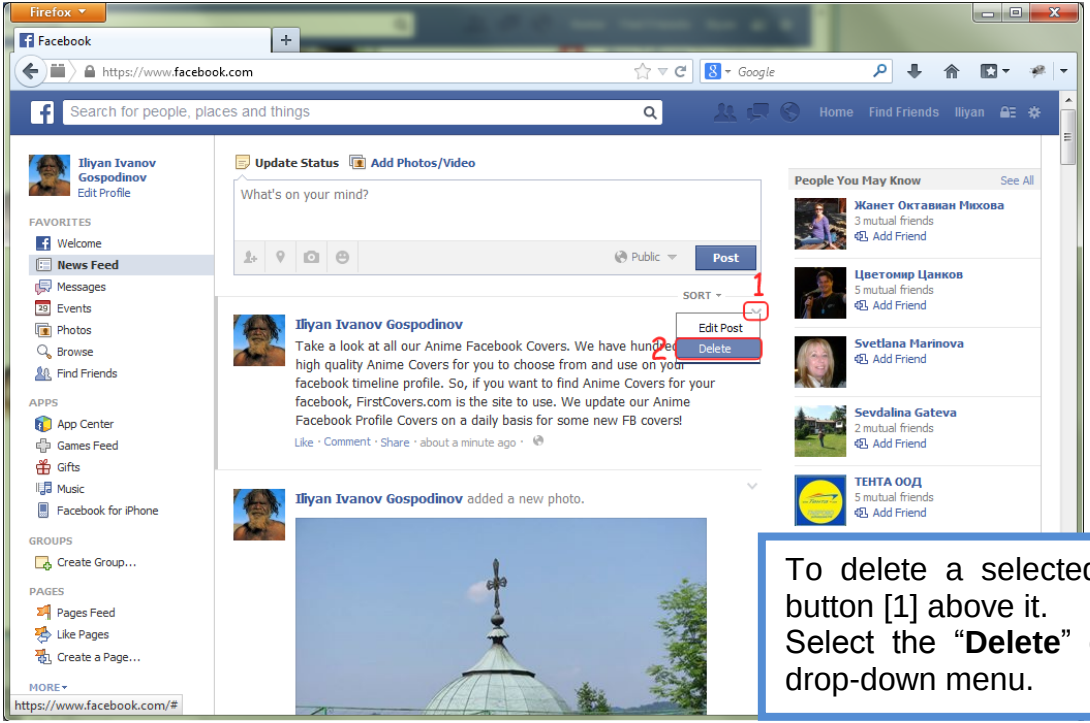
Each posting can be edited or deleted. Click the button [1] above the posting that you want to edit.
Select the "**Edit Post**" option [2] from the drop-down menu.

2.6. Post. Delete postings.

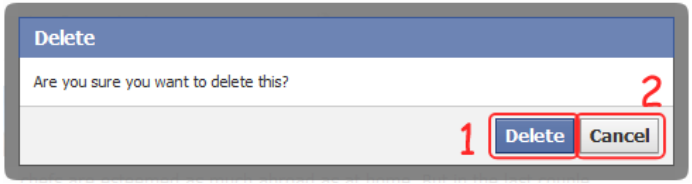


The posting selected for editing opens in an editing format.
Edit the text of your posting in the text field [1].
Then click the „**Done Editing**“ button [2].

2.6. Post. Delete postings.



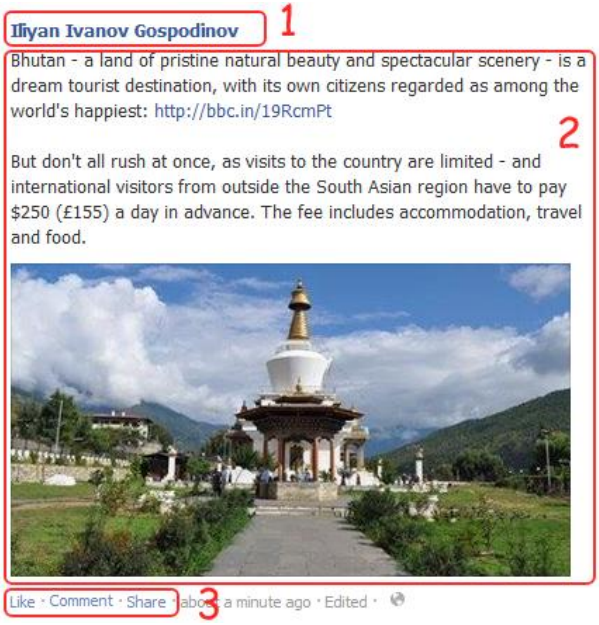
To delete a selected posting, click the button [1] above it.
Select the "**Delete**" option [2] from the drop-down menu.



Click the "**Delete**" button [1] to confirm deleting or the "**Cancel**" button [2] to cancel deleting and go back to the "wall".

Self-study tasks:

1) Post 3 texts that can be seen by all user;
2) Post 3 texts that can be seen by your friends only;
3) Post 1 photo and a text that can be seen by all user;
4) Post 1 photo and a text that can be seen by your friends only;
5) Create an album with at least 5 photos;
6) Edit at least 1 posting. Add "EDITED" to the text at the top;
7) Delete at least 1 posting taking into account that there must be at least 1 posting on the "wall".



Each posting consists of 3 elements:

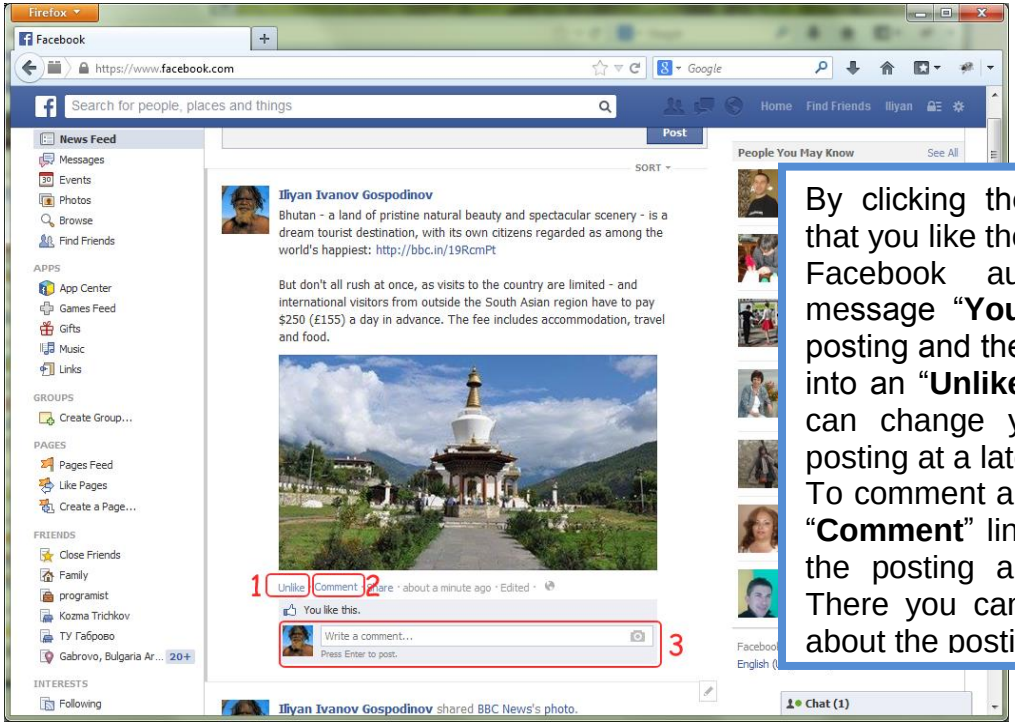
- the name of the person who posts [1];
- the very posting [2];

- three links related to your response to the posting [3].

The three links "**Like**", "**Comment**" and "**Share**" are designed to provide the user evaluation of each posting.
When clicking the "**Like**" link, you express a positive opinion about a given posting. A link to the respective posting appears on the walls of your friends.

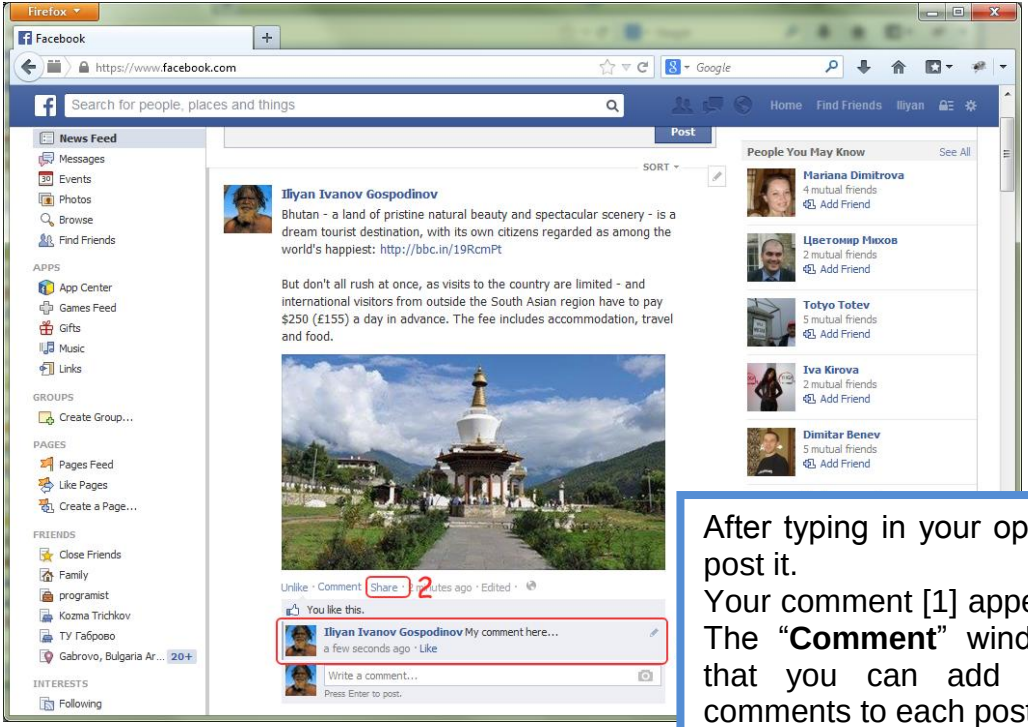
When clicking the "**Comment**" link, you can express your opinion in relation to the respective posting.
When clicking the "**Share**" link, a copy of the respective posting is added to your wall so that all your friends can see it.

2.7. Like, comment and share postings.



By clicking the "**Like**" link you say that you like the posting [1].
Facebook automatically adds a message "**You like this**" under the posting and the "**Like**" link is changed into an "**Unlike**" link. In this way you can change your response to the posting at a later stage.
To comment a given posting, use the "**Comment**" link [2]. At the bottom of the posting a text field opens [3]. There you can type in your opinion about the posting.

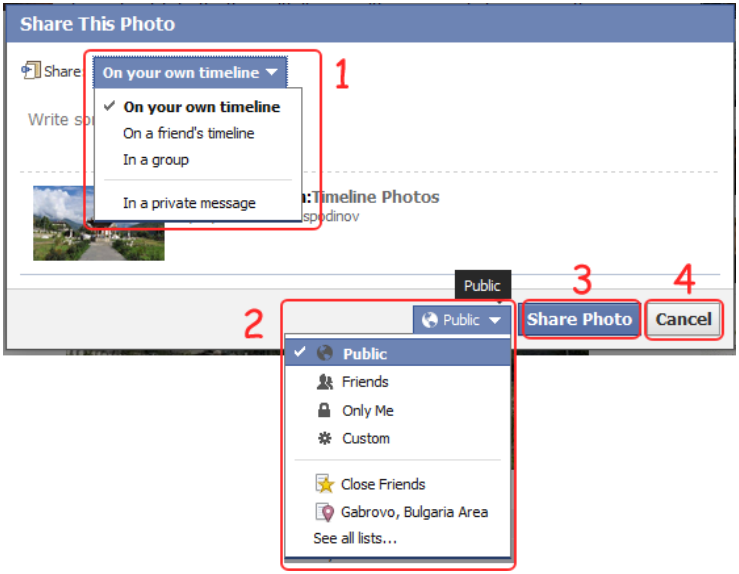
2.7. Like, comment and share postings.



After typing in your opinion, press "**Enter**" to post it.
Your comment [1] appears under the posting. The "**Comment**" window remains open so that you can add unlimited number of comments to each posting.

To share a posting, click the "**Share**" link [2].

2.7. Like, comment and share postings.



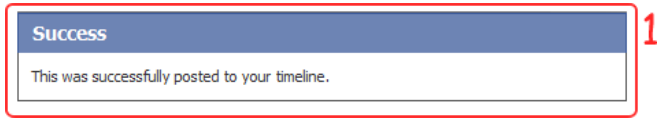
To share a posting, choose where you want to post the shared posting [1].
* On your own timeline;
* On a friend's timeline;
* In a group;
* In a private message.

You can add some text to the shared posting.

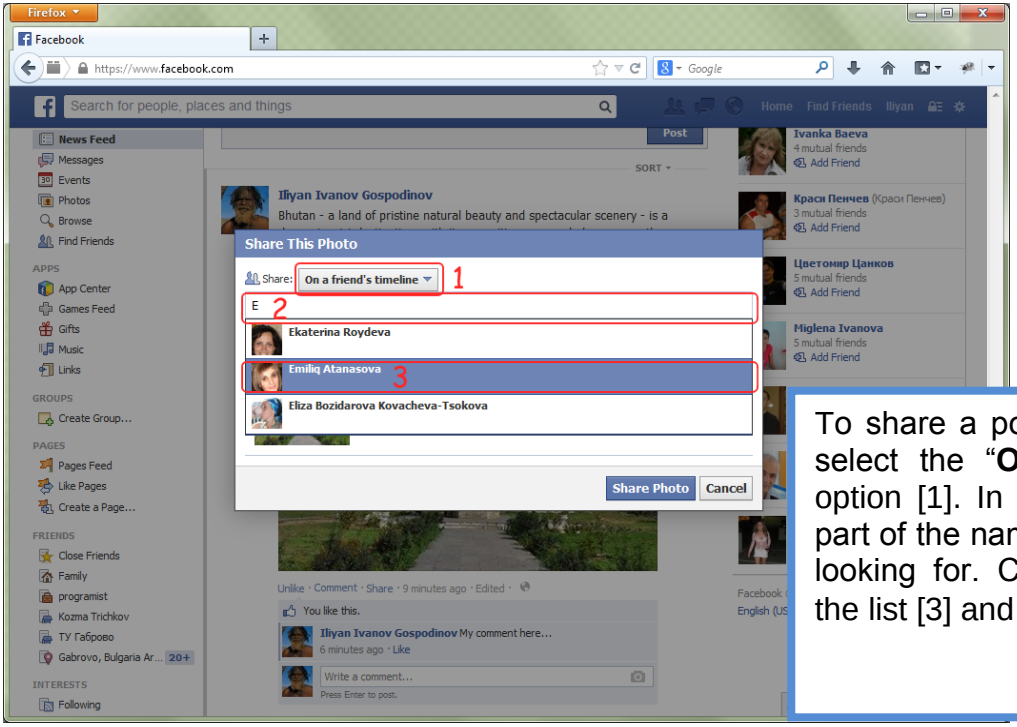
You should specify who can see the shared posting [2]. Then click the "**Share**" button [3].

If at a given step you decide not to share the respective posting, use the "**Cancel**" button. [4].

Depending on the type of the shared posting – a photo, a text or a link to an external web site, the "**Share**" button [3] can change. For example, "**Share Photo**" if you share a photo.



If you have shared the posting successfully, the system let you know by publishing an appropriate message [1].



To share a posting on a friend's wall, select the "**On a friend's timeline**" option [1]. In the text field [2] type in part of the name of the "friend" you are looking for. Choose the "friend" from the list [3] and click the „**Share**" button.

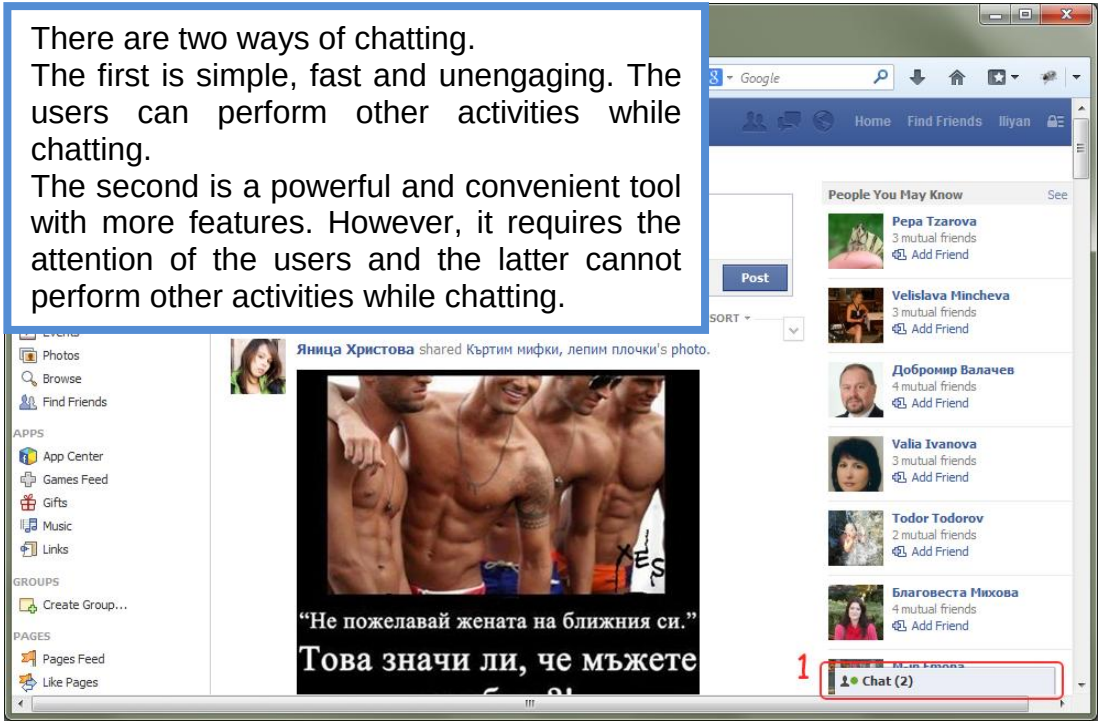
2.7. Like, comment and share postings.

As active users of Facebook, you are expected to express your opinion about the postings on your wall (no matter whether they are yours or your friends'), to like and share postings. In this way information will be spread faster and will reach more people. However, you should be careful and balanced. Otherwise you may bother and annoy your friends.

Self-study tasks:

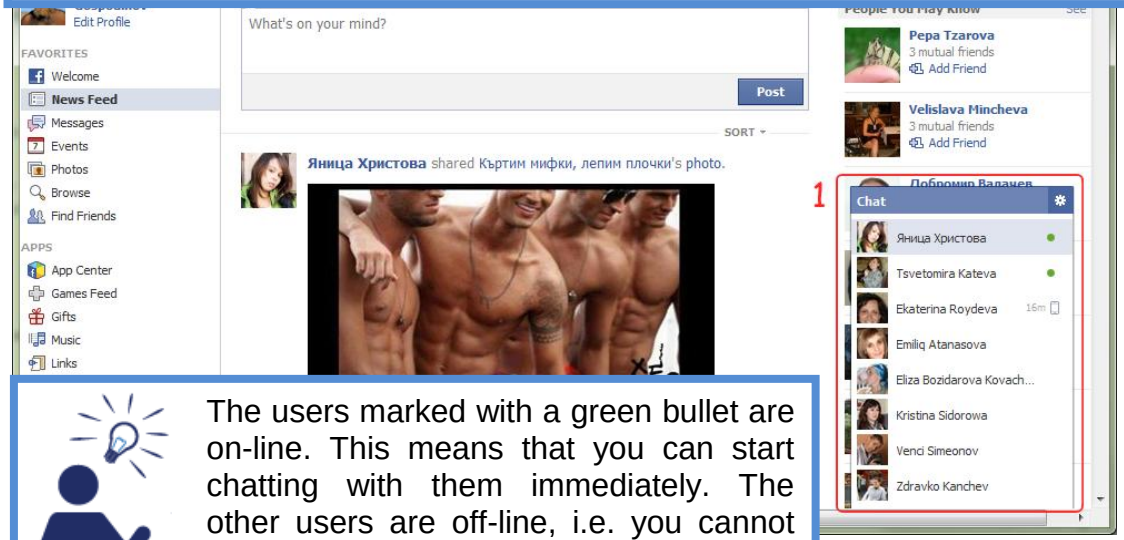
1) Visit the walls of three friends of yours and like at least 1 posting of each friend.
2) Find and like 3 postings on your wall, posted by other people.
3) Find and share 3 postings on your wall.
4) Find and share 3 postings on your friends' walls.
5) Find and share at least 1 posting on the wall of your teacher.
6) Visit the wall of your teacher and comment at least 1 of the postings shared by the other participants in the training.
7) Visit the wall of your teacher and like the postings shared by all participants in the training.

There are two ways of chatting.
The first is simple, fast and unengaging. The users can perform other activities while chatting.
The second is a powerful and convenient tool with more features. However, it requires the attention of the users and the latter cannot perform other activities while chatting.



Click the „Chat“ link [1] at the bottom on the right.

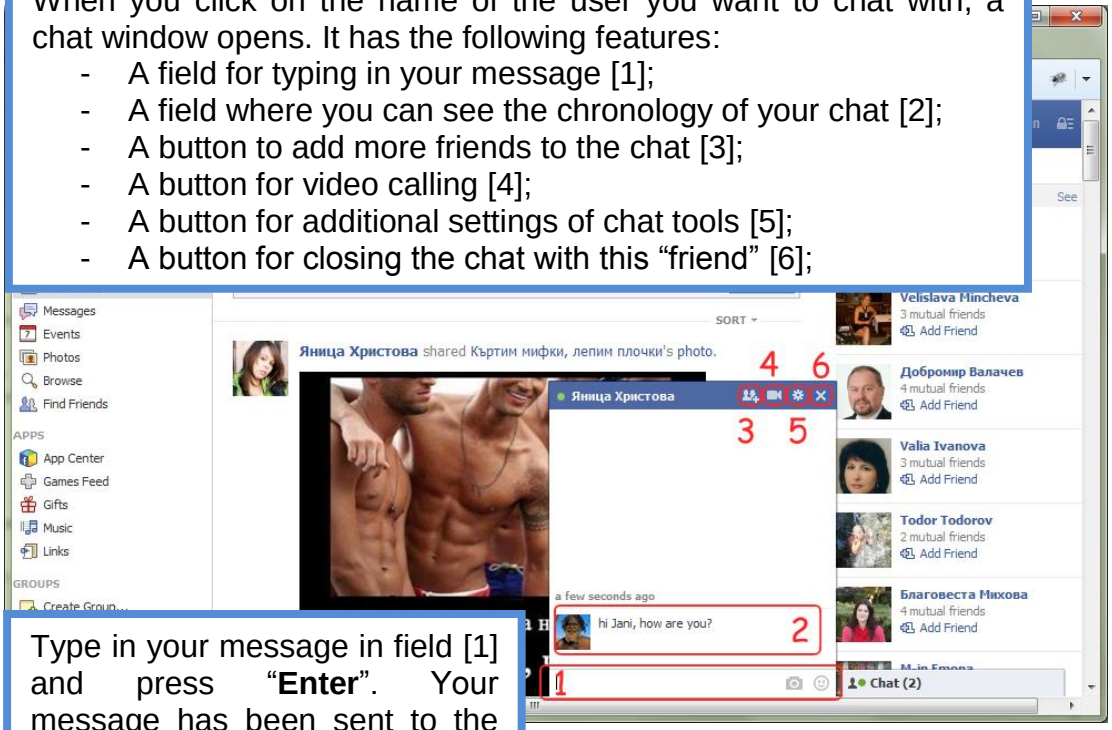
In the chat window that opens [1] you see the users (your friends) you can chat with. The green bullets against the names of the users show that the latter are on-line (in this case user 1 and 2). The third user (3) got off-line 16 minutes ago. The other users have not used the chat for the last 60 minutes.
Click on the name of the user you want to chat with.



The users marked with a green bullet are on-line. This means that you can start chatting with them immediately. The other users are off-line, i.e. you cannot chat with them and they will receive your message when they get on-line.

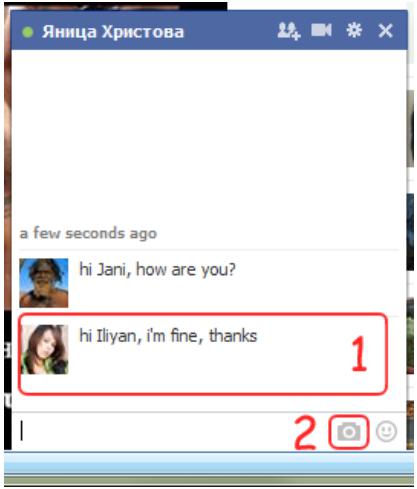
When you click on the name of the user you want to chat with, a chat window opens. It has the following features:

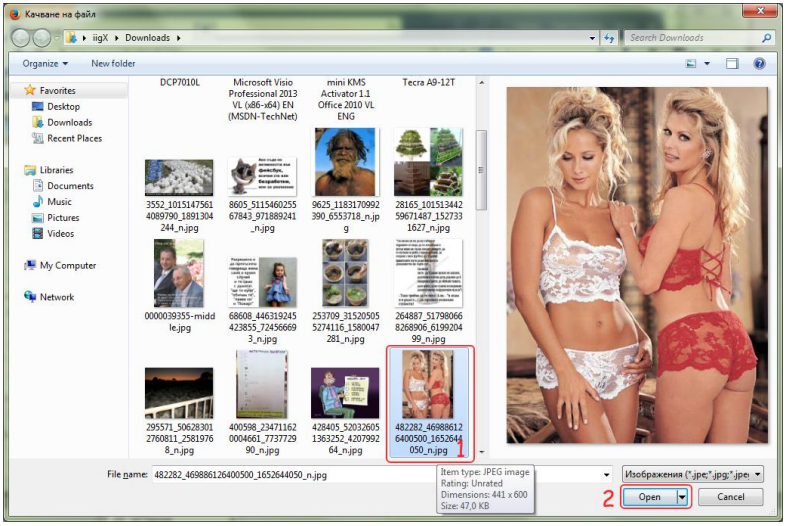
- A field for typing in your message [1];
- A field where you can see the chronology of your chat [2];
- A button to add more friends to the chat [3];
- A button for video calling [4];
- A button for additional settings of chat tools [5];
- A button for closing the chat with this “friend” [6];



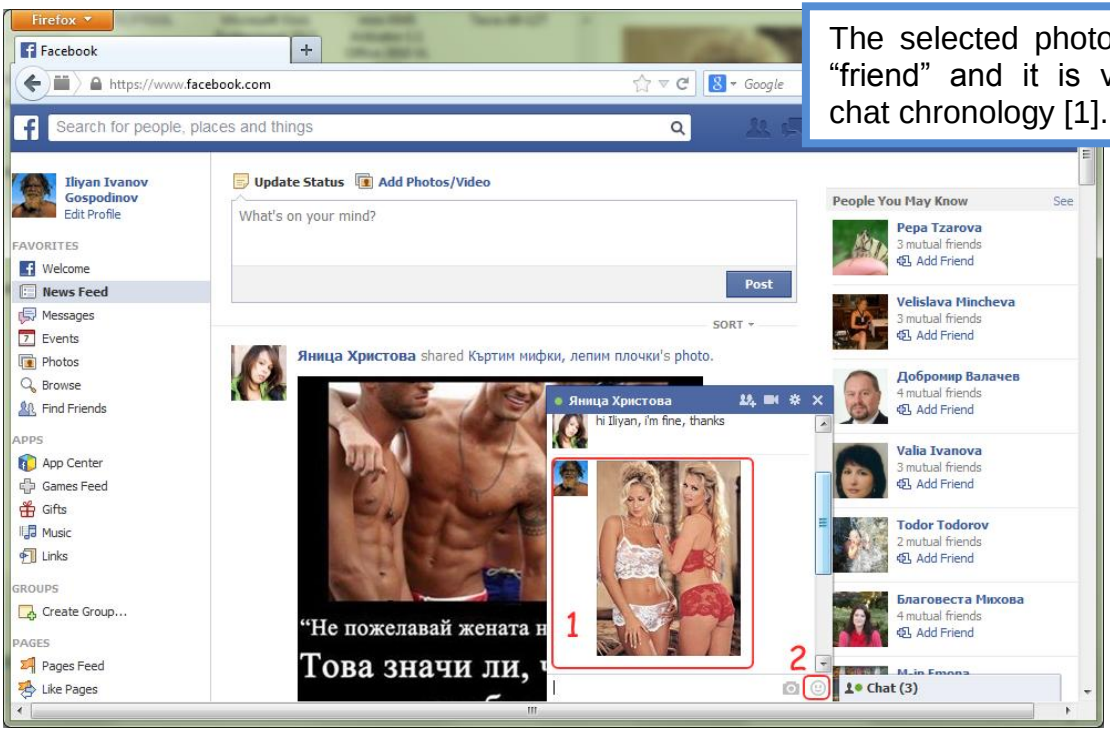
Type in your message in field [1] and press “**Enter**”. Your message has been sent to the user and it is moved to the window [2].

The answers of your “friend” are visualized in the field of chat chronology [1].
Along with sharing messages you can use photos and emoticons when chatting. To add a photo, click the “**camera**” button [2].





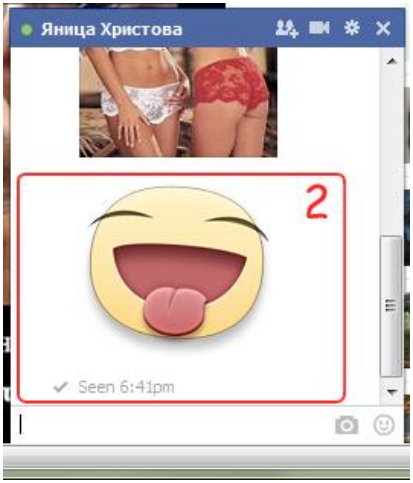
To select a photo, navigate to the folder where the photo you want to send is. Select the photo [1] and click the „Open“ button [2].



The selected photo is sent to your "friend" and it is visualized in the chat chronology [1].

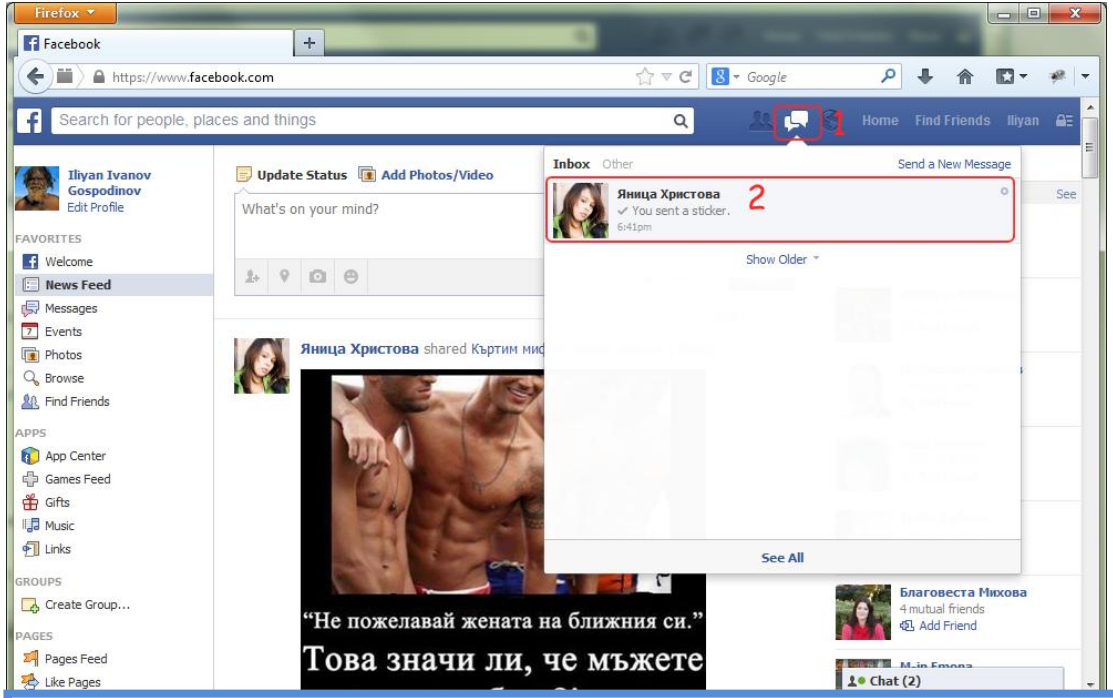
To add an emoticon, click the "**emoticon**" button [2].

Select an emoticon from the list [1] and click on it.



The selected emoticon is sent to your “friend” and it is visualized in the chat chronology [2].

2.8. Chat.



To use the second method of chatting, click the „**chat**“ button [1]. Choose the user you want to chat with from the drop-down menu [2].

A chat page opens, where you can find the following features:

* A list of users you can chat with [1];
* The chat chronology so far [2];
* A text field for typing in messages [3];
* An "**Add Files**" button [4];
* An "**Add Photos**" button [5];
* An option to send the message by pressing "Enter" [6] (fast chat).

* An "**emoticon**" button [7] to add emoticons to the chat;
* A "**Reply**" button to send messages.

The chat tool connects you immediately with all your “friends” that are on-line. Fast communication can save your time and efforts. If you use a microphone and a camera, it can provide an audio and video connection, which can save your money.

Self-study tasks:

1) Chat with at least 3 friends of yours by using the first method. During the chat session do the following:
   * share messages;
   * add a photo;
   * add an emoticon
2) Leave an off-line message to your teacher;
3) Open the chat page (by using the second method) and do the following:
   * continue the chat session with the users that you have already shared messages with;
   * use the “**Add Files**” button to send a file to the user you are chatting with;
   * accept a file from the user you are chatting with.

3.1. Introduction

- Skype is free of charge
- Videocalls – talk and see your conversation partner
- Send and receive messages
- Send and receive video messages

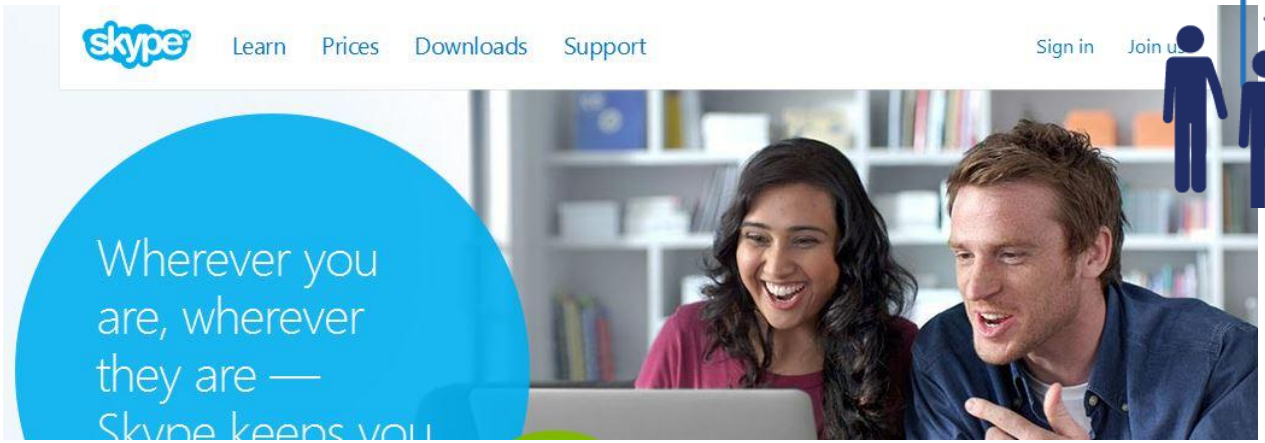
You can use **Skype** with:

- PC with Webcam and Headset
- Laptop with integrated camera, speakers and micro
- Tablets
- TV (depends on configuration)
- Smartphones, Mobiles, Telephones

In the Skype Learningmodule, the lectures are separated in:

- 3.2. Installation
- 3.3. Account
- 3.4. Contacts: Find Skype conversation-partners
- 3.5. Use Skype for calling
- 3.6. More about calls via Skype

3.2. Install Skype

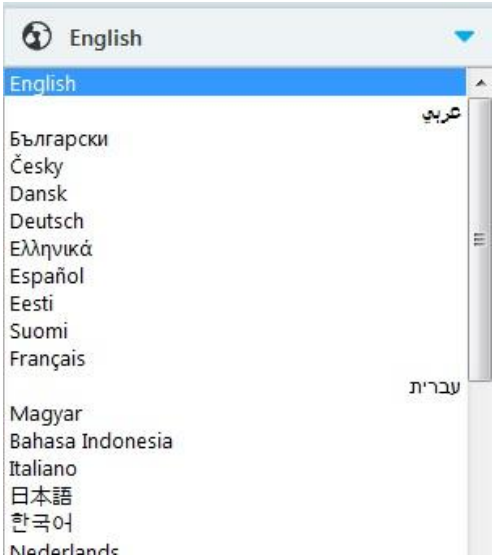


Goal: Use Skype-programme on your own PC

- Download of Skype free of charge
- Enter in browser: www.skype.com

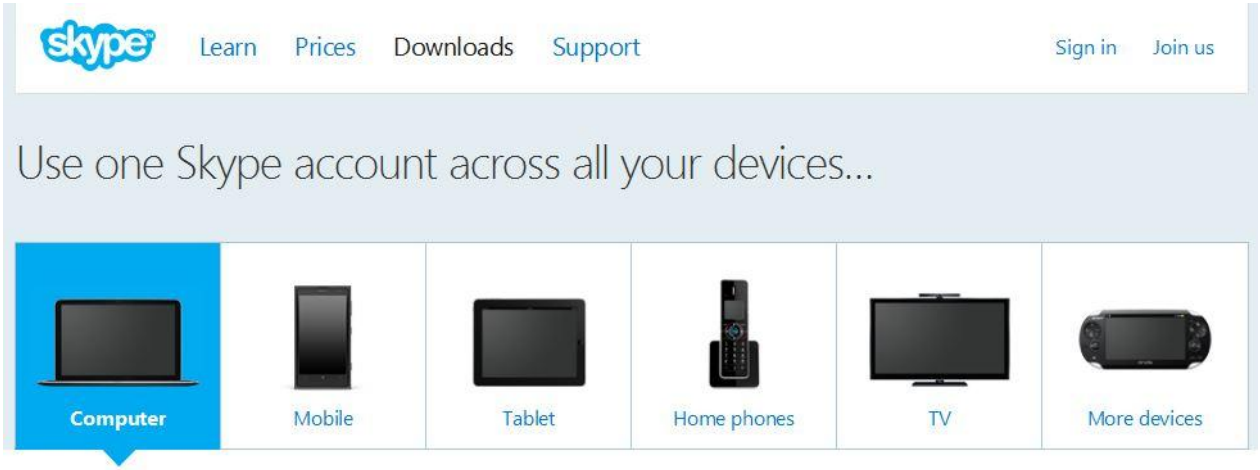
1st step: Download Skype

Visit Skype.com and chose Downloads in the menu bar. Follow instructions.



2nd step: Choose language

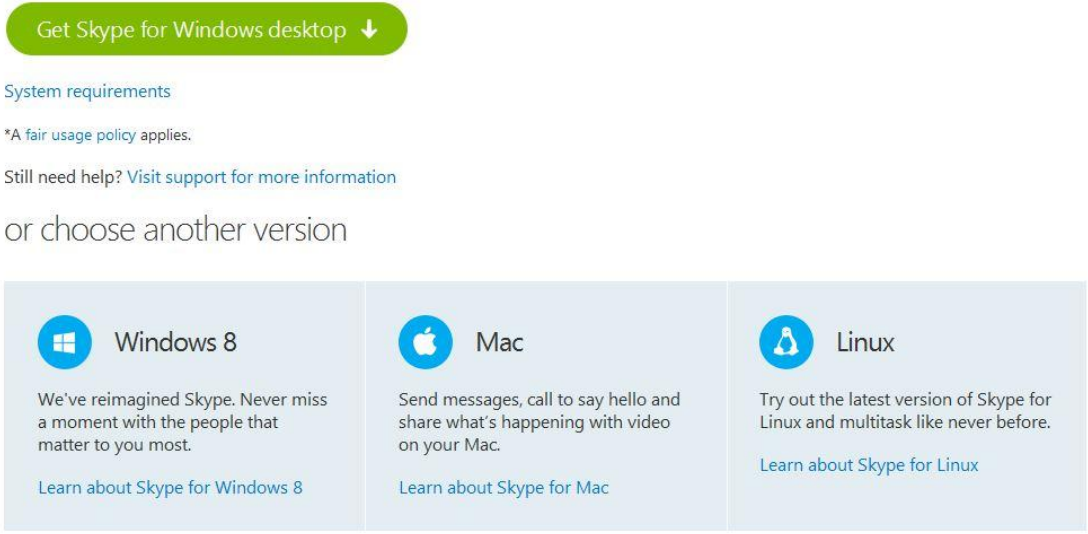
You can choose the language of the instructions
You find the choosing window at the end of the Skype websites.



3rd step: Choose equipment

Where dou you want to install your Skype account?

- PC, mobile phone, tablet, tv etc.

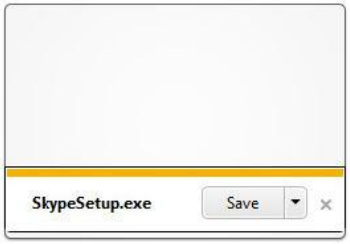


4th step: System requirements

Which system software do you have?

- Windows 7
- Windows 8 or Mac or Linux

Setup Skype for Windows



Step 1

Save the Skype Setup Application to your computer.

Step 2

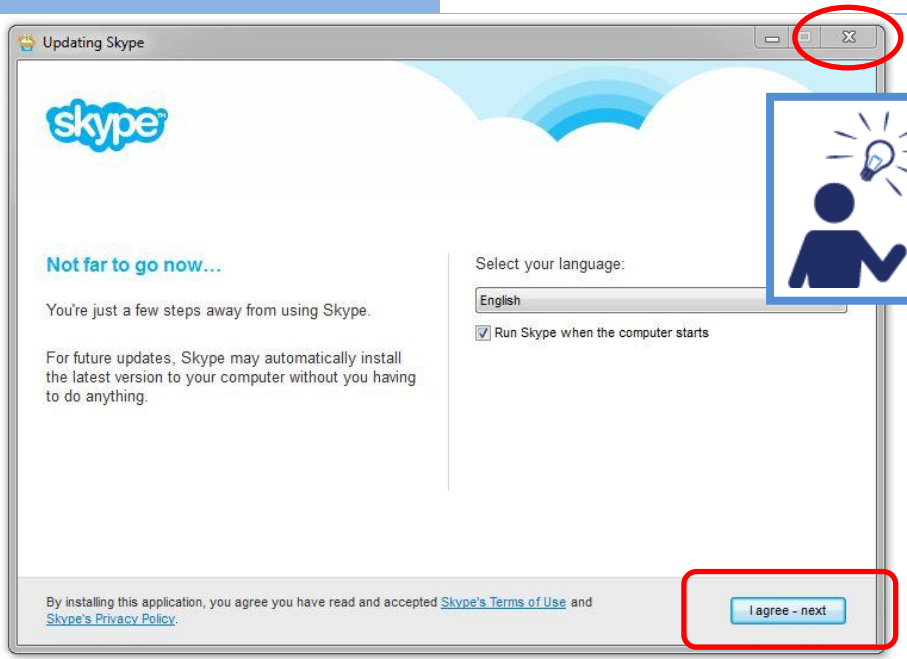
Find and double click the Skype Setup file then follow the simple steps to complete the installation.

Step 3

Launch the Skype application and sign in with your Skype Name and password.

5th step: Installation

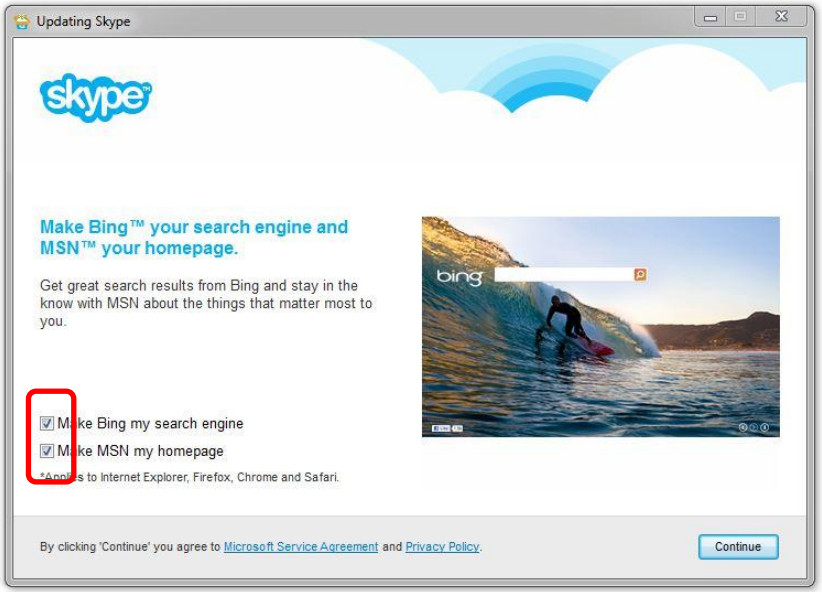
- Follow the instructions step by step.



Close the window if none of these activities are desired.

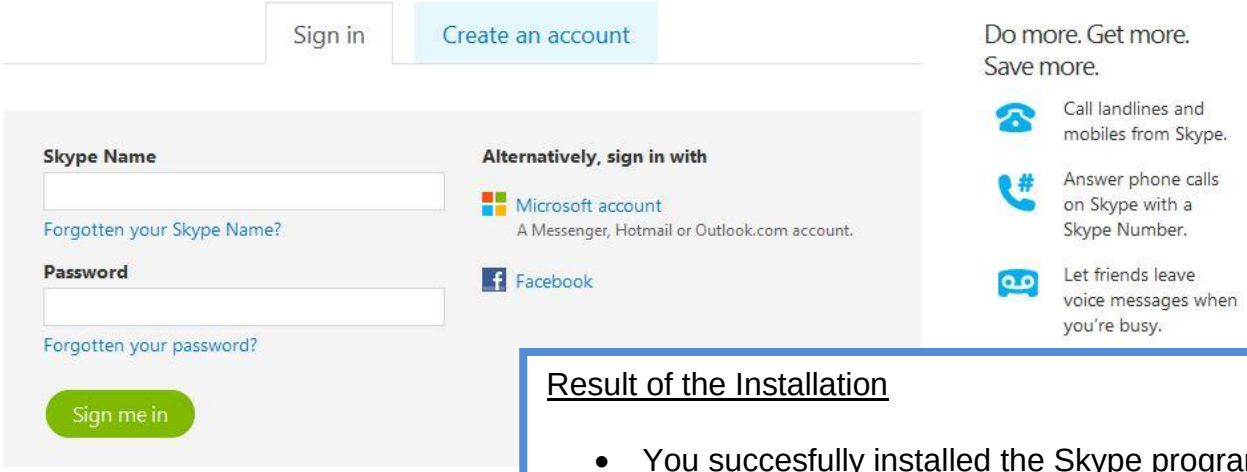
Questions during Installation

- Activating the „Agree“ button, your version of Skype will be updated automatically.
- Again the language of Skype can be chosen.
- You can decide if Skype starts automatically when Windows is started. You‘re available then without explicitly start Skype.



Questions during Installation

- Following presettings Bing is setup as search engine, MSN as homepage.
- If this is not desired, remove the check marks in front of the continue button.



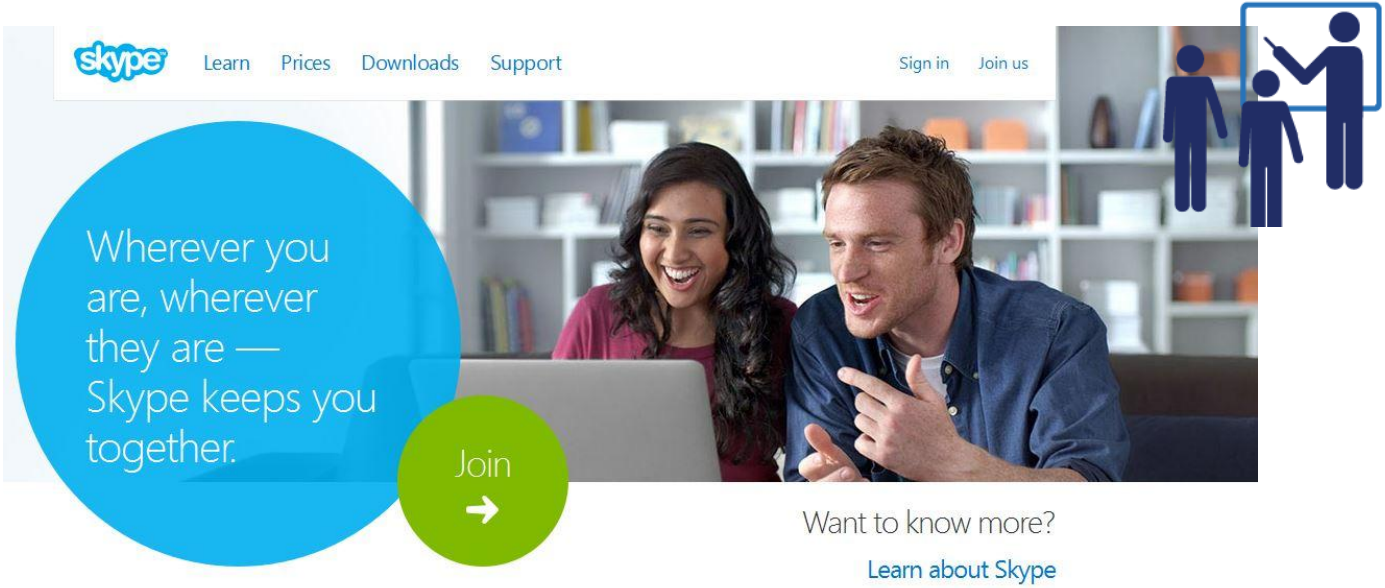
Result of the Installation

- You succesfully installed the Skype programme.
- The log-in screen appears.
- You can enter your Skype-name and password.

Self-study tasks:

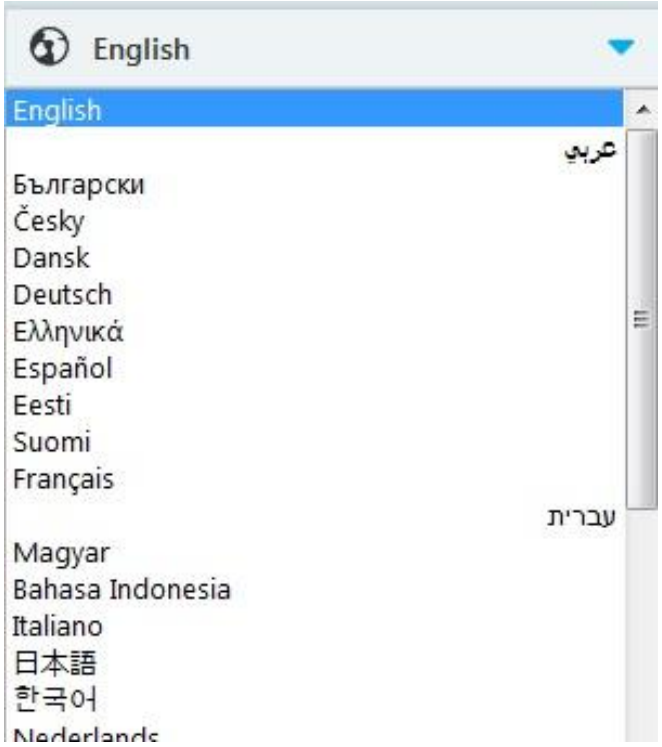
1) Install skype at home on your computer

3.3. Generate Skype-Account



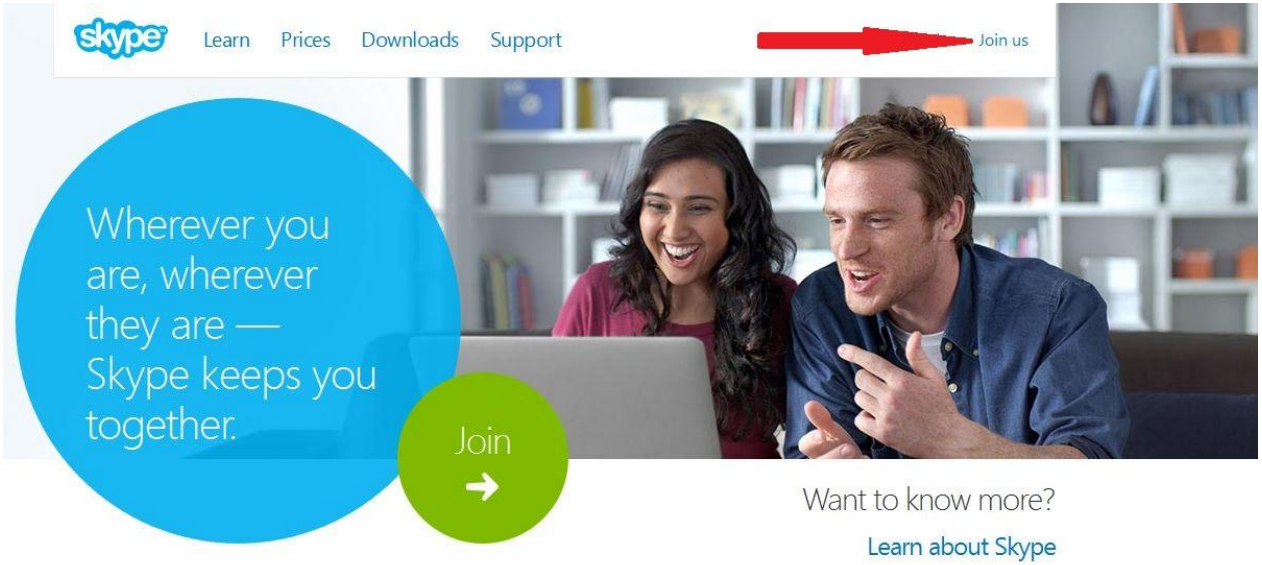
Aim: To sign up in Skype and choose a Skype name.

- www.skype.com



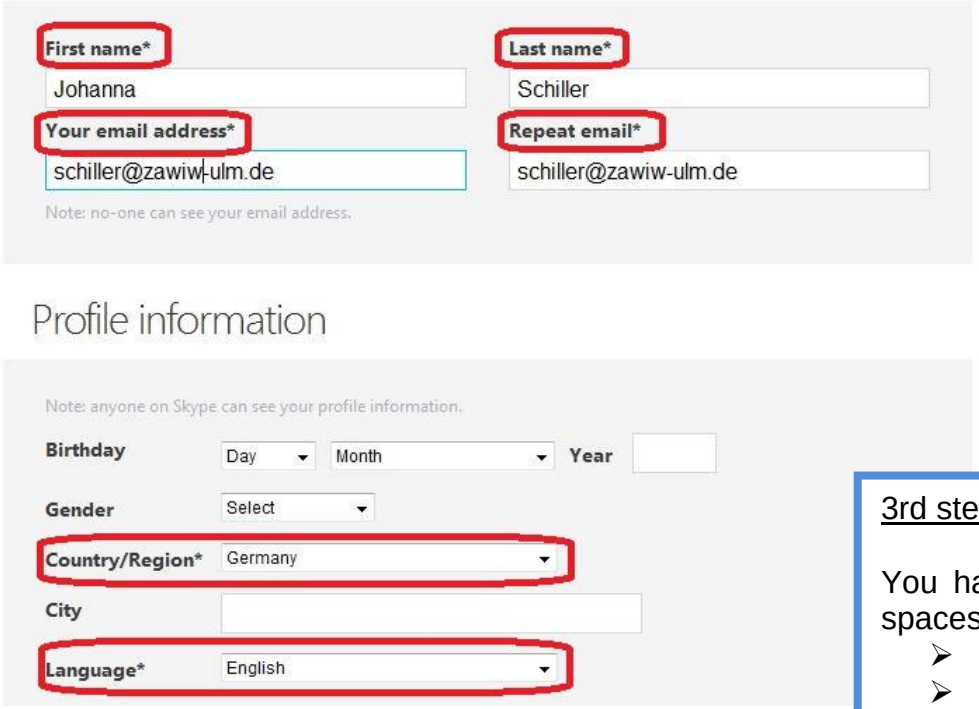
1st step: Choose language

- You can choose the language of the instructions.
- You find the chosing window at the end of the Skype websites.



2nd step: Register on Skype

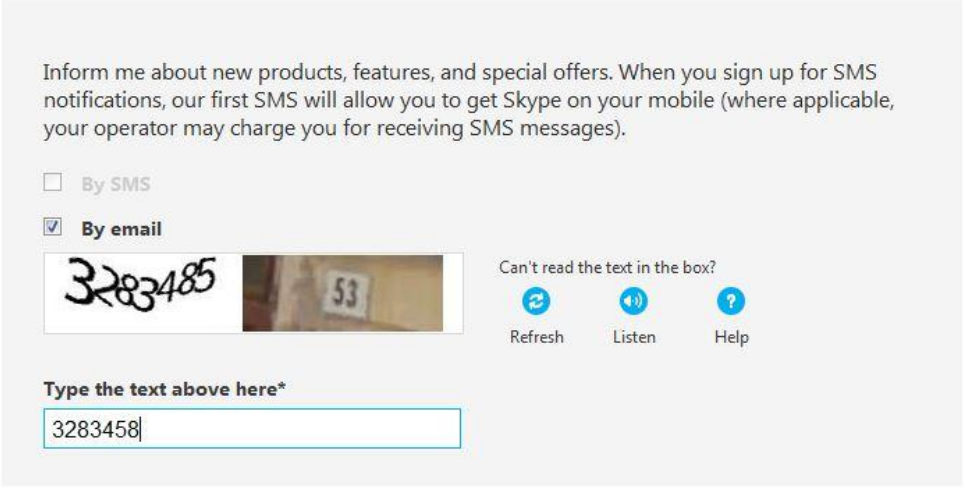
The red arrow shows where to start the registration.



3rd step: Profile Information

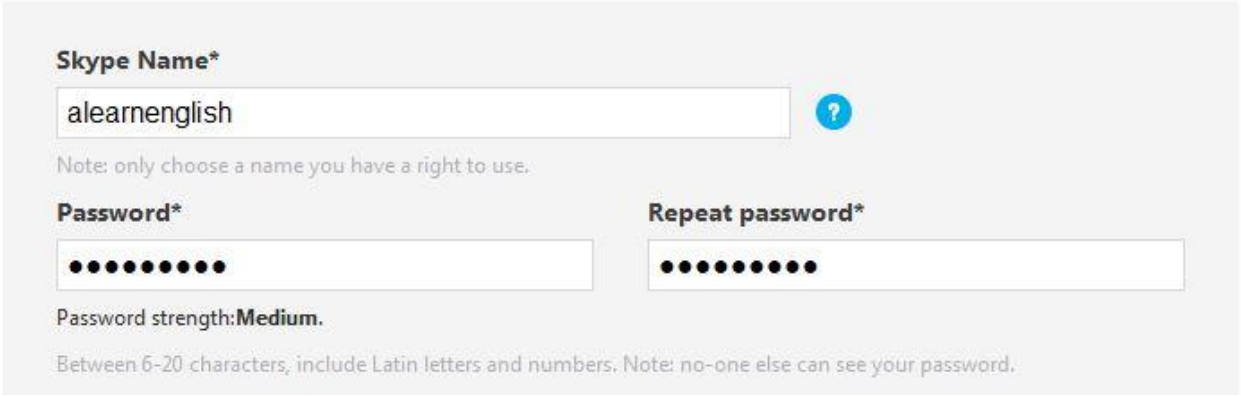
You have to fill in the marked spaces.

- Name and last name
- E-Mail address
- Country
- Language



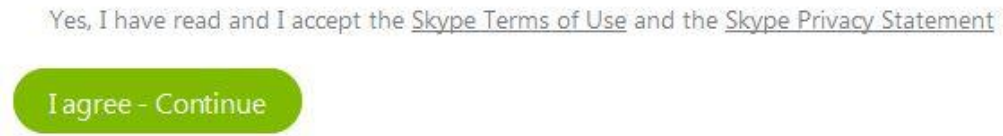
4th step: Insert Code

The Code has to be entered to grant access



5th Name: Choose Skype Name

Insert Skype name (no spaces or special characters)
Insert password (2x) (level of security is checked)



6th step: Confirm input

Click „accept“ (accept General Terms and Conditions)
Your Skype name is checked simultanously

Skype Acount generated

Your Skype account has been generated successfully.
Skype welcomes new user.

Self-study tasks:

1) Create account: also at home.

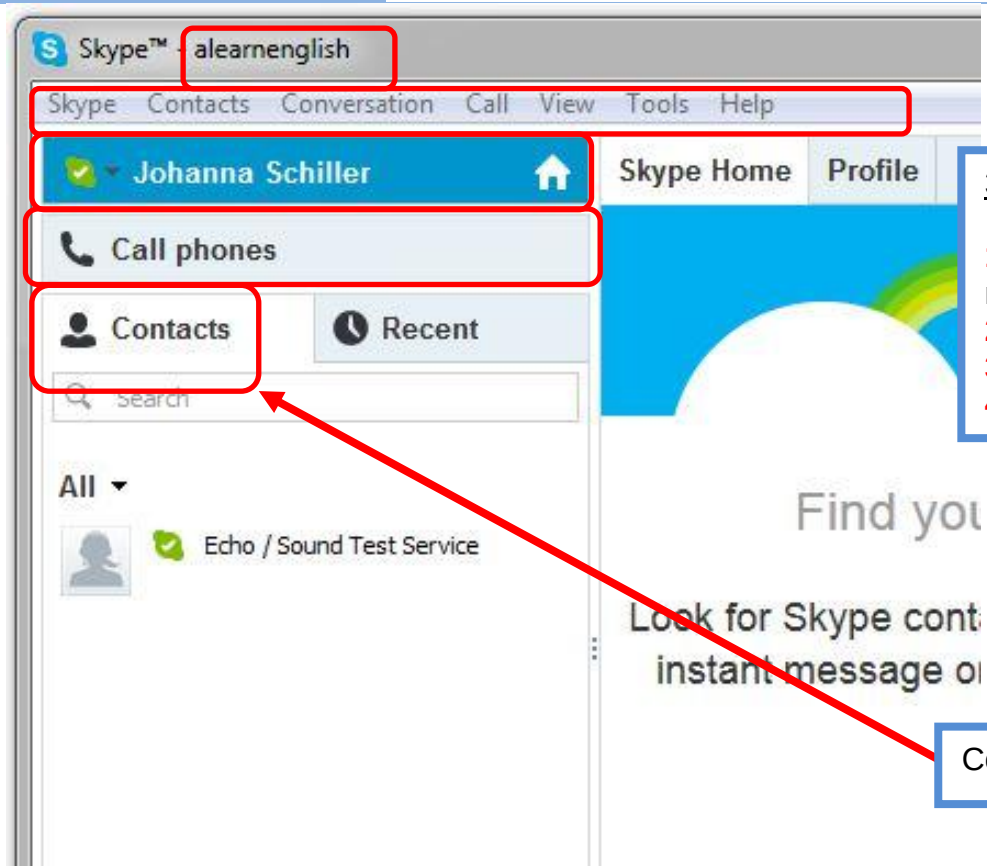
1st step: Open Skype

The Skype – Icon

Choose Icon on your desktop and activate with double-click.

2nd step: Log in for calling

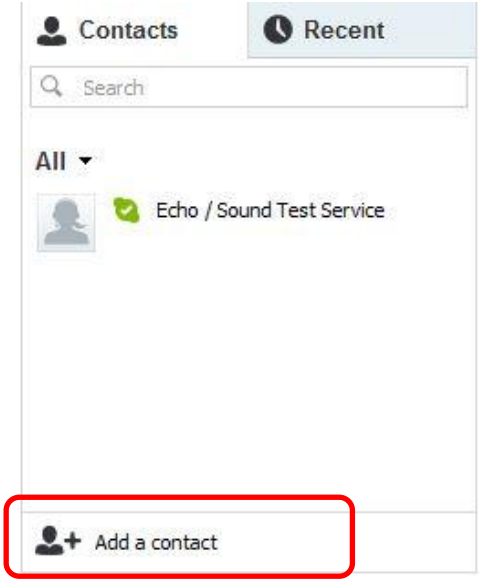
Log in at Skype with name and password



3rd step: Startscreen

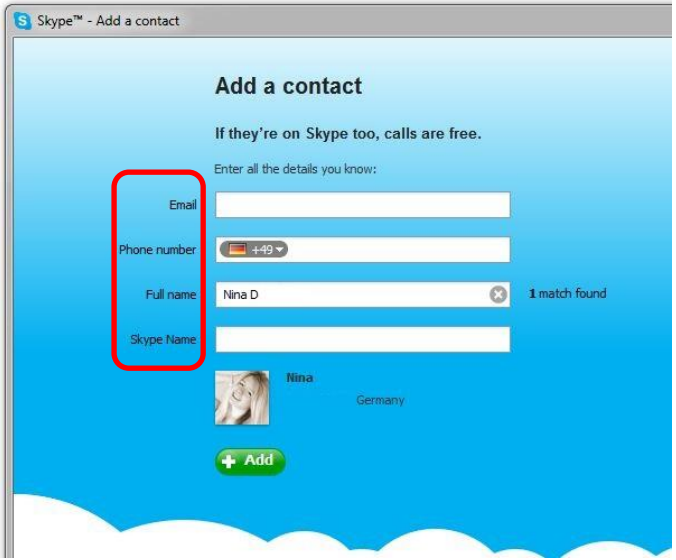
1 personal Skype name
2 Menu bar
3 Status and name
4 Symbol bar

Contact list is empty

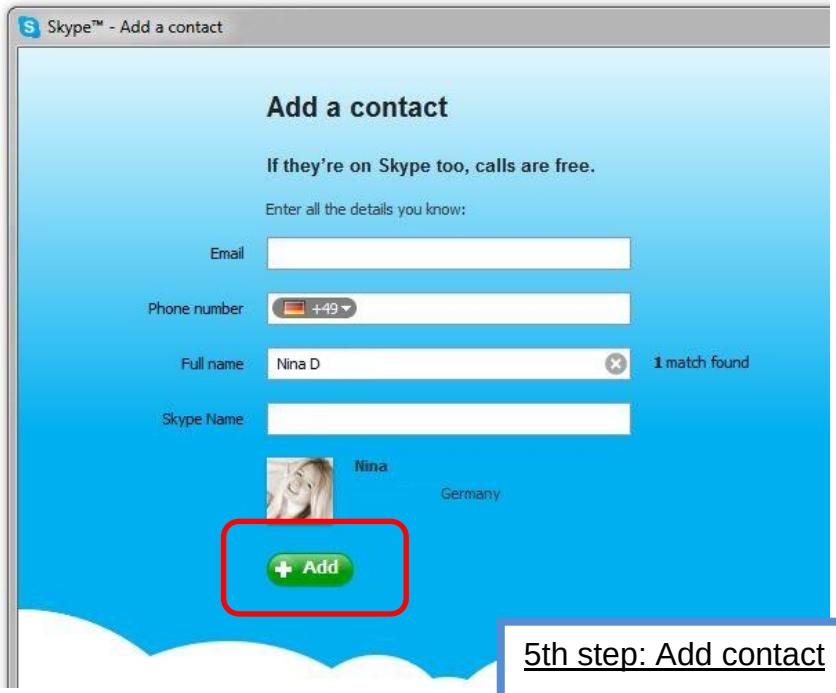


4th step: Search Conversation partnerStartscreen

Enter a name, telephone number or e-mail-address in the search box

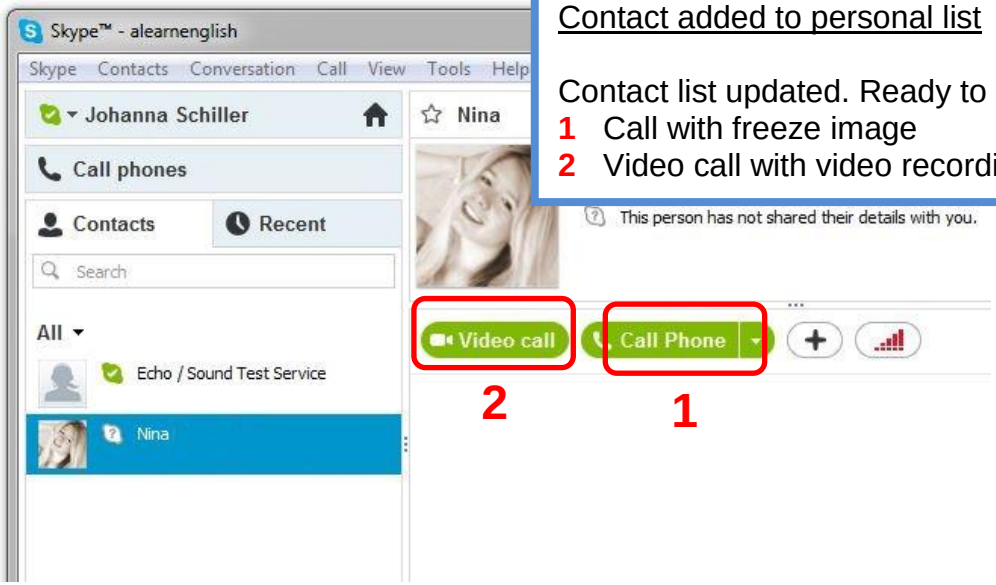


All search results are listed



5th step: Add contact

The contact is added to your personal list, a request for contact is sent to your new contact



Contact added to personal list

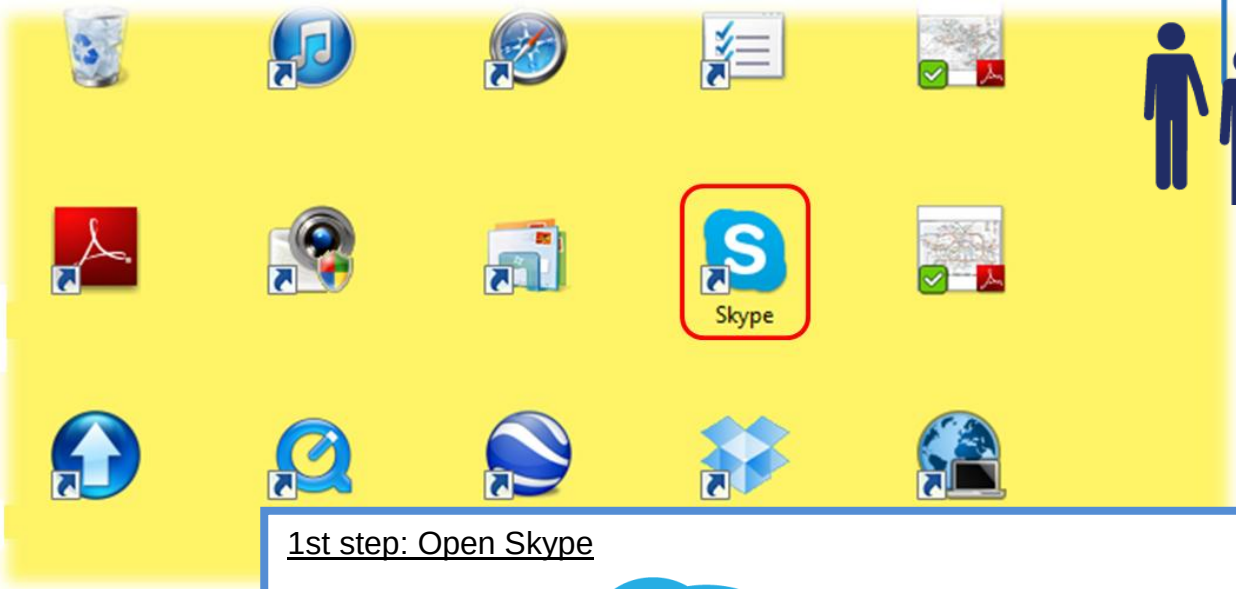
Contact list updated. Ready to make a call.

1 Call with freeze image

2 Video call with video recording

Self-study tasks:

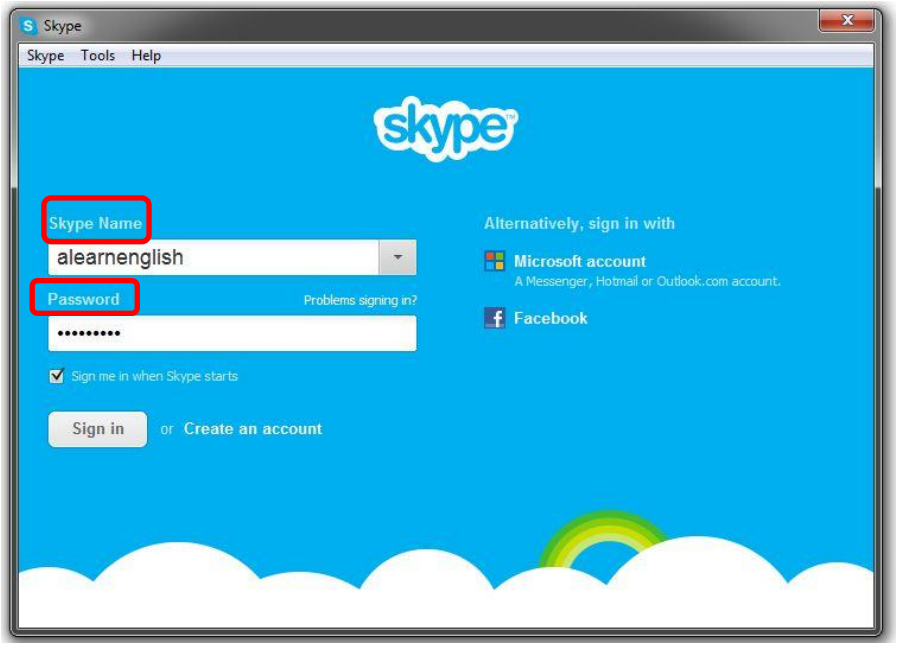
1) Find contacts.



1st step: Open Skype

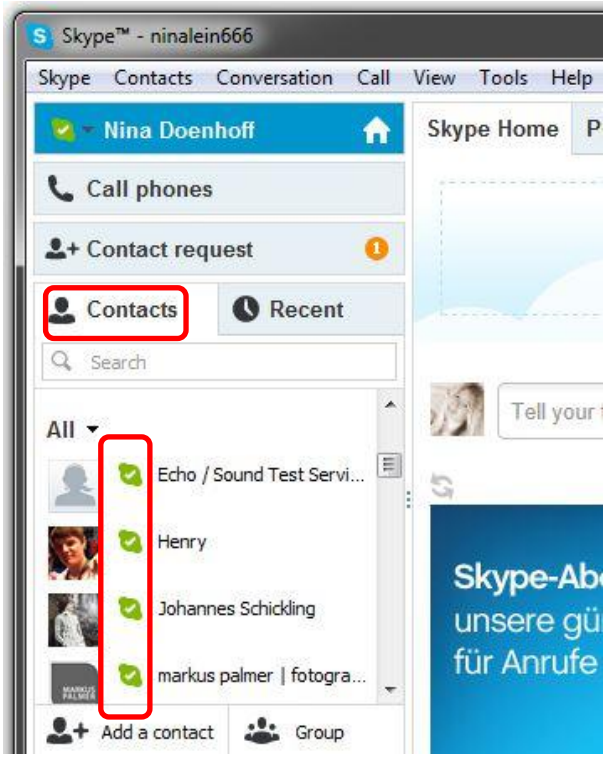
The Skype – Icon

Choose Icon on your desktop and activate with double-click.



2nd step: Log in for calling

Log in to Skype with Skype-name and password

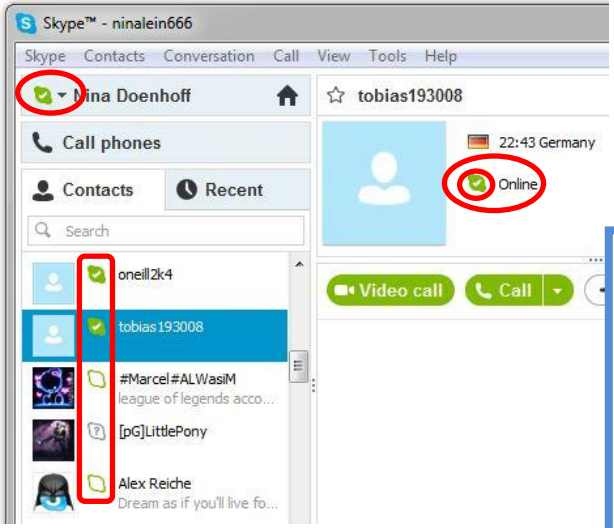


3rd step: Choose dialogue partner

Choose a dialogue partner out of the list of contacts.

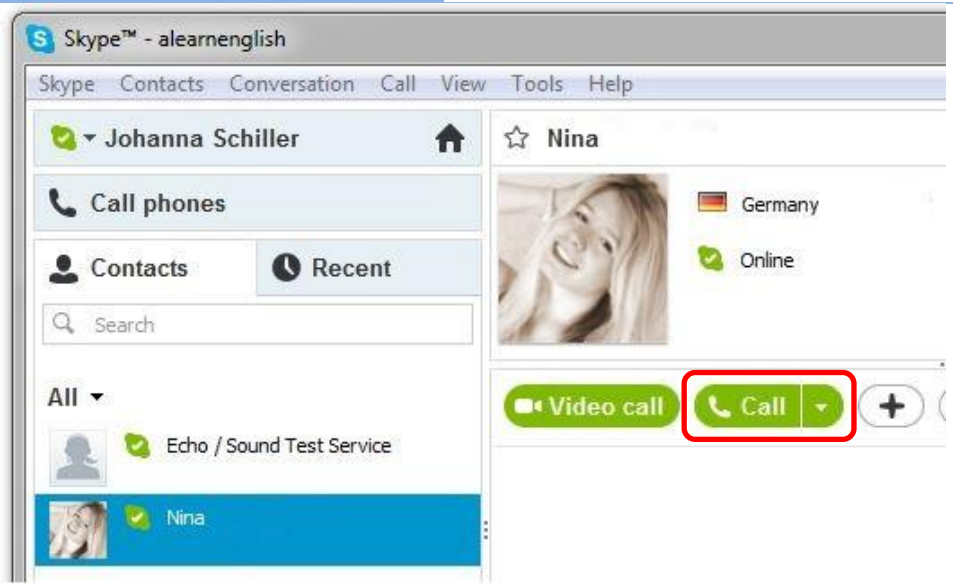
Who is available right now?

The personal status of the contact shows you.



Status of dialogue partner

- Contact is online;
- Logged in to Skype but not at desk, call is possible;
- Logged in to Skype, doesn‘t want to be disturbed;
- Not logged in to Skype;
- Request for contact not accepted yet.



4th step: Make call

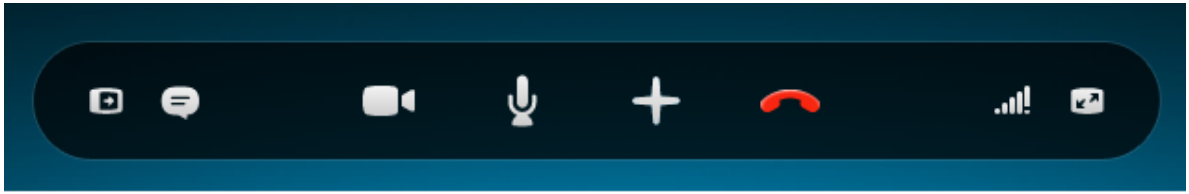
Click the “call“ button to make a call

5th step: Configurate connection

While connection is configurated, the requested dialogue partner hears a ringing noise

6th step: Connected

The dialogue partner accepted the call. Now a conversation can be started.

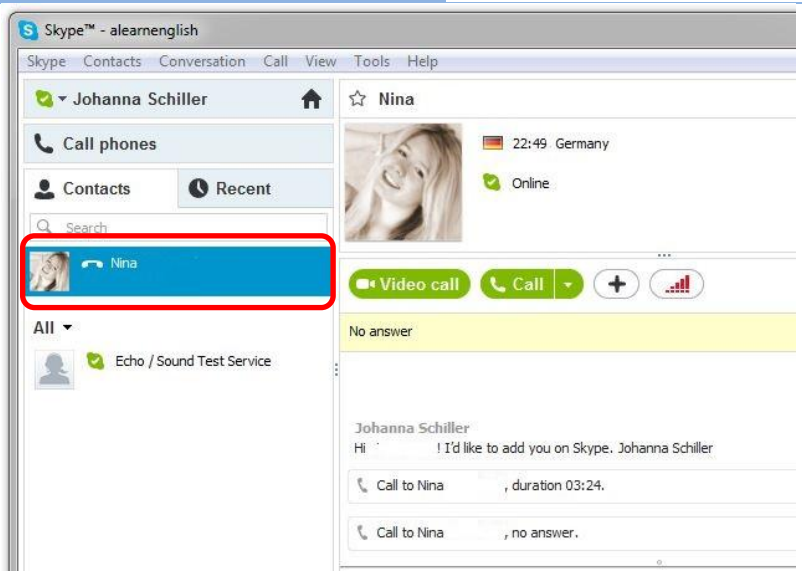


Symbols of the calling list

1 Blend in/out contacts;
2 Blend in/out chat window, send instant messages;
3 If webcam is connected show picture;
4 Mute microphone;
5 Attach details to the conversation (data, contacts);
6 Adapt call modulations;
7 Activate / deactivate fullscreen.

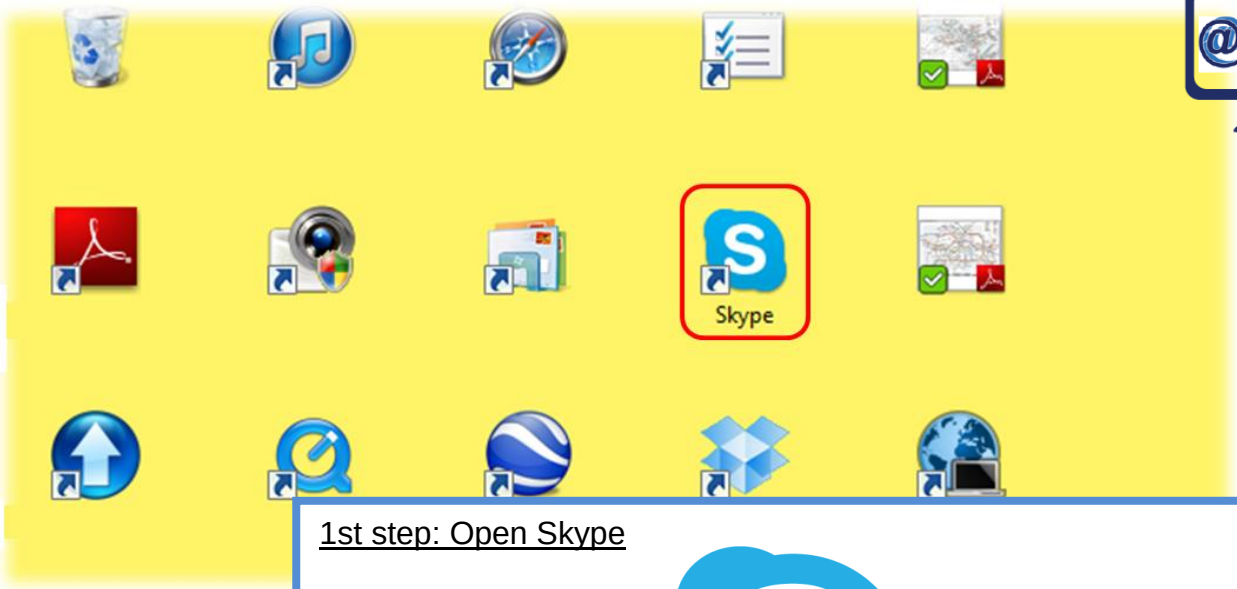
7th step: End Call

The conversation may be stopped any time.



End Call

Your dialogue partner hang up.
The connection ended.
Your first call motivates to get more Skype contacts
Further tutorials will show you how.



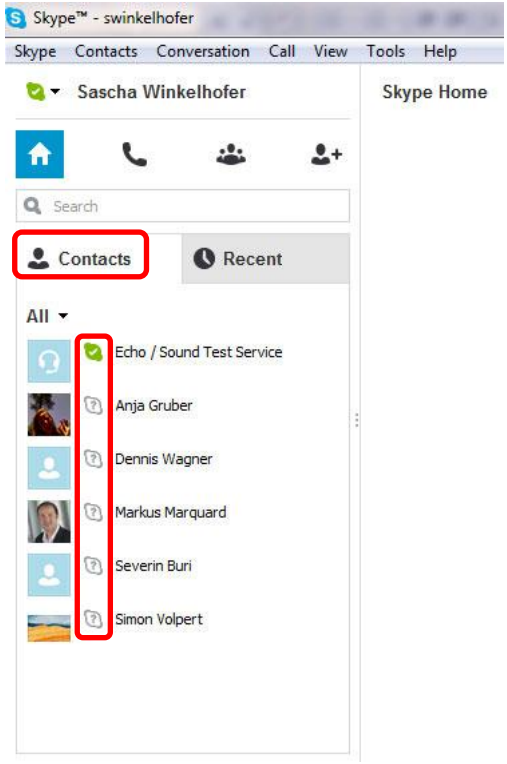
1st step: Open Skype

The Skype – Icon

Choose Icon on your desktop and activate with double-click.

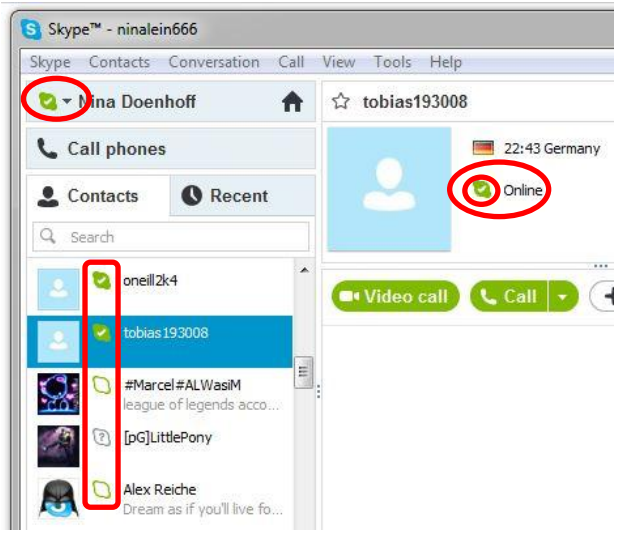
2nd step: Log in for calling

Log in to Skype with Skype-name and password



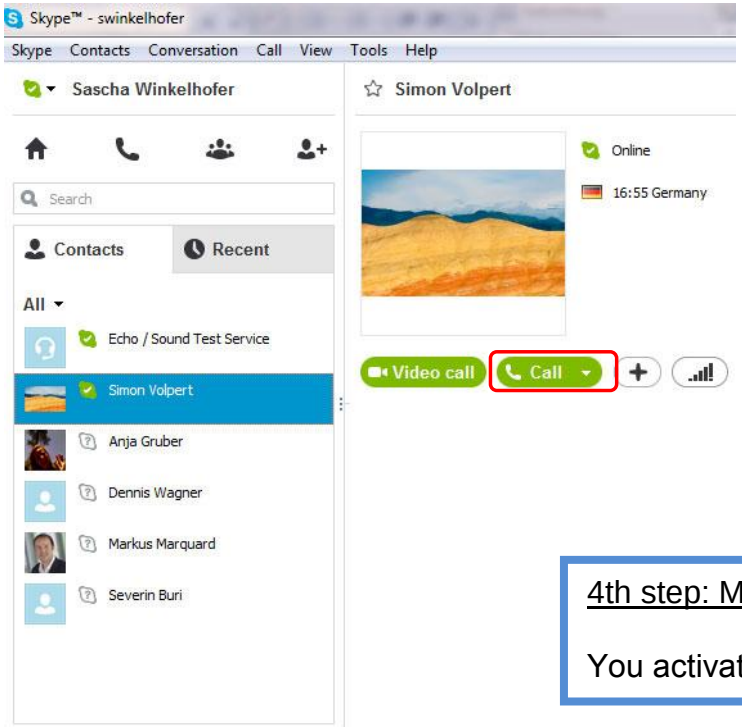
3rd step: chose dialogue partner

Chose a dialogue partner out of the list of contacts.
Who is available right now?
The personal status of the contact shows you.



Status of dialogue partner

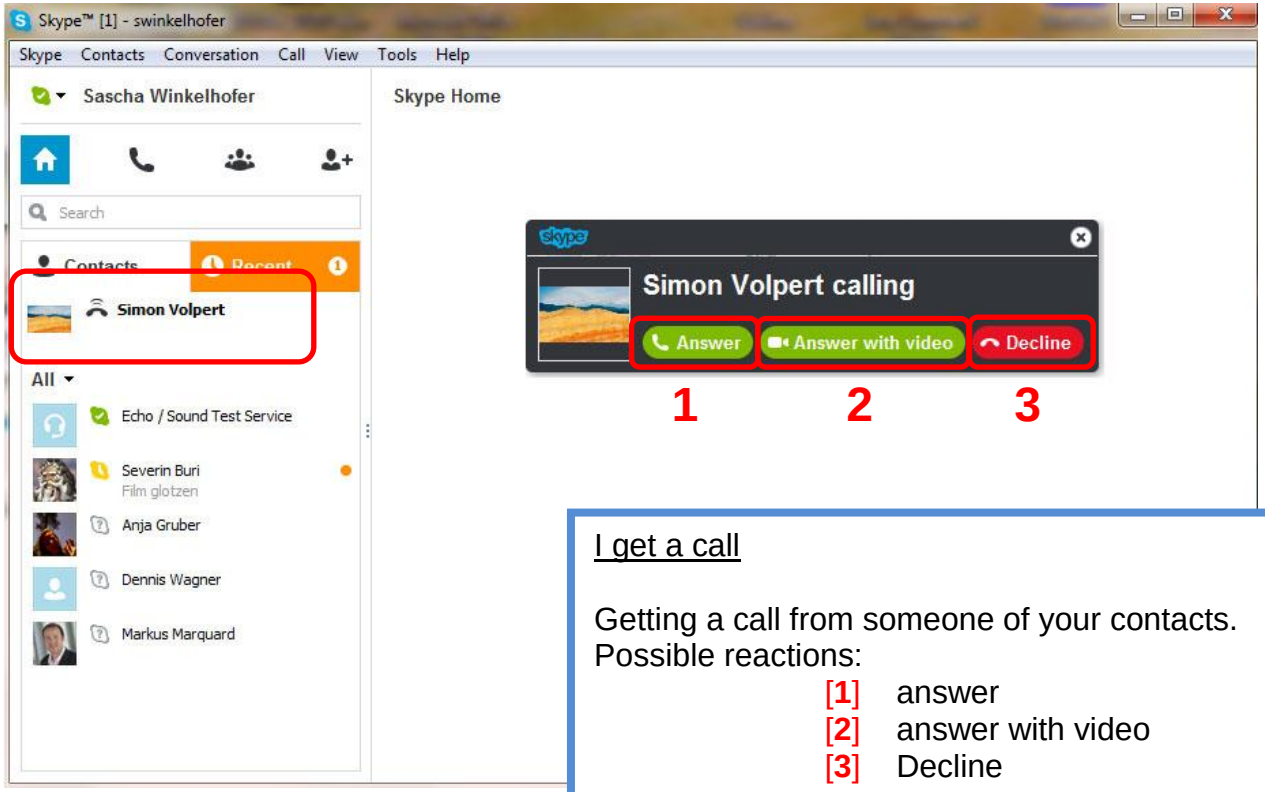
- Contact is online;
- Logged in to Skype but not at desk, call is possible;
- Logged in to Skype, doesn‘t want to be disturbed;
- Not logged in to Skype;
- Request for contact not accepted yet.



4th step: Make call

You activate the call by clicking on the „Call“ Button

5th step: Loading connection
While the connection is made, the conversation partner hears a ringing noise
skype
Karl Karlson
call



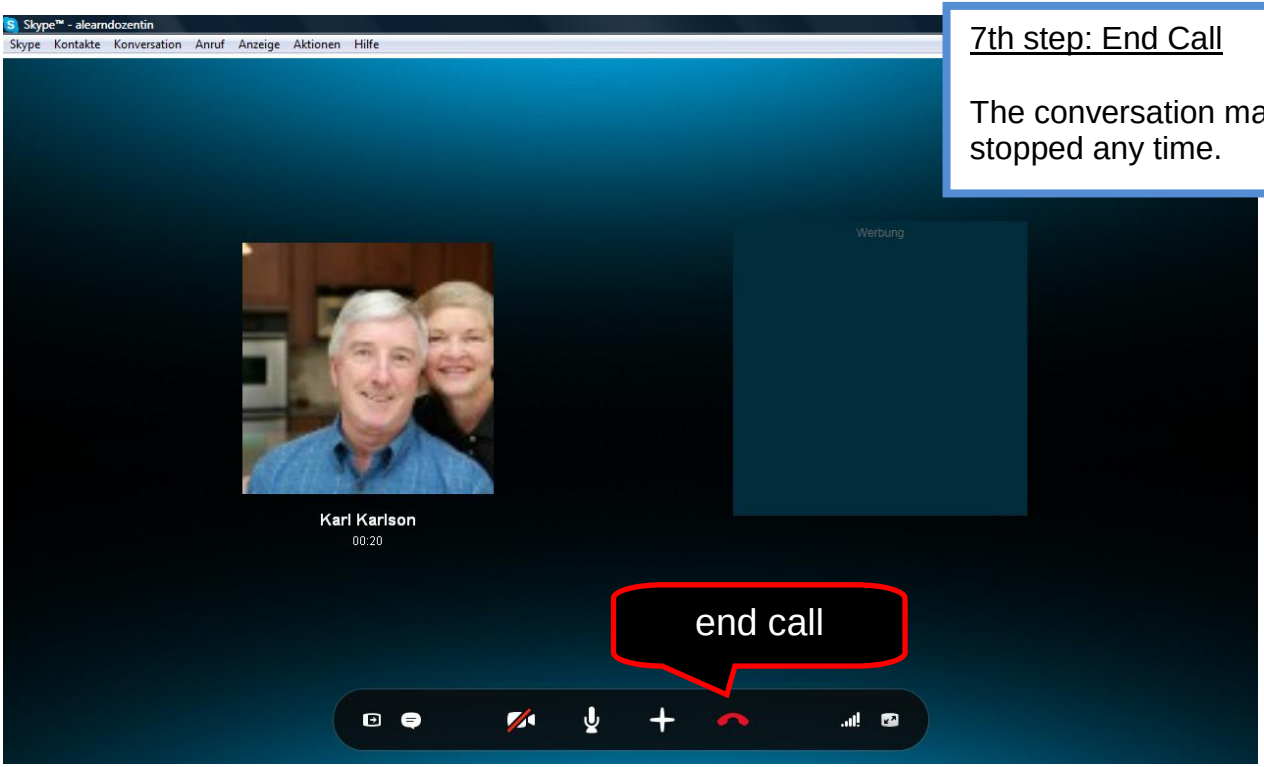
I get a call

Getting a call from someone of your contacts.
Possible reactions:

[1] answer
[2] answer with video
[3] Decline

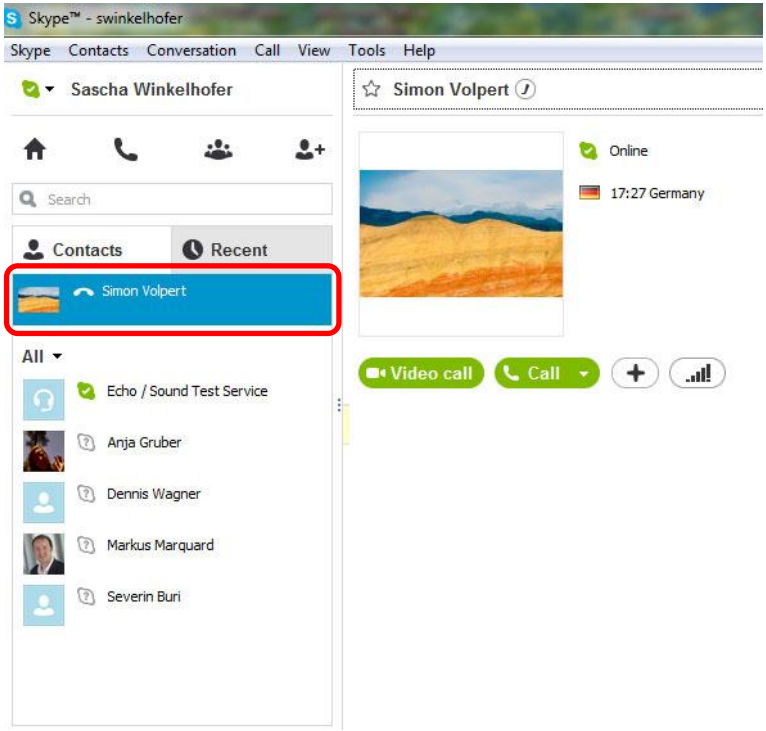
6th step: Connection made

The conversation partner accepted your call- conversation can start now.



7th step: End Call

The conversation may be stopped any time.



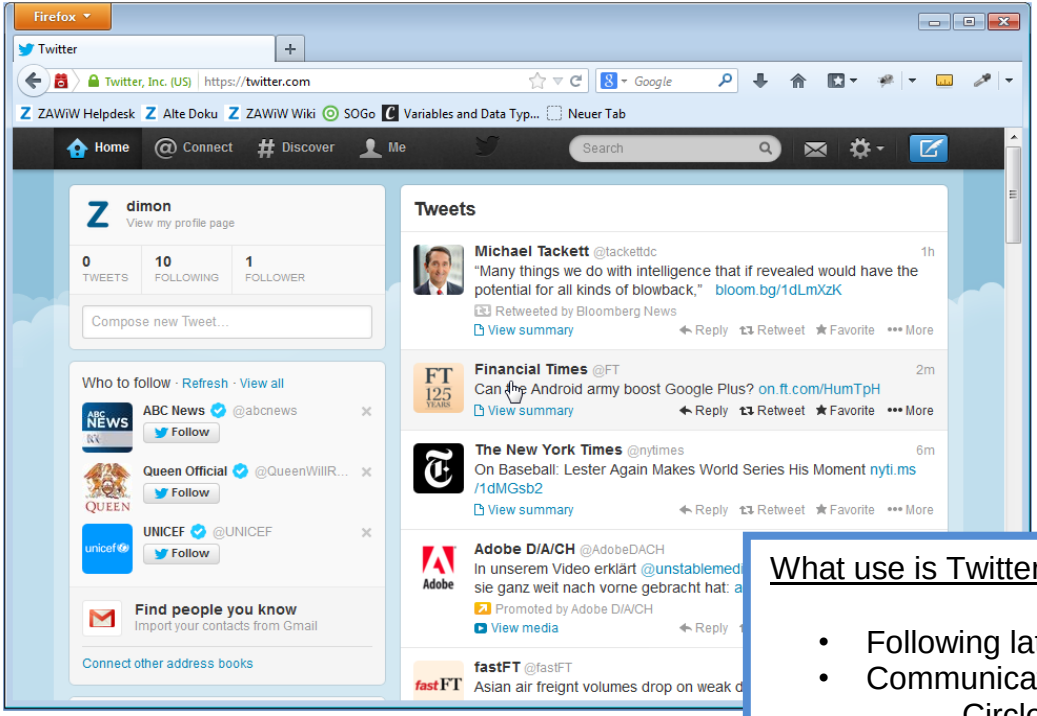
Phonecall ends

Your dialogue partner hang up.
The connection ended.

4.1. What is Twitter?

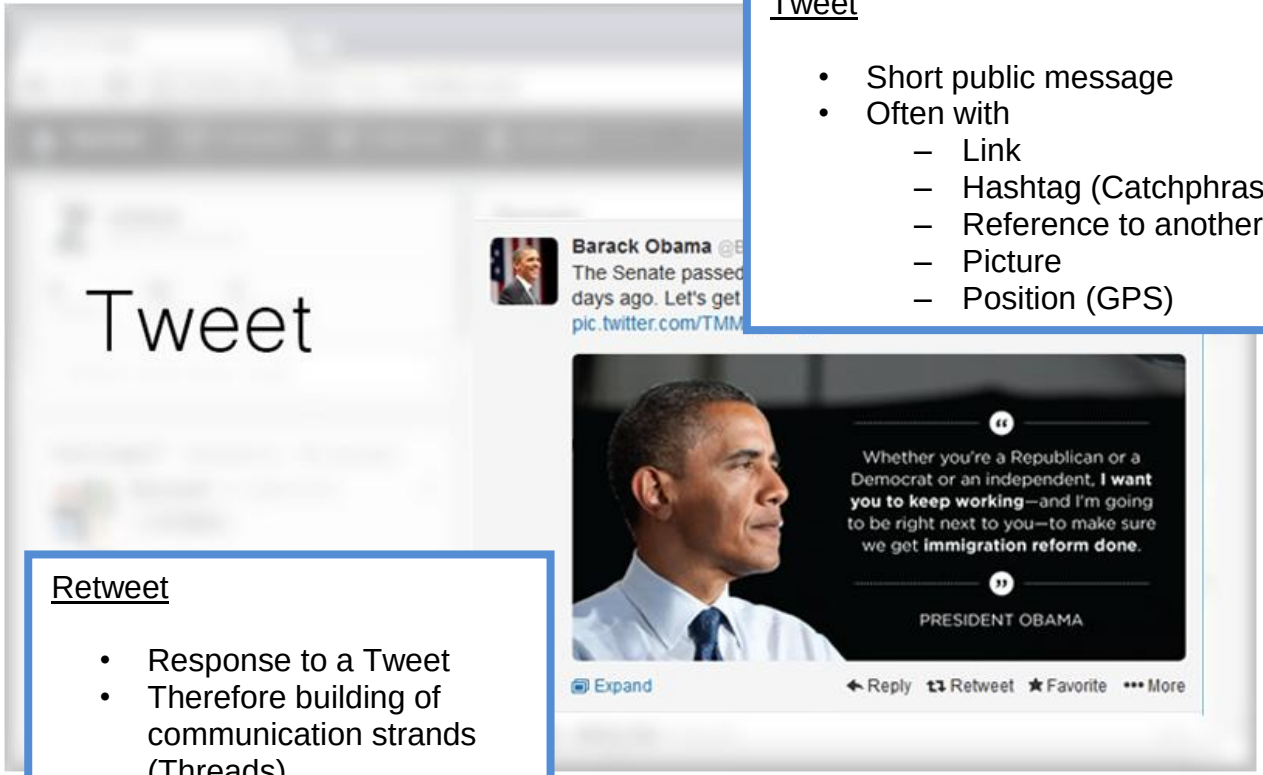
- Social Network
  - To network with friends, companies and interesting people
- Short Massage Service
  - max. 140 signs
- Logo Twitter

4.2. Front page



<u>What use is Twitter for?</u>

- Following latest news and trends
- Communication with
  - Circle of friends
  - Fans
  - Firms

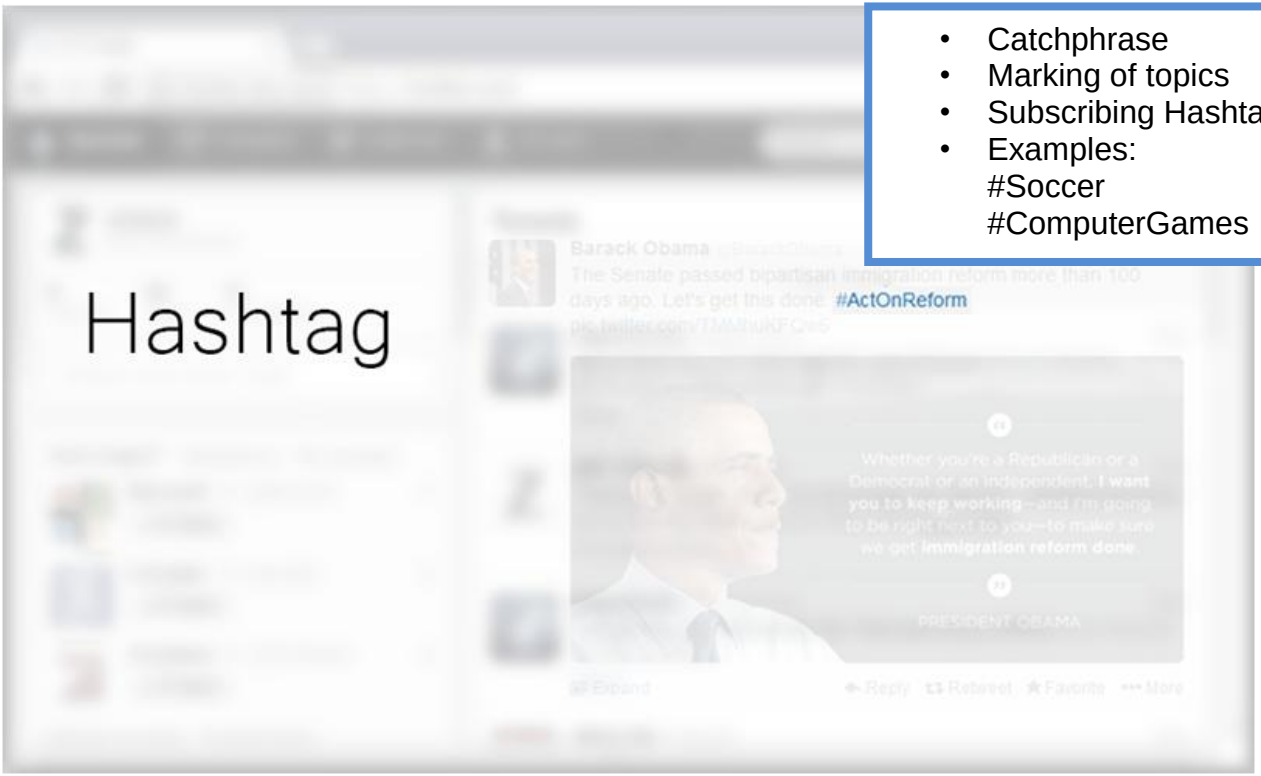


Tweet

- Short public message
- Often with
  - Link
  - Hashtag (Catchphrase)
  - Reference to another Tweet
  - Picture
  - Position (GPS)

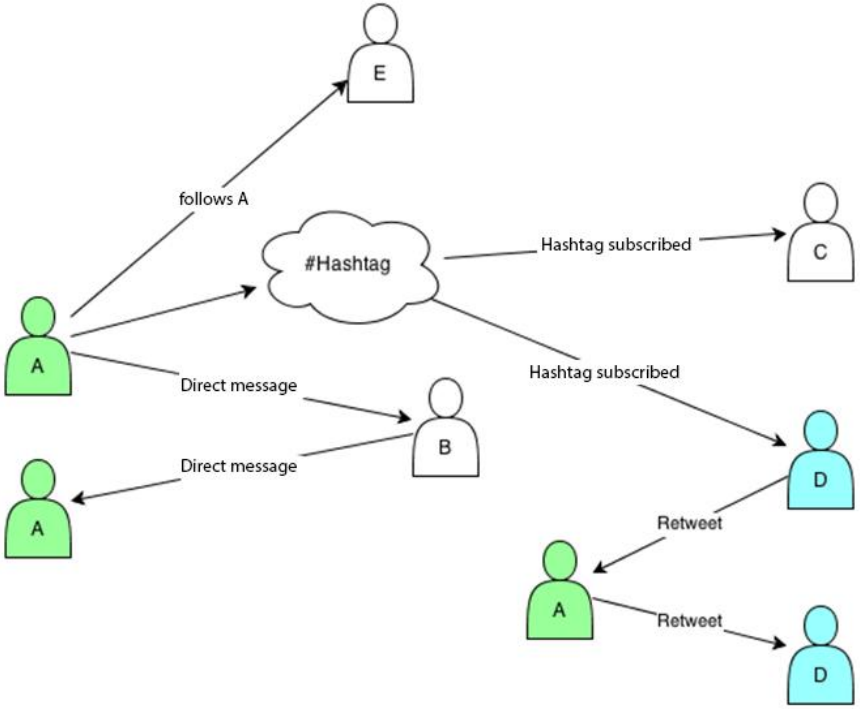
Retweet

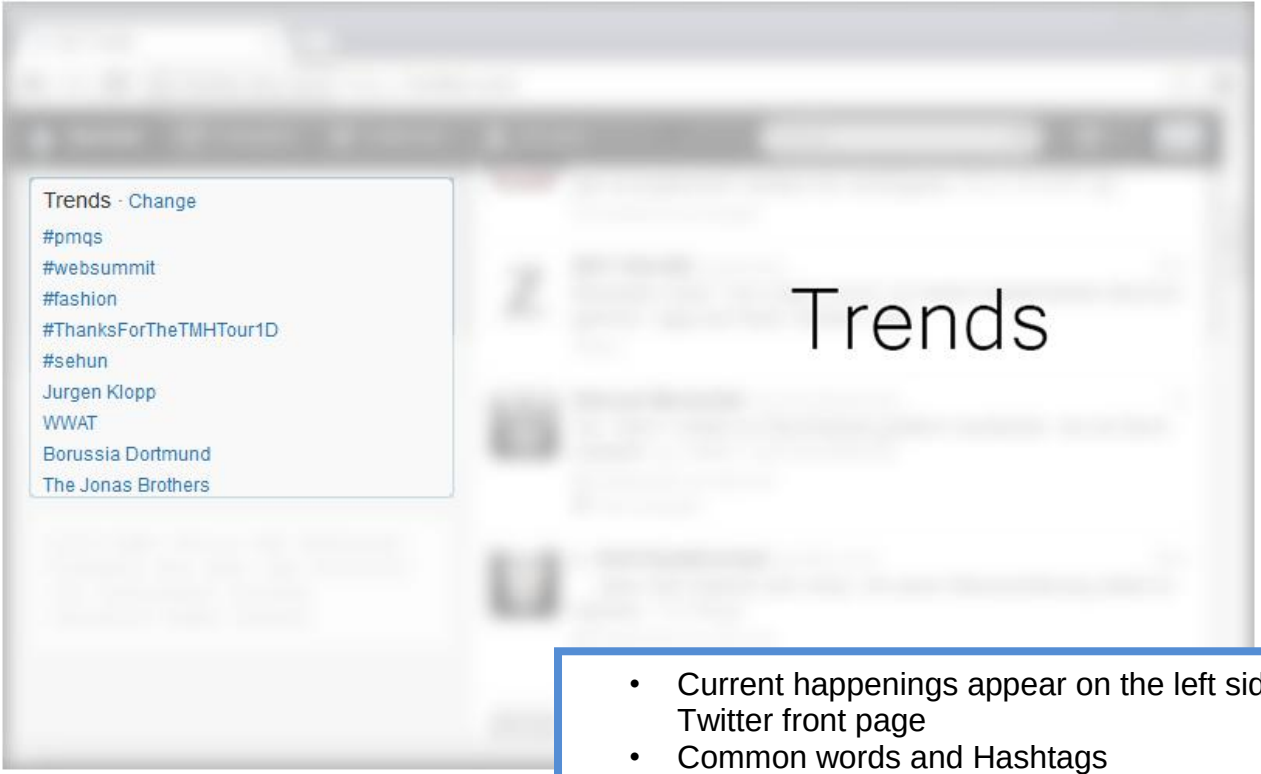
- Response to a Tweet
- Therefore building of communication strands (Threads)



- Catchphrase
- Marking of topics
- Subscribing Hashtags
- Examples:
  #Soccer
  #ComputerGames

4.5. Function principle





- Current happenings appear on the left side of Twitter front page
- Common words and Hashtags

4.7. Advantages and disadvantages

- Fast transmissions of concise information and pictures
- Rapidly building of public communication networks for organisation
  - Example: #OWS while „Occupy Wall Street“ protests

- Often not much information content
- Communication is mainly open (except of private massages)

Self-study tasks:

1) As self-study activity please have a look at a random twitter page at home. Chose whatever you’re interested in, e.g.

https://twitter.com/European_Union
https://twitter.com/ALearnCommunity

5.1. Google+

- Social network
- Friends lists (Circles)
- Hashtags
- Following
- Communities

Friend lists (Circles)

- Sort friends in different friends lists
- Possible Overlapping
- Therefore all people are (as in reality) not equal friends

5.1. Google+ Circles

5.1. Google+ Hashtags, Following, Communities

- Catchphrase
- Marking topics
- Subscribing of Hashtags

- Examples
  #Soccer
  #ComputerGames

Following

- Subscribing all notifications of a person/firm/brand
- Automatic notification about news

Communities

- Groups with key subject
- Administration by the creator and of his own termed moderators
- Joining is public or just with invitation
- Examples
  - Photography
  - University group

5.2. Xing – Employee, Employer

- Social network for bussiness contacts
- Help for mediation between employer and employee

Employee

- Completes job profile
  - Curriculum vitae
  - Contact data
  - Wishes (game)
- Free decicion of which data should be published

Employer

- Can implement a specific search for an employee who matches the idea accurate

Premium model

- Additional / better functions with paying
  - Extended search
  - Information about visitors of your profile
  - Directly messages
  - Ad-free
  - …

- Similar to XING
- International network for bussiness contacts and job exchange

- Social network
- Finding former schoolmates
- Rating schools

StayFriends - Searchoptions

- Search for
  - Country
  - City
  - School
  - Year

StayFriends – Profile

- Profile
  - Name
  - Contact data
  - School
- Enter / draw up class lists

Self-study tasks:

1) As self-study activity please have a look at one or two of the presented networks. Chose whatever you're interested in, but don't feel pledged to register.

https://de.linkedin.com/

http://www.stayfriends.de/

6. Blogs

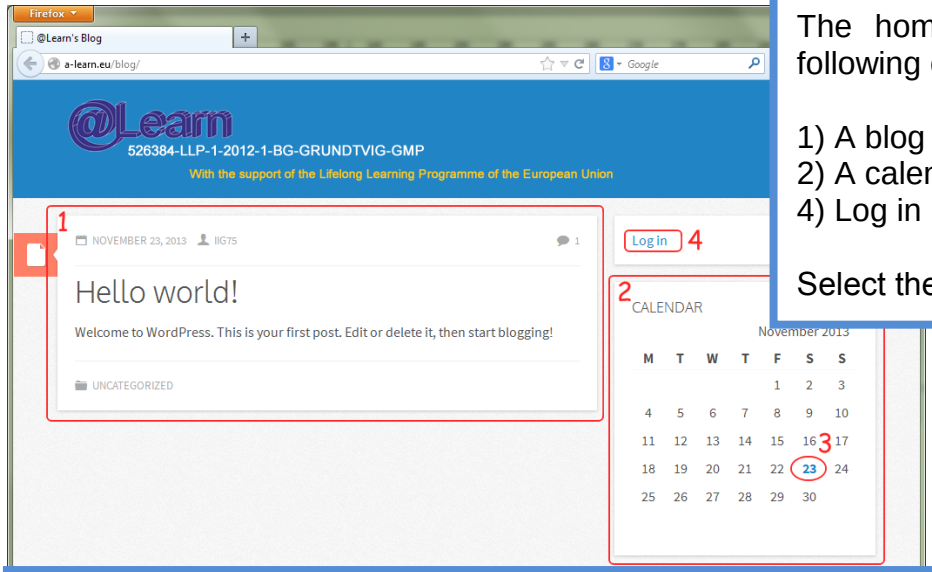
6.1. Starting a blog.

To enter the blog, upload the project web site http://a-learn.eu. Then select the "Blogs" menu [1].

6.1. Starting a blog.

Select the language version of your blog [2].

6.1. Starting a blog.



The homepage of the blog has the following components:

1) A blog with the postings done so far;
2) A calendar;
4) Log in

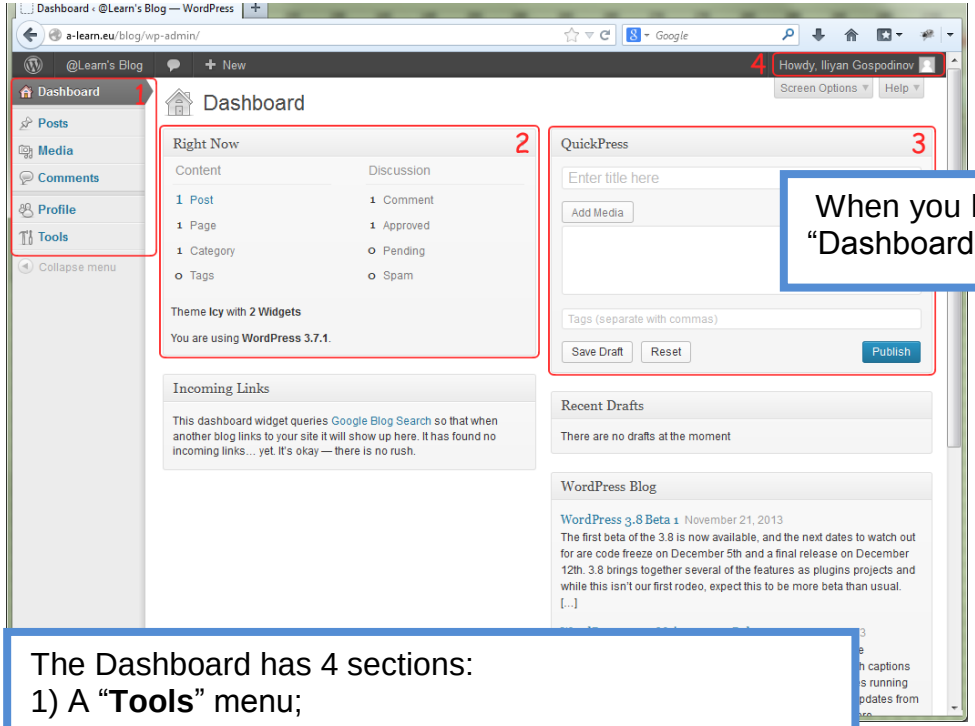
Select the "**Log in**" option [4].

The dates on the calendar can be active (links) and inactive (text).
The active date [3] means that there was a posting on this date. By clicking on the active date, you will load the postings posted on this date.
The inactive date means there were not any postings on this date.

To log in, do the following:

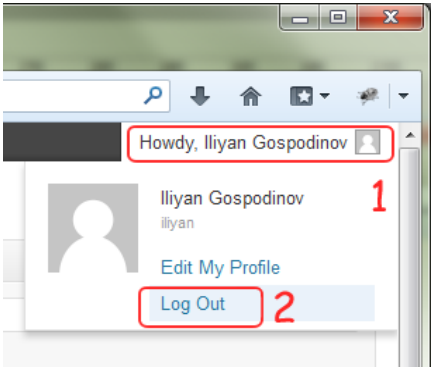
Type in your user name [1].
Type in your password [2].
Click "**Log in**" [3]

You will receive your user name and password during the training.



When you log in, you come across the "Dashboard".

The Dashboard has 4 sections:
1) A "**Tools**" menu;
2) Statistics in relation to the state of the blog;
3) A form for quick posting;
4) A "**Settings**" menu

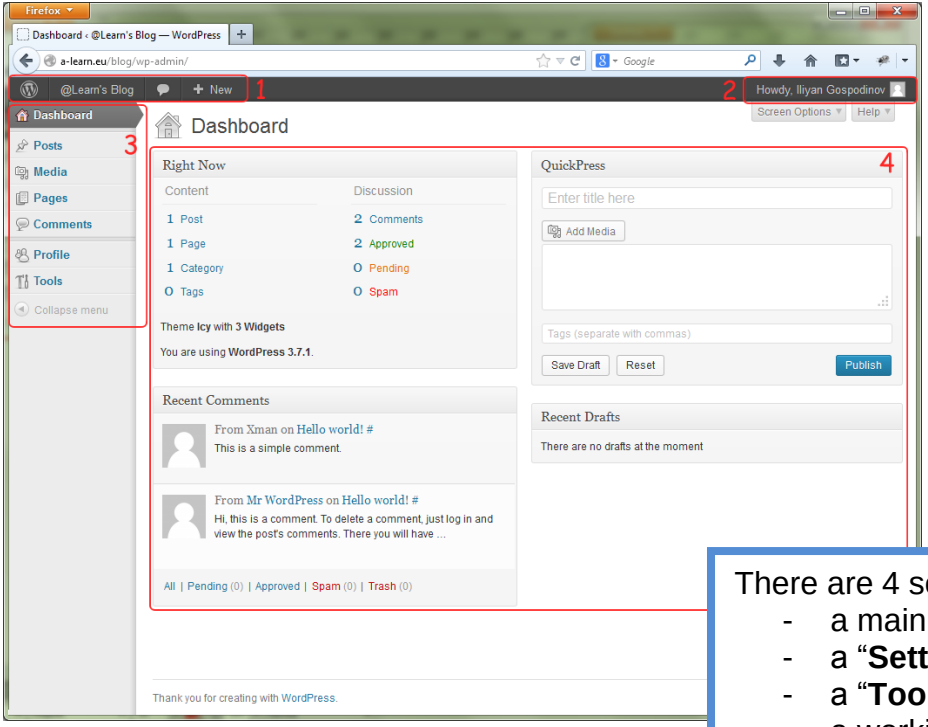


To log out, select the "**Settings**" option [2].

Self-study tasks:

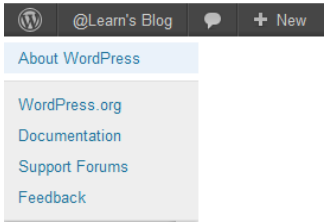
1) Log in and out several times so that you get confident.
2) Look at the "Tools" menu.

6.2. Basic functions.



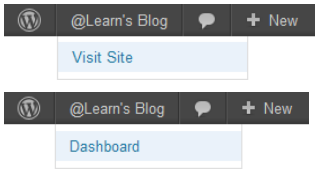
There are 4 sections:

- a main menu [1];
- a "**Settings**" menu [2];
- a "**Tools**" menu [3];
- a working field [4].



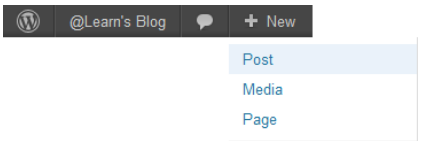
The main menu has several menus. The first one is „**About WordPress**“ where the user has access to different types of documentation related to WordPress.

The second one is “**Blog**” where you can click on “Visit Site” and see how your blog will look like for the users. If you want to go back, use the same menu by clicking on the “Dashboard”.



The third one is “**Comments**” where you can track and manage the comments to your postings. The new comments are marked with a digit next to the very menu. This digit shows the number of the available comments.

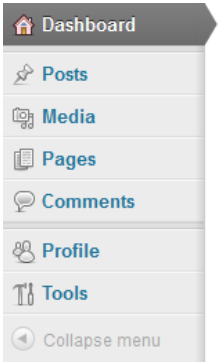
The fourth one is “**New**” where you have access to the tool for creating new text or media postings or pages to your blog.



The "**Settings**" menu

You have two options:

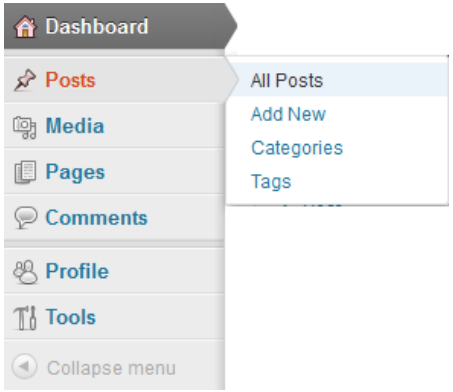
- To edit your profile [1];
- To log out [2].

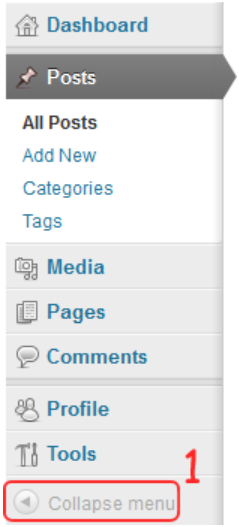


The "**Tools**" menu

It contains the required tools for creating and managing your text or media posts, pages and comments to posts.

The options of the menu contain sub-options which appear on the right upon using the mouse. If you select the main menu, the sub-options appear under it.



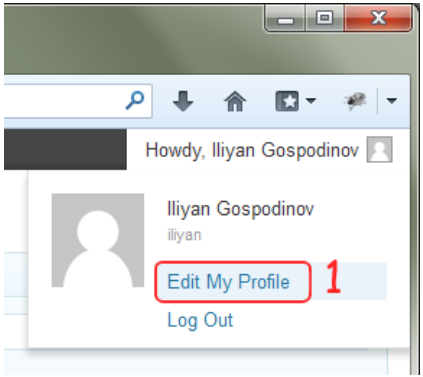


To facilitate your efforts, there is an option "**Collapse menu**" [1]. If you select this option, the "**Tools**" menu collapses and only the icons can be seen. In this way there is a larger space for the working field. If you select again this option [2], the menu recovers its original form.

Self-study tasks:

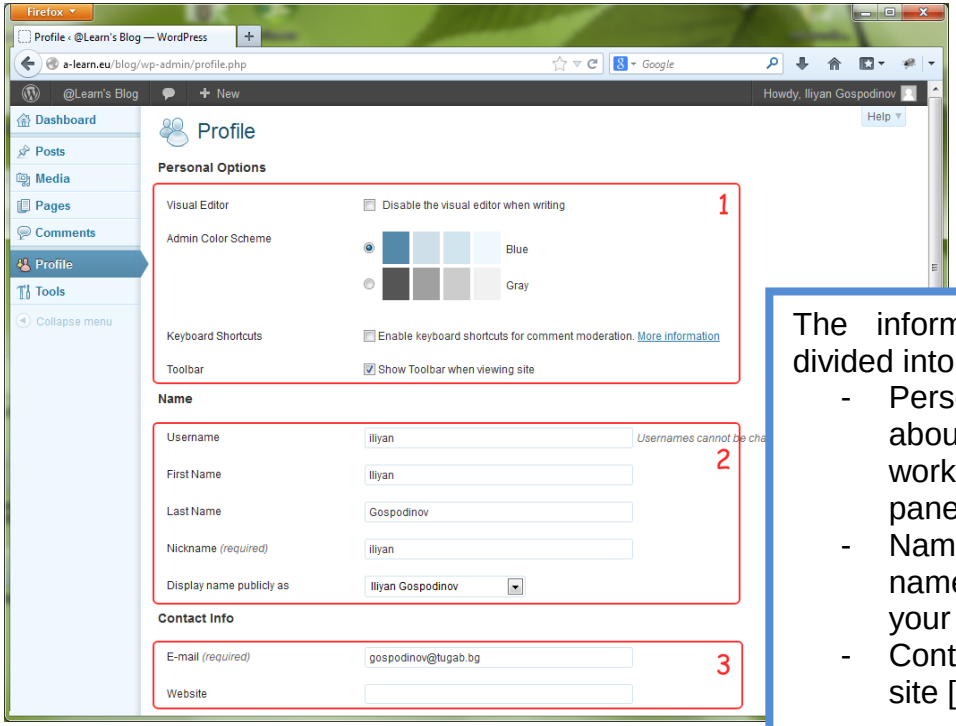
1) Look at the main menu;
2) Look at the "**Tools**" menu
3) Collapse the "**Tools**" menu several times;
4) Look at the "**Settings**" menu, "**Edit My Profile**" option.

6.3. Profile settings.



To edit the data in your profile, select the "**Edit My Profile**" option [1] from the "**Settings**" menu.

6.3. Profile settings.

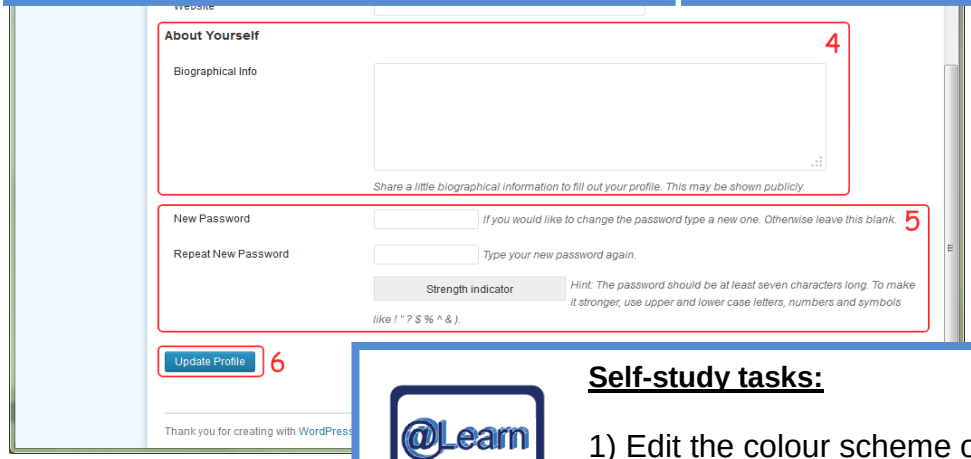


The information in your profile is divided into several topics.

- Personal options: information about some settings in order to work better with the admin panel [1];
- Name: username, first and last name, nickname, how to display your name [2];
- Contact info: e-mail and web site [3];

- Biographical info [4];
- A possibility to change your password [5];
- A button to update your profile [6].

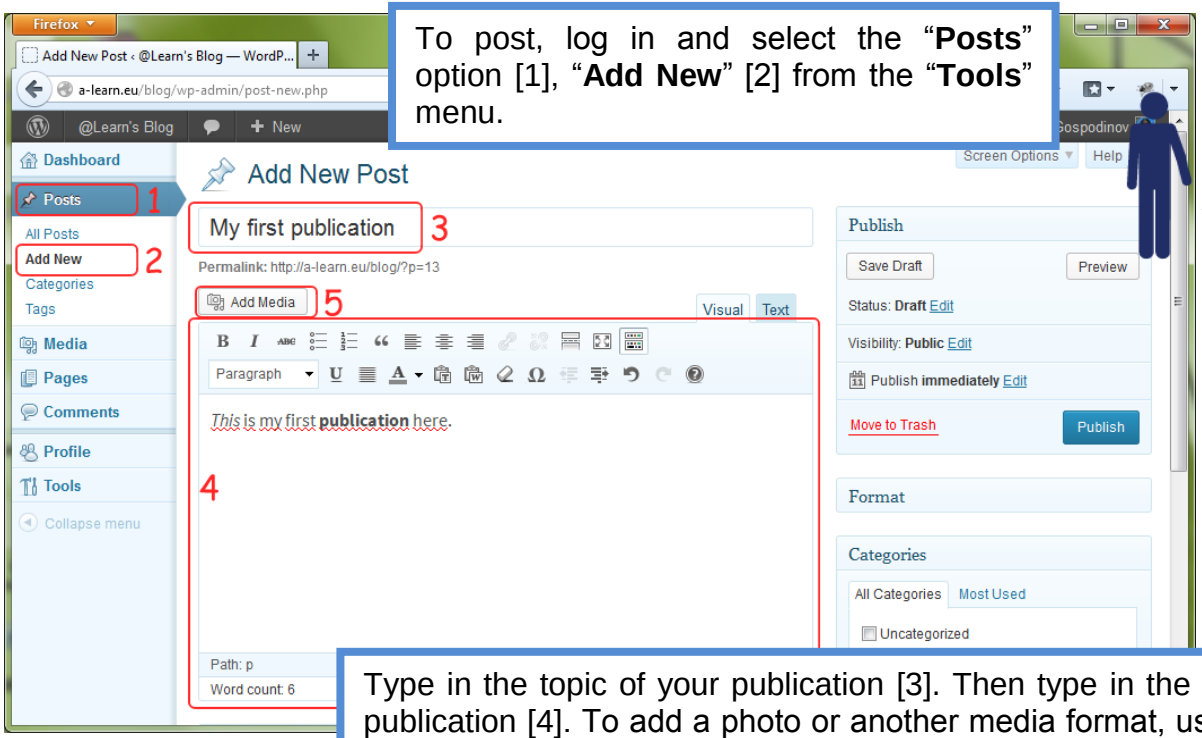
You can update data in several or all sections at one and the same time, but the corrections are valid only if you click the "**Update Profile**" button [6].



Self-study tasks:

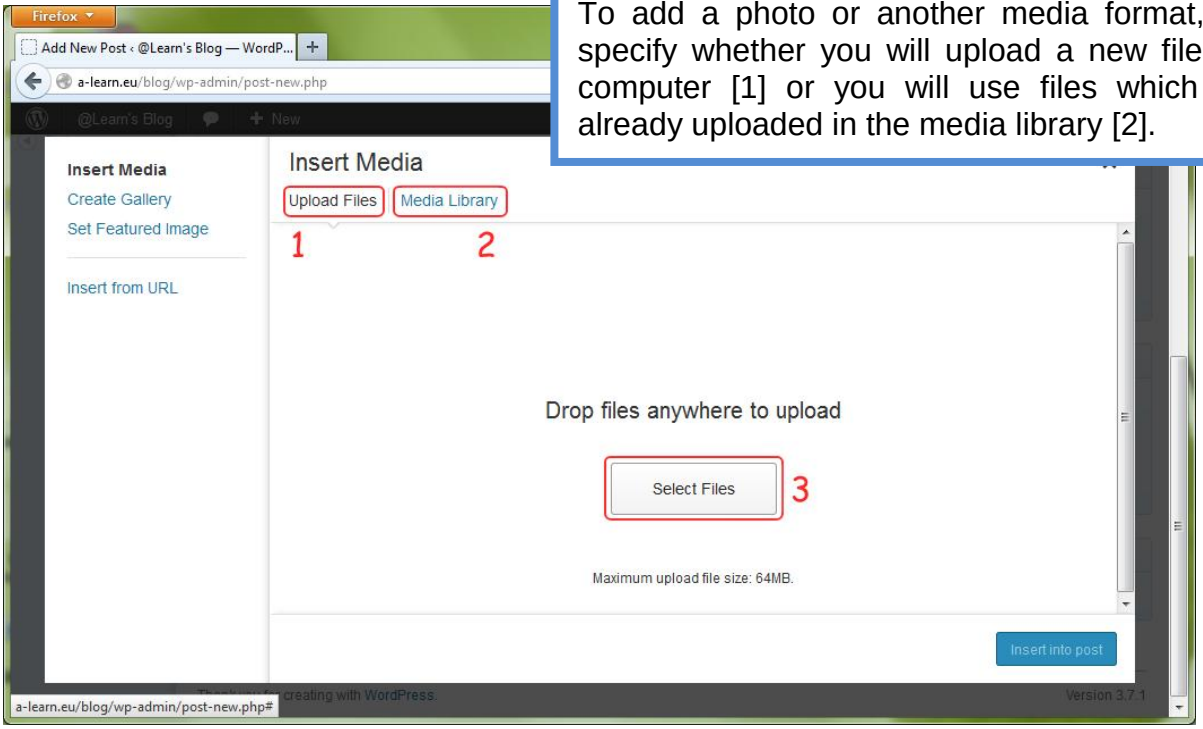
1) Edit the colour scheme of your profile
2) Complete your personal data;
3) Enter some biographical info.

To post, log in and select the "**Posts**" option [1], "**Add New**" [2] from the "**Tools**" menu.

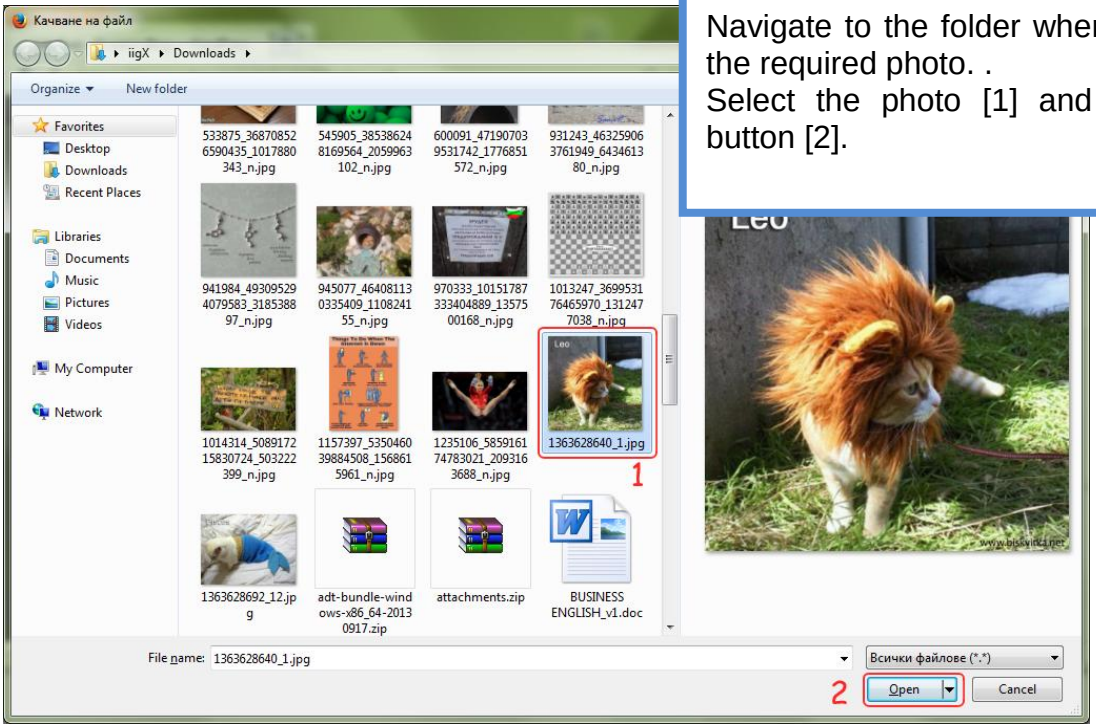


Type in the topic of your publication [3]. Then type in the text of your publication [4]. To add a photo or another media format, use the "**Add Media**" button [5].

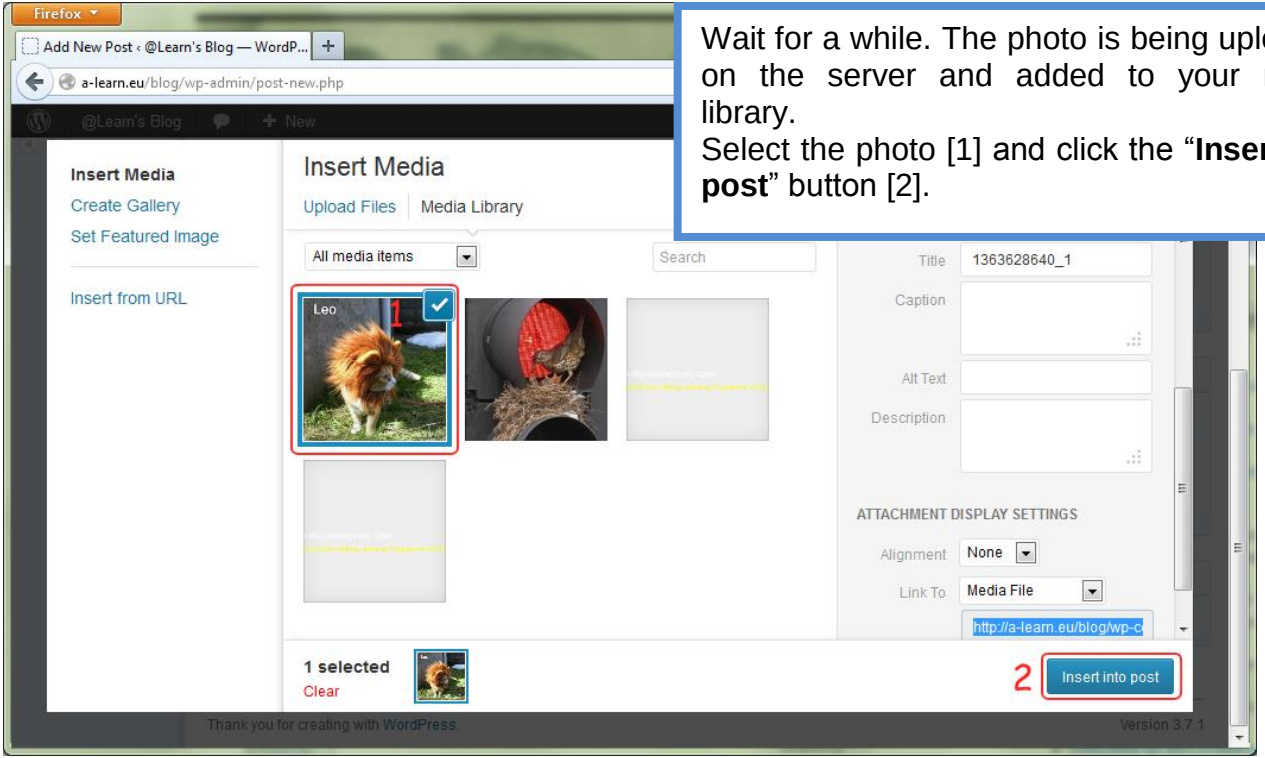
To add a photo or another media format, you must specify whether you will upload a new file from your computer [1] or you will use files which you have already uploaded in the media library [2].



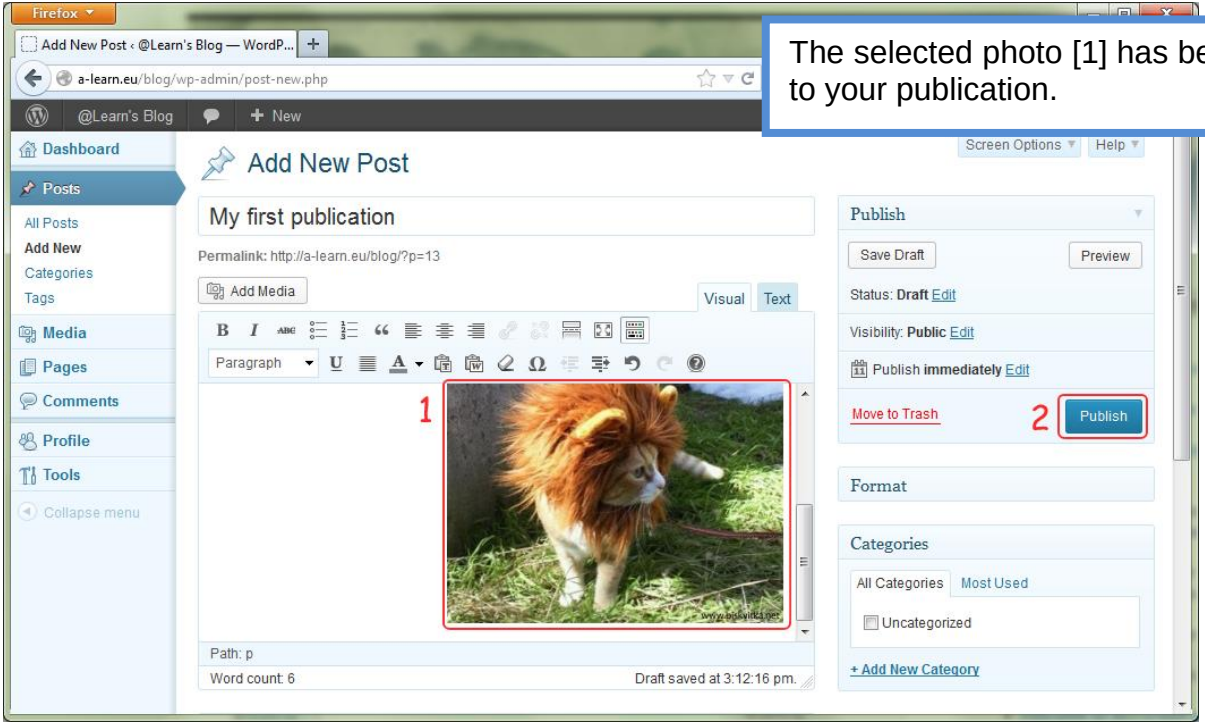
Then click the "**Select Files**" button [3].



Navigate to the folder where you have saved the required photo. .
Select the photo [1] and click the "**Open**" button [2].

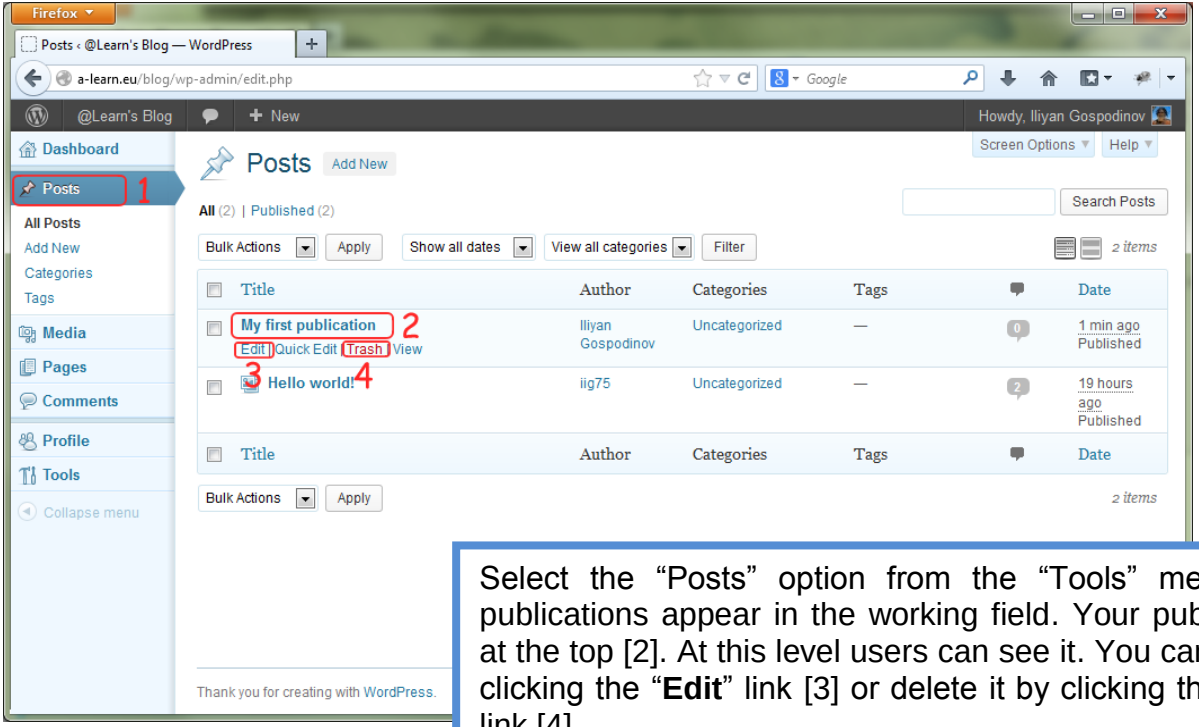


Wait for a while. The photo is being uploaded on the server and added to your media library.
Select the photo [1] and click the "**Insert into post**" button [2].



The selected photo [1] has been added to your publication.

To publish information, click the "**Publish**" button [2].



Select the "Posts" option from the "Tools" menu [1].All publications appear in the working field. Your publication is at the top [2]. At this level users can see it. You can edit it by clicking the "**Edit**" link [3] or delete it by clicking the "**Trash**" link [4].

When you delete your publication, it is not completely deleted from your blog. The users cannot see it because it is removed to the "**Trash**" [1].

You can either restore [2] or permanently delete [3] each deleted publication. You cannot restore the respective publication if it is permanently deleted.

Self-study tasks:

1) Create a text publication;
2) Use the "**Edit**" option and add a photo to your publication;
3) Delete the publication;
4) Restore the deleted publication.