Here you will find ALL the links you will need for Teens Teach Tech. Each section has an explanation of each link and what it is used for. Please save this in a place you can easily access. Thank you for being part of the program!

English CN Media Release – https://survey.alchemer.com/s3/8186512/Teens-Teach-Tech-Media-Release
This MUST be on file for each member of your team for us to share any photos of your training sessions where teen team members are present.

AT&T and the Public Library Association provided curriculum.

These are the main slides for the presentations.
https://drive.google.com/drive/folders/1hrEwivCddyCRw2KwCff_uTeek7BpS8Kj?usp=sharing

Also available at the bottom of the Teens Teach Tech website under Workshop Materials:
https://connectednation.org/programs/teens-teach-tech

Self-paced versions of the curriculum. Consider using these self-paced, interactive videos for the teens to familiarize themselves with the topics and the overall learning objectives for each topic. These are also great to share with your audience at the end of your training so they can look at more topics they may want to explore. https://driveyourlearning.org/ > scroll down and click on Enter Here in the Featured Training Partner section

Reporting Your Trainings

Participant Survey
English: https://surveys.connectednation.org/s3/DLLSurvey
Spanish: https://surveys.connectednation.org/s3/DLL-Spanish
This is to be completed by all learners who attend the session. If a participant attends two sessions from you on the same day, they will need to fill out a survey for each session.

Event Summary
This is to be completed by the adult team mentor. Please use this form to report the number of people trained after each training event. The numbers reported here determine your incentive fund payment(s).
https://surveys.connectednation.org/s3/TTT-Event-Report

You will fill this out for each topic trained. *Example: If you hold two sessions on one day, those count as two separate sessions and you would need an event summary for each session.*

*Note: Teams receiving incentive funds must make sure their counts on the Event Summaries are filled out accurately and submitted in a timely fashion. Photos should be of the event whether it was virtual (screenshots) or in person. Please submit the Event Summaries within 48 hours of the event.

If you have any questions at all, please do not hesitate to contact your mentor guide. We are here to help!
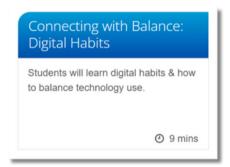
TEENS TEACH TECH
DIGITAL CITIZENSHIP

Part of being a digital navigator is understanding the importance of practicing Digital Citizenship: using technology respectfully and responsibly.

We encourage all our teams to complete these 3 Digital Citizenship modules provided by AT&T Connected Learning.
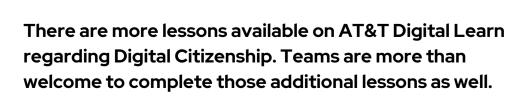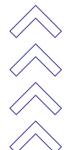
Connecting with Purpose: Digital Footprint

Students learn to use technology to advance goals & as a force for good.

🕐 10 mins

Connecting with Balance: Digital Habits

Students will learn digital habits & how to balance technology use.

🕐 9 mins

Connecting with Vigilance: Cyber Safety

Students will learn how to protect their devices and privacy online.

🕐 10 mins

You can access these lessons here:

AT&T Digital Learn

You can also access the lessons via this code:

There are more lessons available on AT&T Digital Learn regarding Digital Citizenship. Teams are more than welcome to complete those additional lessons as well.

Teens Teach Tech
Training Checklist

01.

Select your dates and have your training location solidified.

Be sure you have all the technology you need and know the limitations of your training location. Email your training dates to Kiersten Rucker (krucker@connectednation.org)

02.

Market your training dates to your community.

You want to make sure people come, so give yourself enough time to spread the word. (Word of mouth, flyers, email, social media, etc).

03.

Host your training.

The teens will facilitate the training to the selected audience. This is their time to shine! Be sure to tell the audience the name of your organization and the name of the training.

04.

Complete the training surveys.

Be sure to have the audience fill out their participant surveys, and the adult mentor will fill out the event summary (be sure to take photos of the training). <u>For the audience, be sure to mention again your organization, team name and the name of the training.</u>

05.

End of Training.

Check your email for the Event Summary confirmation (you will receive a PDF copy - check your junk mail). Continue the above steps for all additional trainings.

CONNECTED NATION

![Teens Teach Tech logo - Powered by AT&T]

TRAINING TIPS FOR SUCCESS

CONNECTED NATION

LET YOUR AUDIENCE KNOW WHO YOU ARE

Participant surveys are very important, but it's hard to fill them out if the audience doesn't know you who you are!

Make sure the audience knows:

- The name of your organization
- The name of your team
- The name of the training

Create printouts that boldly list your <u>organization name</u>, <u>team name</u> and <u>name of the training</u> on the tables or at the front of the room so participants can clearly see the info.

Be sure to give this info at the beginning of the training and at the end when you ask them to fill out the survey.

TAKING GREAT PHOTOS OF YOUR EVENTS

Event photos not only let us see you actively training, but they also help us spread the word on social media about the Teens Teach Tech program.

- Be sure to have <u>4 photos uploaded</u> to the event summary.
- It's totally fine to photograph the back of people if you aren't sure they want to be on camera.
- Show us how you're teaching the topic.

TIPS FOR CREATING A RECORDED WEBINAR

TEENS TEACH TECH
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What is a recorded webinar?

You create a recording of the training session you would like to present to your audience and email the recording to them.

Examples:
- You want to instruct parents at school how to log in to the school's grading system (Internet Basics).
- Your church has a new app and you want to instruct them on how to login with their mobile device (Mobile Device Basics).
- The parents of your senior class at school need help navigating online resources for scholarship information (Internet Basics).

Be sure to have all slides and information you need then hit record!

- Try to keep your webinar at 20 - 30 minutes in length.
- Make sure you include the participant survey information.

Save your presentation as a shareable link to send out to the people on your email list.

- Remember, you won't be able to send a large video file, so make sure you have the webinar saved in a way that allows for you to send a shareable link.

The number of emails you send out with your webinar is the number trained.

- Your mentor will report that number on the Event Summary.
- Be sure people have given a working email for the presentation to be sent to.

Give the webinar participants a cut off date for submitting their survey.

- People are watching the webinar on their own time so be sure to give them a cut off for submitting surveys.
- Send a reminder email a week after the webinar is sent out.

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TIPS FOR HOSTING LIVE ONLINE SESSIONS

CONNECTED NATION

Market your training session and include a registration link.

- You can create a shareable link (ex: Google Form) where people can register for your class.
- This gives you an idea of how many plan to attend.

Send instructions to participants about how to connect to the workshop.

- Create a short video or document with step-by-step instructions (with images) to provide a basic overview of how to use the web conferencing tool to share with your participants.

Be sure to turn on security features for your video conferencing app of choice.

- Use a meeting password for participants to enter the meeting.
- Use the Waiting Room feature
- Don't allow screen sharing for participants.
- Mute all participants before they enter.

Send out the learner materials before the workshop.

- You can find these materials in the Drive where the curriculum is stored.
- Participants will need the Learner Activity Sheet and Learner Handout.
- During the workshop, you can resend the link to the materials through the web conferencing chat tool.

Keep a registration list so you can identify who attended.

- Be sure to have a way to easily track attendees.
- Remember you will need these accurate numbers for the Event Summary.
- One teen can help keep track of who comes into the class.

Keep track of the questions asked during the workshop.

- The Chat Box is an easy way for people to ask questions.
- Encourage learners to note the slide number and section as they ask questions.
- One teen can be designated to monitor the chat to help organize questions.