

# Teens Teach Tech Links You Need



## Curriculum

Make sure you and your team members are familiar with the curriculum. Remember to DOWNLOAD anything you need so you can make any edits you need.

[https://drive.google.com/drive/folders/1hrEwivCddyCRw2KwCff\\_uTeek7BpS8Kj](https://drive.google.com/drive/folders/1hrEwivCddyCRw2KwCff_uTeek7BpS8Kj)

## Self-Paced Versions of the Curriculum

These are 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/>

*\*Note: Scroll down and click on Enter Here in the Featured Training Partner section*

## Media Release

Please make sure all teens have this link to show their parent or adults at home. This release is specific to our program and if completed, allows us to use photos of the teens.

<https://survey.alchemer.com/s3/8186512/Teens-Teach-Tech-Media-Release>

## Participant Survey

Your teens will help guide participants through this survey at the end of the training. Remember - we aim for at least 50% of people in a training session will complete it.

**English:** <https://surveys.connectednation.org/s3/TTT-Survey-English>

**Spanish:** <https://surveys.connectednation.org/s3/TTT-Survey-Spanish>

## Event Summary

This is the OFFICIAL reporting for all of your training sessions. The adult mentor must fill this out for EACH topic you train. Remember, if you teach two topics to the same group of people, each session gets an Event Summary and that group of people will count twice.

<https://surveys.connectednation.org/s3/TTT-Event-Report>

## Team Resource Page

This link houses all links mentioned above in one website. You will also find information on the Digital Citizenship program, a link to nominate Teen Trainers for their work, as well as logos to use and our social media information.

<https://connectednation.org/programs/teens-teach-tech/teens-teach-tech-resource-page>

# 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](mailto: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). For the audience, be sure to mention again your organization, team name and the name of the training.

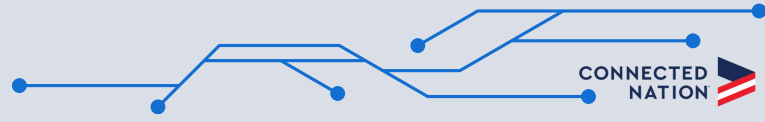
**05.**

## 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.



# TRAINING TIPS FOR SUCCESS



## 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 organization name, team name and name of the training 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 4 photos uploaded 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



## 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.



## TIPS FOR HOSTING LIVE ONLINE SESSIONS



### **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.



# 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.