



Coach Guide for Reading Digital News

Tap into digital news

If you enjoy reading your local newspaper but have heard more and more people are starting to get their newspaper online, you may be wondering what all the "hubbub" is about.

You have come to the right app! Whether you are just curious or you would like to "try out" a digital newspaper, tap the "next page" button below.

A white rectangular button with a green right-pointing triangle on the left and the text "next page" in a green, sans-serif font.



As a coach, you have the privilege of guiding new learners on their journey to bridge the digital divide. This guide will help you support them as they explore reading news in a digital format.



First, try the tutorial yourself, go to GoLHelp.org and select Digital News

Keys to Coaching:


1. Play with the tutorial yourself so you are familiar with it.
2. Be warm and friendly! As a coach your strengths are not in how much you know about computers and the Internet but rather how well you are able to listen, reassure and motivate your peer learners.
3. This Generations on Line tutorial is designed to help older adults learn on their own and at their own pace. Unless literacy is an issue, encourage the learner to read the instructions on every screen. The BEST WAY for older adults to learn is to do it themselves.
4. Try not to “take-over” the device. If a coach starts to touch the tablet it is akin to the instructor taking over the steering wheel from a student learning to drive.
5. Although there will be some older adults who are able to learn how to use the software completely independently of coaching, most will need some level of assistance.

Materials – Skills Checklist Form and Certificate of Accomplishment

The software is designed to help the learner accomplish specific skills. Learners feel a sense of accomplishment when they can physically check off new learning's at the end of the session.

- Upon completion of the tutorial the learner will check off the items they learned.
- Upon completion of all the items listed you can present them with a Digital News Certificate of Accomplishment.

Online Newspaper Skills Checklist

Task	Completed
Motivation (Why Digital Newspapers?)	
I know 2 advantages of digital newspapers over traditional newspapers	
I know 2 advantages of digital newspapers over other sources of online news	
Digital Newspaper Basics	
I can scroll up and down	
I can swipe right and left	
I can pinch to shrink and enlarge what is on the screen	
I can recognize a newspaper headline link on the home page	
I learned how to get back to the newspaper home page from any page	
I learned how to search a digital newspaper for a specific topic	
I can use the (menu  button)	
Subscriptions	
I learned about digital subscriptions	
I learned how to log in with a digital newspaper subscription	
Privacy & Security	
I learned how to deal with “popups”	
I learned how to deal with “third party links”	
I learned how to deal with “third party links”	
I learned how to fill out digital newspaper forms safely	
I learned how to post messages safely on a digital newspaper	
I learned 7 tips for online transactions	
Using Browser Navigation	
I can go back a page on a website	
I can distinguish “tabs” when I am surfing a digital newspaper	
I can switch between “tabs” when I am surfing a digital newspaper	

Name _____



Generations on Line Digital News

Certificate of Accomplishment

awarded to:

For successfully completing the
GoL Digital News tutorial
learner skill checklist

Activity Director

Coach



The Advantages to a Digital Newspaper

The screenshot shows a mobile application interface. At the top, the title "Advantages to a DIGITAL Newspaper" is displayed. Below the title, there is a text prompt: "Skeptical about exploring a digital newspaper? Tap below to watch a short video about some of the advantages!". The main content area features a video player with the title "The Advantages of a Digital Newspaper" and a red play button. To the right of the video player, there is a "Skip the video" section with the instruction "Tap on the 'next page' button below." and a large orange arrow pointing down. At the bottom of the screen, there are two buttons: a red "Help" button with a question mark icon and a green "next page" button with a right-pointing arrow icon. A "Watch on YouTube" button is also visible on the left side of the video player.

A learner can progress at their own pace; multiple learners do not have to be in the same section of the software. **However, this section has a video component. Unless you have only one learner or are using headsets, you may want to show the group the video at the same time.**

To start your first session

- Introduce yourself and explain your role as a Coach.
- Ask learners to write their name at bottom of Skills Checklist and explain that the goal is to have all skills checked off at the end of the session.
- Have them open a browser and type **golhelp.org**
- This will show them all the available software for them to use. Have them scroll down and tap on **“Digital Newspaper Tutorial”**
- Watch video together if necessary
- Ask the learner to read what is written on each screen and follow the directions.

Getting Started

So where do I start?

It really IS as easy as ①②③!

You can tap any of the buttons below, but if you are new to this, you may want to start by tapping "Digital Newspaper Basics."

① Digital Newspaper Basics

② Review Internet Safety

③ Find Your Newspaper Online

Oh, and ④, If you get lost or need help, tap on "Help"

The tutorial provides three “paths” a learner can choose.

1) Digital Newspaper Basics

In this path the learner is taught the skills necessary to read an online newspaper.

Skills cover:

- Let your fingers to the walking (swiping, pinching, scrolling)
- Tapping to get to various sections of newspaper
- How to get to the “home” page
- Searching inside the newspaper
- Subscriptions
- Link to login
- Menu button

Note - If the learner is brand new to technology, they will be given the option of clicking on a link to the Generations on Line *basics tutorial*. The learner can return later to learn how to read digital newspapers.

2) Review of Internet safety

Covers:

- Dealing with pop-ups
- Third-party links
- Keeping your forms and posts secure
- Seven tips for online transactions

3) Tips for Navigating the Internet

- The navigation bar
- How to switch between tabs

Next the tutorial gives a learner the option to review any of the learnings. When they are ready to move on, it allows them to practice their new skills.



Click or tap on the area in which you would like some help:



Tablet Help



Online Safety



Navigation

Or tap on the picture of the newspaper to the right to try out your skills with a practice digital newspaper



The GoL Practice Newspaper

The screenshot shows the homepage of 'The GoL Practice Newspaper'. At the top, the site name is in a gothic font, with 'Unlimited Access' and 'Log In' buttons. A navigation bar lists categories: NEWS, SPORTS, BUSINESS, OPINION, POLITICS, ENTERTAINMENT, LIFE, FOOD. A search icon and a menu icon are also present. Below the navigation is a large 'EXPLORE' graphic with a magnifying glass icon. To the right of 'EXPLORE' is a text box: 'Just like a real newspaper, just about everything on this page is a link. Try clicking or tapping any bold face section and headline. ...and HAVE FUN!'. Below this is a row of five bolded section titles: 'IN THE NEWS', 'Why Go Digital?', '2020 is here', 'You can find it', and 'Believe it or not'. The main content area features three articles. The first article has a photo of a man on a train reading a newspaper and a woman using a tablet. The headline is 'Print papers are declining while online newspapers are growing'. The second article has a headline 'Udder chaos: Cow on the railway sparks rush-hour delays in Scotland' and a photo of a cow. The third article has a photo of two women laughing and a headline 'You can find it - Using this tutorial, you can master an online newspaper'.

This section covers all the steps to navigating around a digital newspaper. A learner can browse all around the GoL Practice Newspaper to learn, discover, and move toward being comfortable reading online.

Finished?

- At end of session have learner(s) check off mastered skills on the Generations on Line Digital News Skills Checklist.
- Present Certificate of Accomplishment