

# Generations on Line

## Coach Guide for Internet Safety

### INTERNET SAFETY - An Interactive Tutorial

This tutorial will guide you through the basics of staying safe and secure when you are connected to the Internet with your tablet.

If you are just learning how to use a tablet, the key to success is "tapping."

"Tapping" means lightly and quickly touching the screen with your finger.

**Tap the image to the right to begin.**  
(If nothing happens, try again!)



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 learn to stay safer online.



First, try the tutorial yourself, go to [GoLHelp.org](http://GoLHelp.org) and select Internet Safety

### **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. A learner feels a sense of accomplishment when they can physically check off new learnings 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 an Internet Safety Certificate of Accomplishment.

## Internet Safety Skills Checklist (Page 1 of 2)

TASKS	Completed
<b>Basic Internet Safety Awareness</b>	
I understand what 'online safety' means and why it is important	
I know the difference between secure and unsecure websites	
I can recognize warning signs of online scams and fraud	
I understand the importance of strong passwords	
I know how to create and manage secure passwords	
<b>Safe Browsing &amp; Privacy</b>	
I can identify a secure website (https & padlock symbol)	
I know how to safely use a search engine	
I understand the risks of clicking unknown links	
I can recognize and avoid phishing emails and messages	
I understand the importance of logging out of shared devices	
<b>Safe Communication Online</b>	
I know how to identify and avoid online scams and fake offers	
I understand why I should not share personal information online	
I know how to set up privacy settings on my accounts	
I can recognize and block suspicious emails and messages	
I understand what two-factor authentication (2FA) is and how to use it	

## Internet Safety Skills Checklist (Page 2 of 2)

<b>Social Media &amp; Online Interactions</b>	
I know how to adjust my privacy settings on social media	
I understand the risks of sharing personal photos and information online	
I can recognize and report fake or suspicious profiles	
I know how to block and report cyberbullying or harassment	
<b>Online Transactions &amp; Security</b>	
I know how to recognize a secure payment website before making a purchase	
I can identify and avoid fake online stores and scams	
I understand how to safely enter a credit card or my personal details online	
I know how to check my bank statements for fraudulent transactions	
<b>Avoiding Online Misinformation</b>	
I know how to check if a website or news source is trustworthy	
I can identify clickbait headlines and misleading articles	
I understand the importance of fact-checking information before sharing it	
<b>Device Safety &amp; Updates</b>	
I know how to update my phone, tablet, or computer for security	
I understand why installing antivirus software is important	
I know how to avoid downloading harmful apps or files	

Name: \_\_\_\_\_



Generations on Line Internet Safety Tutorial

## Certificate of Accomplishment

Awarded to:

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For successfully completing the  
Gol Internet Safety Tutorial learner skills  
checklist

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Program Director

Coach



# Introduction



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Brought to you by Generations on Line 

A learner can progress at their own pace; multiple learners do not have to be in the same section of the software.

## 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 **"Internet Safety Tutorial"**

Ask the learner to read what is written on each screen and follow the directions. The Internet Safety software is unique because it starts out with three options for how to go about learning. If you are planning on doing this tutorial as a group program or workshop, you may want to decide which method you want to have them go through.

Review of the options on next pages...

## INTERNET SAFETY - Introduction

### Pick your Path to Safety on the Internet:

#### OPTION ONE:

Spend 5 minutes learning the top 5 “dos” and “don’ts” when it comes to staying safe on the Internet. Tap the “[SAFETY TOP FIVE](#)” button below.

#### OPTION TWO:

Take a 10 minute quiz to see how “safety savvy” you are on the Internet (with links to learning more). Tap the “[SAFETY QUIZ](#)” button below.

#### OPTION THREE:

Get cozy and spend a little time exploring how to stay safe when you are doing your favorite Internet activities like shopping, banking, dating. Tap the “[CONTENTS PAGE](#)” button below.



[SAFETY TOP FIVE](#)

[SAFETY QUIZ](#)

[CONTENTS PAGE](#)

### Option One:



- Provides a quick, approximately 5-minute, review of the top five “Do’s” and “Don’ts” of staying safe on the Internet.
- To access the learner will tap on “Safety Top Five” on the page shown above. A screen listing “Do’s” and “Don’ts” will appear; each with a link to more information should the learner like to dig deeper. At the bottom of this page there is a 17-question safety quiz the learner can take to test their knowledge.

## INTERNET SAFETY - Top 5 "DOs" and "DON'Ts"

### Internet Safety Starts with YOU!

#### TOP 5 DOs FOR INTERNET SAFETY:

1. **DO** use strong passwords that you change regularly. ([learn more](#))
2. **DO** check the website address (URL) to verify identity and security ([learn more](#))
3. **DO** keep your privacy settings on when available ([learn more](#))
4. **DO** check your online accounts regularly. ([learn more](#))
5. **DO** keep your software updated. ([learn more](#))

#### TOP 5 DON'Ts FOR INTERNET SAFETY:

1. **DON'T** share your password...with ANYONE! ([learn more](#))
2. **DON'T** click on links in emails or texts. ([learn more](#))
3. **DON'T** download files unless you KNOW they are safe. ([learn more](#))
4. **DON'T** shop at online stores without a phone number and physical address. ([learn more](#))
5. **DON'T** share personal information when using the Internet. ([learn more](#))

Tap an option below to continue:

[SAFETY QUIZ](#)

[HOME](#)

[CONTENTS PAGE](#)



If **Option Two (Safety Quiz)** is chosen, the software will take the learner directly to the Safety Quiz, enabling them to test their knowledge without any review.

**INTERNET SAFETY - Introduction**

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**OPTION THREE:**  
Get cozy and spend a little time exploring how to stay safe when you are doing your favorite Internet activities like shopping, banking, dating. Tap the “[CONTENTS PAGE](#)” button below.

[SAFETY TOP FIVE](#)   [SAFETY QUIZ](#)   [CONTENTS PAGE](#)

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**Option Three “Contents Page”** is for folks who like to take their time and choose exactly which areas they would like to learn more about regarding safety online.

**INTERNET SAFETY - Introduction**

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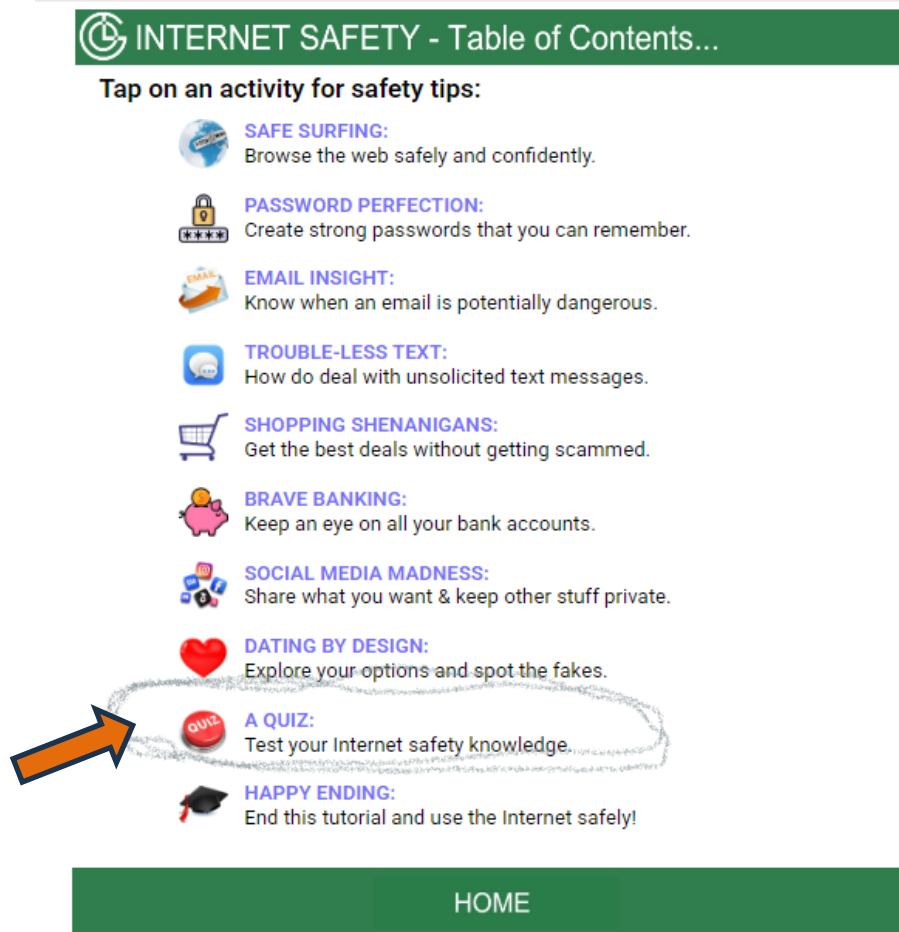
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[SAFETY TOP FIVE](#)   [SAFETY QUIZ](#)   [CONTENTS PAGE](#)

Once “Contents Page” is selected a detailed list of content items appears. The learner can choose to review all or any of the items.

The 17 question Safety Quiz is accessed in this section by tapping on “A Quiz” from list below.



### Finished?

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