

Technology Tips, Tools and Resources

We hope you find the info included here useful as you explore your new device and all the benefits it has to offer!

Remember: Stay Connected, Not Totally Consumed by Using Technology Wisely

With your new device at your fingertips, it will be easier than ever to stay connected 24-7. But, balance the need and desire to stay connected with the danger of technology taking over!

Data: What You Need to Know!

Your device, whether it is a smartphone, cellular tablet or laptop, comes with a data package of a specific number of GB (gigabytes) per month. To ensure you don't burn through your data too quickly, monitor your data and follow the tips below.

Best Ways To Reduce Your Cellular Internet Data

1. **Adjust your Wi-Fi settings** - Check the settings on your device so you'll automatically connect to a secure Wi-Fi network when it's available, at family's or friends places, public libraries or at local businesses that offer Wi-Fi. Just go to your device's settings, make sure your Wi-Fi is on and log on to the wireless network at these places. Your device should remember the network and log on automatically whenever it's in range.
2. **Use Wi-Fi for big files** - To take full advantage of Wi-Fi, make sure you're using it when downloading large files. Some apps can be more than 100 MB, and downloading them on a network connection will eat up data quickly. That's also true when it comes to watching shows—4G video streaming uses about 350 MB an hour.
3. **Manage your notifications** - You probably get a lot of notifications and other alerts on your smartphone or tablet, which can also consume data. Some can be necessary, others—like being notified that there's a new level available in Candy Crush Saga—maybe not so much. Be sure to disable email and push notifications, automatic app updates and your device's GPS when you don't need them.
4. **Shut off your apps** - Closing apps when you're done using them can also reduce data usage. Many open apps—especially those that provide location services—will continue sending and receiving data even when your phone or tablet is locked. That not only wastes data, but can also drain your battery.
5. **Update apps over Wi-Fi only** - One of the most effective ways to reduce mobile data consumption is to disable automatic app updates and select "Auto-update apps over Wi-Fi only."
6. **Limit your use of streaming services** - Streaming music and videos on apps such as YouTube and Netflix consume a lot of data in a short amount of time so try to avoid these when you are using mobile data. Instead try to store music and videos locally in your storage or download them when you are connected to WiFi. For example, a 1-hour Zoom call can use up to 1 GB of data. Consider turning off the video to save data or accessing Wi-Fi if you'll be streaming video for a long time.



Educational Tools, Resources and Supports



Having a device may be stressful as there can be so much to learn. It's ok to ask for help and there are lots of local options for support.



The Literacy Council of South Temiskaming offers **free computer classes**. Start with a short workshop that will help you get started with and become more comfortable using your device and the internet.

The topics covered include:

- What you need to get online
- What the internet can do to help make your daily life easier
- Searching the internet safely and effectively
- Using Windows 10 and Microsoft Office
- Using email and social media

Learning options are either in-class, online or a combination of in-class and online, Monday to Friday 8:00 A.M.-3:00 P.M.

They also offer **free**, one-on-one tutoring in basic reading, writing, math and **computers** for English-speaking adults 19 years or older.

The time you spend in the literacy and basic skills course will vary based on your goals. Learning modules are self-paced so you can take the time you need to understand the material and complete tasks with the help of an instructor. Individuals interested in learning with us will need to complete a skills assessment prior to starting classes.

Check out this video to see how this program has helped others.

<https://www.facebook.com/393600254017866/videos/331766964865344/>

For more information:

Email: sbhughes@eastlink.ca Website: www.lcst.ca

<https://www.facebook.com/Literacy-Council-of-South-Temiskaming-393600254017866/>

19 Whitewood Ave. E., Box 1558, New Liskeard, ON P0J 1P0 Tel: 705-647-4040

This Employment Ontario service is funded by the Ontario Government



The Literacy Council of North Timiskaming offers programming custom designed to fit each adult learner based on goals, needs, assessed skill abilities and gaps. Training is delivered through small group instruction and/or one-on-one.

Some of the topics covered:

- How do I use digital technology? (Assessment)
- Getting to know my computer and/or device
 - Exploring most common features and every day uses, customized to the device used by the learner
- Connecting with my family and friends on the internet
 - Create web-based email account
 - Create social media accounts
- How to manage my Facebook profile
 - Learn how to protect your privacy and information
 - Learn the different ways to connect with people, i.e. Newsfeed, Wall, Messenger, Groups etc.
 - Learn how to share your photos i.e. upload photos, create albums, face tagging etc.
 - How to manage your friends list i.e. friend requests, following, unfollowing and blocking
- How to use search engines to find websites and information
- How to use online or phone applications for personal banking, shopping and other household needs. i.e. reward program apps, bank account, mobile account, etc
- How to upload files to websites, cloud servers and email attachments from memory card, USB stick/external hard drive, or from device's hard drive.
- How to scan paper files and photos into digital form

Learning options are either in-class, online or a combination of in-class and online, Monday to Friday 9:00 A.M.-4:00 P.M.

For more information:

Email: literacycouncilnt@gmail.com Phone: 705-567-3322

Northern College Campus (Room G236), 140 Government Road E, Kirkland Lake, ON

Facebook- www.facebook.com/TheLiteracyCouncilOfNorthTimiskaming

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- A university degree
- A high school diploma or equivalency
- Literacy skills
- Free online life skills, work skills, personal development and business skills courses
- Pre-employment, workplace and post-secondary training

Get started today! Call (855) 717-2183 or e-mail temiskaming@contactnorth.ca



Centre d'éducation des adultes is a French alternative high school and a provider of literacy basic skills. The school is located at 21, Armstrong Street South in New Liskeard and is open from 8 a.m. to 4 p.m., Monday to Friday.

Alternative High School:

Our school has the same programs as a regular high school: COOP, Dual Credit Courses, credit courses, Ontario Secondary School Diploma, Prior learning assessments, etc. The difference with our school is that our students work at their own pace and they can get a lot of individualized help. We accept students from 14 years old and up.

Literacy Basic Skills:

Like other LBS programs, our school helps Ontario adults to achieve their goals of further education, work and independence. The Ontario Adult Literacy Curriculum Framework is the cornerstone of our program.

Workshops and Upgrading:

We offer a lot of workshops to our learners, some are in person, others are online. Some of the more popular workshops include Excel, Word, Ipad, Publisher, cooking, just to name a few. Our instructors offer one-on-one, in person and distance, upgrading to our Francophone learners in math, French, and computer skills.

Tech Support:

We also offer a tech service to Francophones in our community. Our instructors provide assistance to adults who need help using their cell phones, tablets, laptops, etc. This service is free and by appointment.

For more information, visit our Facebook page www.facebook.com/CEANL1 or call us to book an appointment at 705-647-7304, ext. 221

Other Digital Skill Building and Learning Opportunities

Looking for some neat websites to checkout with your new device? Consider some of these sites that offer educational tools and resources.

- **Good Learning Anywhere** offers online courses to help adults access job opportunities, develop life skills, and prepare for post-secondary. <https://goodlearninganywhere.com/?cac=1602259085>
- **The LearningHUB** is a free online skills upgrading courses that can help you improve your reading, writing, math, computer and other essential skills. <https://www.learninghub.ca/>
- **Microsoft Digital Literacy Course** is for anyone with basic reading skills who wants to learn the fundamentals of using digital technologies.- <https://www.microsoft.com/en-us/digitalliteracy/home>
- **Cyber Seniors** – Do you need help using your smartphone, tablet or computer? Youth mentors have been trained to teach technology to adults including how to video call with family and friends, set up and use email or Facebook page, scheduling appointments with medical professionals and much more. Check it out at www.cyberseniors.org and give them a call to register 1-844-217-3057 or email info@cyberseniors.org

Programs below can be accessed through the Literacy Organizations on page 2/3.

- **Youth Teaching Adults – Digital Literacy** is a free introductory digital literacy program for adult learners, led by youth volunteer-tutors. www.youthteachingadults.ca
- **Money Matters – Free Intro to Financial Literacy** is a free introductory financial literacy program for adult learners, newcomers to Canada, Indigenous Peoples and people with diverse abilities. www.abclifeliteracy.ca/all-programs/money-matters
- **UP Skills for Work** – helps learners develop key employability skills through free workshops and downloadable workbooks. The nine topics covered are: Motivation, Attitude, Accountability, Presentation, Teamwork, Time Management, Adaptability, Stress Management, and Confidence www.upskillsforwork.ca



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