Introduction:

Delivering a course like this is different from a structured learning course. That said, it can be used *as part* of a structured learning course. Here are some ideas:

Engaging Learners:

Learners don't always want to know about digital literacy. Many of the learners who come to courses are not the ones who would benefit the most, but rather the ones who already know something about technology.

One way to overcome this is to use digital champions (see later) to help learners learn. The other is to put IT into other learning or social settings (for example as part of a social evening people learn something fun on a tablet).

However, structured courses are always popular, so make sure that you publicise them with the right message – you can meet new people, re-kindle old skills and embrace new ideas from using technology. .

Delivering Learning:

There are many different ways to deliver learning, many of which you will know already. This course is designed to work with all of them.

Informal Learning

You could use these cards informally. You may be chatting to a learner who expresses an interest in one specific element of digital literacy, so you work

through a card with them and then engage them in other forms of digital literacy or adult learning

Formal Courses

You can use these cards within formal courses - either as handouts, as activities or using an 'action stations' model, where learners move between different tables, each containing their own activity.

Drop In Sessions

These cards are ideal in drop-in sessions, where learners can come and ask how to complete something 'off the cuff'. Just grab a card to guide them through it.

Digital Champions:

A digital champion is someone who can help a learner with their digital skills. They may a teacher, they may be another learner or they may be someone with a professional or voluntary interest in the learner (for example a librarian or housing scheme manager). They are ideally suited to use these cards for informal learning sessions. If they want to know more about the subject matter themselves, they can also use the tutor sheets in the tutor toolkit.

Delivery Checklist:

Make sure you've found out:

- ✓ What connectivity is available (see connectivity checklist)
- ✓ What the room setup will be
- ✓ Whether learners will be using your or their own devices
- ✓ Whether you need a projector and will need to project your tablet through it (see projecting tablet sheet)
- ✓ What delivery style the learners are expecting

Make sure you have:

- ✓ Appropriate tablets, charged up and ready to use
- ✓ Appropriate cards, printed out or online
- ✓ Any additional handouts you may need

Make sure you have prepared:

- ✓ The background on the subject you're guiding them through
- ✓ An understanding of the learner's level

You could consider:

- ✓ Creative ways of delivery such as
    - o QR Code treasure hunts
    - o Activity Tables/Action Stations
    - o Passing a tablet between learners while projecting it to complete activities
    - o Getting learners to complete digital work (e.g. blogs) outside the session