Easy Digital Access+

Itinerary to Easy Inclusive Access to Education in the Digital Environment

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DESARROLLO Y SOSTENIBILIDAD

ROVNOVÁŽKA

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1. Introduction and good practices.

This course is aimed at people with little digital knowledge.

In a simple and intuitive way we will try to access the necessary knowledge to be able to function safely in commonly used digital environments.

1. Introduction and good practices.

The computer and digital devices are intelligent tools that allow you to do things like communicate, work or have fun.

The use of digital devices must always be focused as something positive, which helps us in life, both on a personal and professional level.

1. Introduction and good practices.

We must learn to use digital devices safely and responsibly.

This refers both to ourselves and to others.

1. Introduction and good practices.

We will learn the basics to be able to write a text, move around the Internet, interact with the Administration and other entities, such as banks...

We will also learn to communicate, acquire knowledge, entertain ourselves or shop safely remotely... among other things.

1. Introduction and good practices.

Digitalization is also a very important tool to take care of the environment.

Examples of this are the reduction of paper use, remote work and video conferencing, and efficient resource management.

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1. Introduction and good practices.

During this course we will carry out practices that promote care for the environment.

We will use public or ecological transportation to go to classes, we will use the essential paper, we will learn to use digital administration and e-learning to avoid traveling...

1. Introduction and good practices.

We will also learn other important topics such as equality and inclusion in digital media.

Finally, we will inform you of the importance of the programs and European citizenship and their contribution to these projects being carried out, especially the Erasmus plus program.

A. General knowledge of computers, the Internet and digital environments.

20 hours

2. The Computer.

Computing is the set of knowledge that helps us use computers and digital devices

It is important to differentiate two parts, the hardware (what you can touch and see), the physical... and the software (programs and applications) what you cannot touch.

2. The Computer.

A digital device, to function, needs a "brain" which is the operating system (Windows, macOS, Linux...)

We must also know that the devices have connected elements called peripherals that are input and output.

2. The Computer.

The minimum peripherals necessary to be able to interact are a keyboard and/or mouse and a screen to view the information.

The peripherals can be integrated as in laptops, mobile phones or tablets .

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2. The Computer.

To work with the computer it is necessary to know basic concepts such as memory and speed.

Memory is a computer's ability to store data and speed is how fast the computer can work.

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2. The Computer.

It is also necessary to know concepts such as files and folders.

Files are software elements necessary for programs to work or reflect data or elements that we create or save and folders are where files are stored.

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2. The Computer.

For digital devices to be useful we have to learn to use basic programs. There are free programs and others that are paid.

There are some essential ones such as word processors or Internet browsers.

2. The Computer.

It is essential to know how to use the mouse, which moves the cursor on the screen when moving and activates the elements on the screen or the menus.

To do this, the left and right mouse buttons are used, the left selects with one click (you can drag to select) and executes with two, the right is used to display.

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2. The Computer.

The keyboard is used to enter texts and numbers, delete and move the cursor.

Keyboards can be in different languages, symbols and letters appear on each key and there are some that have several functions.

3. Creation and editing of basic digital content.

To work with the computer it is necessary to use a writing program, the best known is the Word program.

There are simpler ones, such as the text editor, but they may not have all the functions.
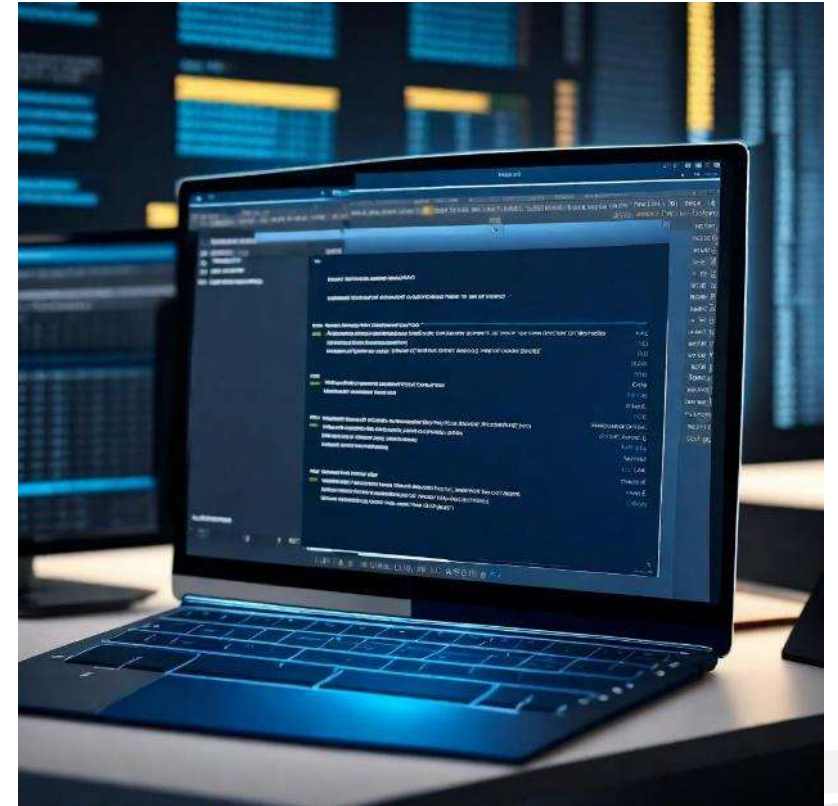
3. Creation and editing of basic digital content.

Once the program is opened, we will see a surface like a sheet with an element called a cursor where the text entered on the keyboard will appear.
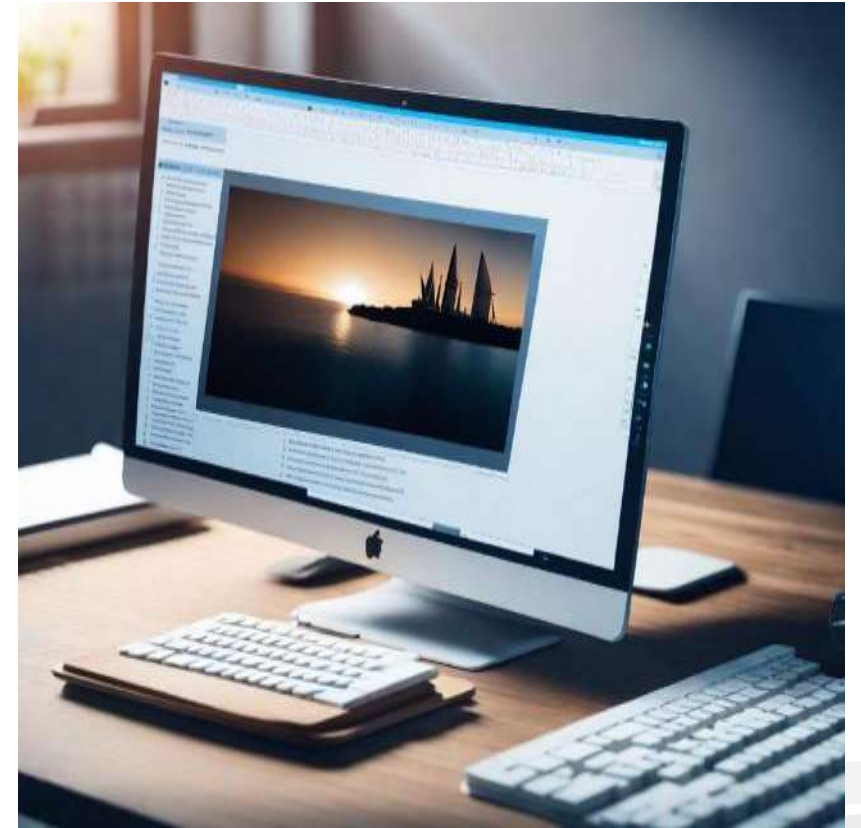
These programs are the equivalent of typewriters but digital.

3. Creation and editing of basic digital content.

You can select the text with the mouse and change its size, color, alignment, font.

Images, tables, lists and other more complex elements can also be added to the text.

3. Creation and editing of basic digital content.

The document can be saved in a folder so that it can be recovered and continued later using the "save file" option.

Documents can also be printed or sent to other computers.

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4. Browse the internet.

The Internet is a network that connects us to the world.

We can search for information, communicate with other people, make purchases and transactions, train ourselves, entertain ourselves...

4. Browse the internet.

Information on the Internet usually appears on what we call web pages.

To access the Internet, so-called browsers are used, such as Chrome, generally through search engines.

4. Browse the internet.

To find something, we open the explorer and in the search engine we write a text with what we want to find.

A list will appear with links that can be clicked to access the web pages with the information.
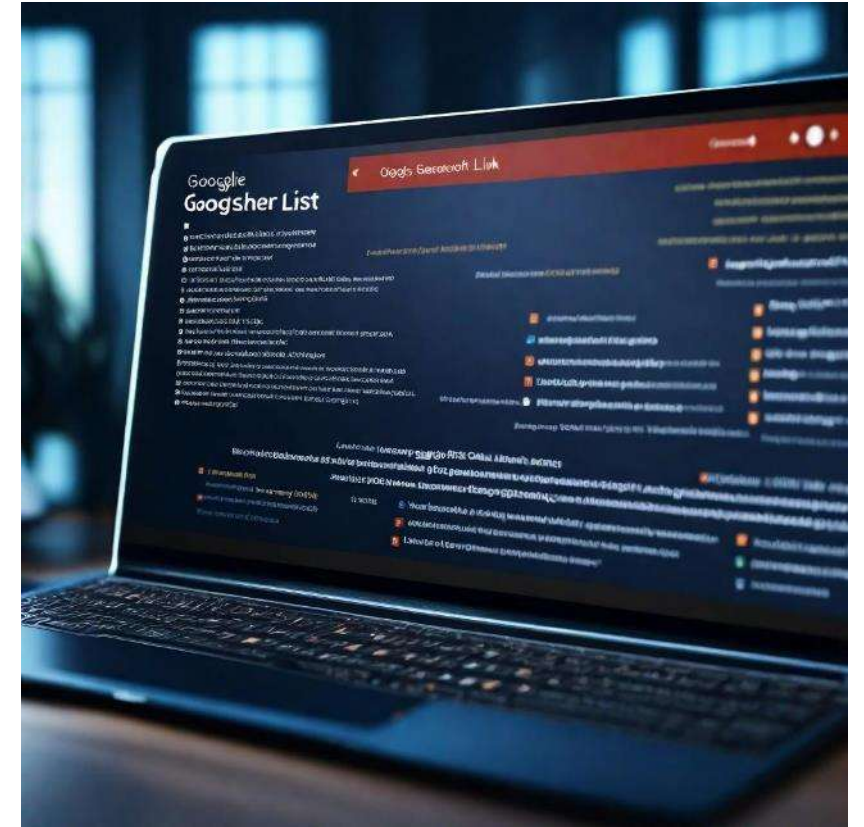
4. Browse the internet.

All types of elements can be searched, including texts, images, videos, news...

You have to navigate safely, trying not to click on links to unknown or suspicious places that may have malicious elements such as viruses.

4. Browse the internet.

There are elements from the internet that can be downloaded such as files, images, music, videos...

You can also select texts with the mouse and copy them with the right button and paste them into text documents.

4. Browse the internet.

Internet platforms offer various services such as email, cloud storage, online videos...

We will use the Google platform to be able to have several of these services.

5. Email. Gmail

Email is the equivalent of postal mail but digital.

In email you can have an address, a mailbox, and you can send letters (mails) if you know the address of your recipient.

5. Email. Gmail

To do this you need to create an email account that will have a unique name, an at symbol (@) and a common domain.

The domains can be diverse but we will use the one from the Google platform, which is called Gmail.

5. Email. Gmail

We will enter the Chrome browser and create an account by providing basic data and thus we will have our email address (text@gmail.com) and a profile.

To access this profile we will have to use our email address and a password that we must keep secret.

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5. Email. Gmail

When we enter Gmail we will see an inbox where the emails sent to us will appear.

To send an email we will have to click on compose, we will enter the email of the person to whom we want to write, and in the Subject section, we will give a title to our message.
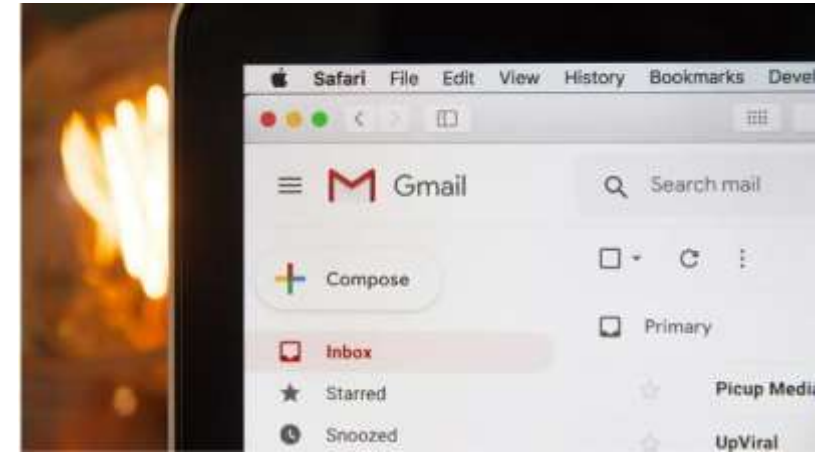
5. Email. Gmail

In the body of the message we will write the text we want to send, we can also attach files.

Once we have finished writing the message, we will press send and the message will arrive in the recipient's inbox.

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6. Social Networks. Facebook. Instagram. Youtube.

Another way to communicate with other people is through social networks.

Social networks are places on the internet where you can connect and share things with other people such as photos and messages.

6. Social Networks. Facebook. Instagram. Youtube.

Facebook is a social network where you can make friends with people and share events, videos, photos, texts with them.

To participate in all social networks you must register with a username and password.

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6. Social Networks. Facebook. Instagram. Youtube.

Instagram is a social network primarily aimed at sharing photos and short videos.

In this network, instead of friends you have followers and you can also follow other people or entities.

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6. Social Networks. Facebook. Instagram. Youtube.

YouTube is a service that is offered when you sign up with Gmail on the Google platform.

On YouTube you can watch videos of all kinds and there are channels where a person can have several videos, which are usually thematic.

7. Safe use in digital environments.

Tips for moving safely in digital environments.

Do not enter web pages that you do not know, do not open emails from unknown people and do not download files of dubious origin.

B. General knowledge in the use of online training tools and platforms.

10 hours

1. Videoconferencing systems. Google Meet

Video conferencing systems are tools that allow you to have virtual meetings in which you can see and talk to other people through your computer or smartphone.

There are several systems with similar functions: Zoom, Teams , Google Meets ...

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1. Videoconferencing systems. Google Meet

As we use Google services we will use the Meet system .

You can organize a video call yourself or join one from another person with an invitation.

1. Videoconferencing systems. Google Meet

To start a video conference, in Google applications look for the Meet section , click on new meeting.

To send the meeting invitation via a link or email, click Send invitation.

1. Videoconferencing systems. Google Meet

Through the webcam your image will be seen, with the microphone you will be heard and through the headphones you will be able to hear others.

You can talk with one or more people, chat, share your computer screen or send documents.

2. Online training

Online training is receiving courses without having to attend face-to-face classes, through the internet.

This system, in addition to being much more comfortable and flexible, benefits the environment because you avoid traveling to attend classes.

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2. Online training

Online training can use various tools such as videoconferences, videos, documents, texts...

It generally provides flexibility because you can get in front of the computer and receive training whenever you want.

2. Online training

Online courses can have multiple topics and their duration can be variable...

Training can be paid, but there are many free courses.

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2. Online training

Almost all courses have exercises and if you pass them they will be able to certify your studies.

To sign up for a course, we generally use the search engine and when we find the right one we sign up.

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3. Training offer

The training offer of online courses is endless, there are entities that offer courses and there are even training centers that offer face-to-face, mixed and online training.

There are also service platforms that offer courses, and the Administration itself.

B1. Hybrid module: registration and participation in online training

2 hours

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Free Online Course on Netiquette/Google

Free Online Course on Digital Wellbeing

https://skillshop.exceedlms.com/student/collection/690495/path/2004074

C. General knowledge of the use of digital identifiers, electronic signature and exchange of information and application for subsidies by electronic means with the Administration and other entities. Domestic use

20 hours

1. Digital accreditation

Currently it is essential to have a digital accreditation or digital signature.

The digital signature is like your signature on paper, but electronic; It is a secure way to confirm that you have accepted or verified something online.

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1. Digital accreditation

Digital credentials are used to identify you as a person through your computer or mobile device and access personal or protected information.

It is also used to carry out procedures that require your signature without having to go to the entity to sign.

1. Digital accreditation

With the new era of digitalization, procedures have changed from being signed in person to requiring a digital signature.

Entities such as banks and the administration have practically transformed into digital ones.

1. Digital accreditation

In Spain there are several methods to identify yourself digitally: with the electronic DNI, with Cl@ve , or mainly, with the **Electronic Signature** .

The Electronic Signature is used both to accept procedures over the Internet and to sign documents and send them as if you were signing them in person.

Elige el método de identificación

DNIe / Certificado electrónico

Cl@ve PIN

Cl@ve permanente

1. Digital accreditation

The Electronic Signature has full administrative value and issues the name of the signer, their ID and the date and time of the signature.

The Electronic Signature or Digital Certificate is fully secure and is issued by the National Currency and Stamp Factory.

Obtener
Certificado
FNMT

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1. Digital accreditation

The Digital Signature or Certificate can be requested for individuals, but also for companies and other entities.

To request it, you do it from a computer and then you have to identify yourself to ensure that you are the one really requesting it.

CERTIFICADO
CIUDADANO

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1. Digital accreditation

From time to time the Digital Signature expires and must be renewed.

It is requested through the FNMT website but in any search engine, if you enter "Citizen Digital Certificate" you can follow the link to that page.

1. Digital accreditation

When you enter the page you will be able to see the information necessary to request it clearly.
https://www.sede.fnmt.gob.es/certificados/persona-fisica/obtener-certificado-software

The easiest way is to obtain the certificate with in-person accreditation and follow the steps:
- Previous Configuration
- Request Certificate
- Prove Identity
- Download Certificate.

1. Digital accreditation

The Digital Signature will be installed on your computer, from which you can sign, but you can take it to another computer or mobile phone.

Because of all that can be done with the digital signature, you should not leave it to anyone and you should protect it with a password.

2. Most frequent procedures

The electronic Citizen Certificate will allow you to carry out procedures safely with the Public Administration and Private Entities through the Internet, such as, for example:

- Tax presentation and settlement
- Presentation of resources and claims
- Completion of population and housing census data
- Consultation and registration in the municipal registry
- Consultation of traffic fines
- Consultation and procedures for requesting subsidies
- Electoral college allocation consultation
- Communicated actions
- Electronic signature of official documents and forms

Thanks to your Digital Signature or FNMT Citizen Certificate you can forget about unnecessary travel and waiting.

3. Buy online

Buying online is purchasing things over the internet, choosing and paying for products from your home.

Once purchased and paid, the products are sent by courier to your home or you can pick them up at special delivery points.

3. Buy online

There are different types of online stores, they sell products, services, trips, reserve hotels, restaurants...

Generally to buy a product online you have to provide personal information and even banking or credit card information.

3. Buy online

It is essential to be very careful with the web pages where you buy and to whom we provide the data.

You must verify that payments are secure and protect bank accounts and card payments using secure identification.

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3. Buy online

Most reliable online purchases allow you to return the product if it doesn't work or you don't like it.

There are well-known online sales platforms such as Amazon, Aliexpress or Shein .

3. Buy online

Online shopping is revolutionizing the way we shop in today's world.

But we must not rule out local commerce and in-person stores where the treatment is more human and personal.

D. General knowledge in the field of the environment applied to digitalisation, equality and active European citizenship

20 hours

1. Digitalization and Environment

Digitalization can contribute to Environmental Sustainability to a large extent.

In an increasingly digitalized world, it is crucial to understand how technology can be our ally in protecting the environment.

1. Digitalization and Environment

Reduction of paper use.

The transition to digital documents decreases the demand for paper, safeguarding forests and reducing the carbon footprint associated with paper production.

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1. Digitalization and Environment

Example of reducing paper use.

Digital Billing:
The transition to electronic invoices not only streamlines business processes, but also significantly contributes to the reduction of paper consumption.

1. Digitalization and Environment

Energy efficiency.

The implementation of digital technologies allows for more efficient energy management, contributing to the conservation of resources and the reduction of emissions.

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1. Digitalization and Environment

Example of energy efficiency.

Sensors for Resource Management:
The use of digital sensors in the monitoring of resources such as water and energy allows for more precise and sustainable management, avoiding unnecessary waste.

1. Digitalization and Environment

Remote work and reduction of travel.

The adoption of remote work and videoconferencing reduces the need for daily trips, reducing polluting gas emissions.

1. Digitalization and Environment

Example of remote work and reduction of travel.

Remote Work and Video Conferencing:
Incorporating remote work not only improves quality of life, but also has a positive impact on reducing emissions by reducing daily commutes.

1. Digitalization and Environment

By adopting conscious digital practices, we can be agents of change in preserving the environment.

Digitalization not only improves efficiency but also offers significant solutions to build a more sustainable and green future.

2. Digitalization and equality

Digitalization and Technology can and should promote Equity.

Digitalization has not only transformed the way we live and work, but it can also be a powerful tool to build more just and inclusive societies.

2. Digitalization and equality

Access to information:

Digitalization provides equal access to information, eliminating geographical and economic barriers and allowing more people to participate in the information society.

2. Digitalization and equality

Educational opportunities:

Technology facilitates access to online education, providing more equitable educational opportunities for people from diverse locations and socioeconomic backgrounds.

2. Digitalization and equality

Online education:

Digitalization has enabled the expansion of online educational platforms, providing access to educational courses and resources for people of all ages and locations.

2. Digitalization and equality

Labor inclusion:

The digitalization of work processes and the adoption of remote work expand employment opportunities, reducing gaps in access to the labor market.

2. Digitalization and equality

Teleworking:

Teleworking has proven to be a viable option for various professions, allowing for greater work flexibility and benefiting those who face barriers to working in traditional locations.

2. Digitalization and equality

Financial inclusion:

Digital financial services have improved financial inclusion by providing access to banking services and secure transactions for previously marginalized communities.

2. Digitalization and equality

Digitalization can be a catalyst for equality, but it is essential to address challenges such as the digital gap.

By understanding and using technology inclusively, we can work towards a more equitable society where everyone has the opportunity to thrive and participate fully in the digital age.

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3. Active European Citizenship

The importance of Active European Citizenship is undeniable.

The European Union encourages Citizen intervention and flagship programs such as Erasmus Plus play a crucial role in promoting it.

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3. Active European Citizenship

Key points:

Citizen participation: The importance of actively getting involved in decision-making at the local and European level.

European values: Respect for diversity, human rights and solidarity as foundations of European citizenship.

Responsibility and contribution: The role of each citizen in building a united and prosperous Europe.

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3. Active European Citizenship

The projects not only benefit individuals, but also strengthen connection and collaboration within the European Union.

Programs like Erasmus Plus have Vital significance.

3. Active European Citizenship

Erasmus Plus focuses on both school education and Vocational and Adult Training.

It has Mobility and Cooperation programs, and works centrally in Spain through SEPIE or decentralized in Brussels, headquarters of the EU.

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3. Active European Citizenship

Erasmus Plus promotes mobility and cooperation between young Europeans in the educational field.

Erasmus Plus encourages cultural enrichment through intercultural experiences that foster understanding and tolerance.

Erasmus Plus contributes to personal and professional development through the long-term impact of participation in European programs on individuals' lives.

3. Active European Citizenship

By actively participating in European citizenship and supporting programs like Erasmus Plus, each of us contributes to strengthening community ties and advancing a united Europe.

Let us remember that our participation is key to the continued success of these projects and to forging a more integrated and collaborative European future.

Expected results

Assimilation of contents. Attendance to online course. Digital signature. Relationship with administration or other entities.

Satisfaction survey

Evaluation and impact of the course

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