Lesson 12

### Handouts:

* 12- Daily Agenda
* 12- Post BCS Evaluation
* 12- Pre ICS Activity
* 12- How to Sell Items on Craigslist
* BCS Certificates

### Prep:

* Craigslist Ad: Refer “Prep Craigslist Ad”

Objective: Apply email skills and learn how to navigate craigslist.org

10:00-10:10

1. Welcome
2. Explain handouts
   1. Pre ICS Activity: strongly recommended to complete the activity to see if your skill level is ready to take the Intermediate Computer Skills class. You can use the drop in lab hours to complete the activity. ICS workshops will not turn you down if you do not complete the activity; but it is strongly encouraged.
3. Complete Post Class Evaluation

10:10-10:25

1. Review:
   1. Hardware: RAM—short term memory; flash drive—long term memory
   2. MS Word:
      1. keyboard review with enter, delete, backspace, tab and special characters (!, @, #); copy and paste;
      2. Save that document onto the desktop
   3. Email: how to send an email; inbox view; forwarding vs. reply; labels/folders
      1. Guided Practice: Send that Word document as an attachment to [bcsteacher101@gmail.com](mailto:bcsteacher101@gmail.com)
         1. Tip: Gmail remembers who you have sent emails to, so you can type the first three letters or so and see how [bcsteacher101@gmail.com](mailto:bcsteacher101@gmail.com) pops up in the drop down menu
      2. *Review inbox view of name, subject, attachment icon, time or date*
      3. *Reply back to the students*
      4. Guided Practice: Reply back to the teacher.
         1. Optional: Cc a classmate.
      5. Review different folders: starred, sent mail, drafts, & trash
         1. Optional: Restore emails from trash
            1. Click on **Trash** tab
            2. Select email(s) you want to restore
            3. Click on the **folder icon**
            4. Click on **Inbox**
2. Build Classroom Comfort: Questions? Is there anything else that you’d like to review?

10:25-10:45

1. Intro to Craigslist
   1. Ask: Has anyone heard of Craigslist before?
   2. Explain: Craigslist is a website to find jobs, housing, things for sale or things for free. It is based here in SF, but you can use it in major cities in the States and some places across the world such as Italy, India, Mexico, Morocco, etc.
2. Guided Practice: Craigslist.com
   1. Open a new tab if a browser is already open.
      1. *If browser is not already open, have students log onto their g-mail accounts and then open a new tab.*
   2. Use any search engine (google.com or bing.com) to search for “craigslist sf”
      1. Tip: When you are typing, a drop down menu will appear to try to guess what you want to search. If accurate, click on the option.
   3. Click on the link <https://sfbay.craigslist.org/sfc/>
   4. Review: https and the green padlock indicates secure website
3. Intro to layout
   1. Search bar: Search anything specific or broad
   2. Sectioned off into different categories of community forums, housing, events, jobs, etc.
   3. Ask: Do you see anything that you are interested in?
4. Guided Practice: Pretend searching for jobs
   1. ?
   2. Take a look under the **jobs** section
   3. Click **customer service**
   4. Notice:
      1. Search bar: if you want to type something more specific
      2. Number of pages
      3. View: List, gird or map
      4. Filter pane: left side of the screen
         1. Check: Full-time & part-time
         2. Click **update search**
   5. Click on the first link
      1. Notice:
         1. Description: read for job description, qualifications, & how to apply
         2. Map
   6. Click on **Reply**: located on the top left corner of the post
      1. *Some job descriptions will have “Reply below” instead, indicating there is a different application process. If this happens, find another link.*
      2. Ask: What do you see?
5. Guided Practice: How to reply via copy and paste but we won’t actually send the email
   1. Explain: We are going to “fake” reply to this craigslist ad, and we will do it the longer way.
   2. Copy and paste the email: Click and drag🡪 Right click🡪 Copy
   3. Go to your email tab if it is still open
   4. Click **Compose**
   5. Paste the email address
   6. Explain: When you post an ad on craigslist, CL will give you a random email to communicate to the others for security reasons. So, the email will be sent to this random email, which will then be forwarded to the person who posted the ad. Since this is the internet, where anyone can post anything, it is important to be careful and wary.
6. Build Classroom Comfort: Any questions?

10:45-11:05

1. Guided Practice: Reply back to a Craigslist ad for some TTL treats. Now we are going to do it a shorter way.
   1. Click on **CL,** the craigslist logo, located at the top left corner
   2. Click on **for sale**
   3. Review notice: from left to right
      1. Filter pane
      2. Search bar
      3. View gallery, list, or map
      4. Number of pages
   4. In search bar, type “treats for tech lab students”
   5. Click on the appropriate link
   6. Read the description
   7. Click on **Reply**
   8. Click on **Gmail**
   9. Ask: What are we looking at now?
      1. *The link should take you to a new email without needing to copy and paste the email address*
2. Independent Practice: Follow directions according to the description on Craigslist.

11:05-11:20

1. Build Classroom Comfort: How was it? Questions? Tips you want to share? Do think you will use Craigslist in the future?
2. Craigslist Safety Tips:
   1. Meet buyers in person- do local, face-to-face, public places
   2. Never give out financial info (bank account, credit card, SSN, PayPal account, etc.)
   3. If you are looking for housing or employment, refuse background or credit checks until you meet the landlord or employer in person.
   4. Never wire money somewhere. This is always a scam!
   5. Tell a friend or family member where you’re going and what time you’ll return.
   6. Consider having a friend or several accompany you.
3. Optional*: Show how craigslist email replies shows up*
   1. *Log into* [*bcsteacher101@gmail.com*](mailto:bcsteacher101@gmail.com) *(password: learn1neW)*
   2. *Open up new inbox email from students via craigslist*
   3. Explain: Student’s email are also randomly generated through craigslist, so that their emails remain confidential. If anything, their names will show up.
   4. *If there is still more time, reply back to students.*
   5. Ask: Any questions?

11:20-11:30

1. Congratulations! You have completed the BCS course!
   1. *Present certificates.*
2. Fill out Post survey!
3. Pre-ICS activity
   1. Explain: strongly recommended to complete the activity to see if your skill level is ready to take the Intermediate Computer Skills class. You can use the drop in lab hours to complete the activity. ICS workshops will not turn you down if you do not complete the activity; but it is strongly encouraged.
4. Take a class photo
   1. *Send a copy of the picture to Amanda, the teachers via* [*bcsteachers101@gmail.com*](mailto:bcsteachers101@gmail.com) *and the students.*