

## FUN TRAINERS' MAIL OUT No. 002

This is the second mail out to trainers of Computer Fundamentals courses at Computer Pals For Seniors - The Hills Inc. If you did not receive mail out No. 001 please read the "Conditions" statement at the end of this email. There are currently 34 members on this mailing list.

1. Brief Report on Trainers' Meeting held at HLP on Wednesday 10th May. Points of discussion were:

(a) Importance of homework in consolidating student learning. Those who do the set homework regularly each week seem to progress faster. Trainers are encouraged to give their student(s) a homework task each week and encourage them to do it, and other revision, as soon as possible after their class or training session at the Club.

(b) Need to Follow the Manuals. One-on-one trainers were asked to follow the manuals in the order presented so that aspects of the text and its sequencing that need to be altered when they are revised can be identified. However, some students may need to have the content "simplified" by their trainer if they find it too "technical" in its approach.

(c) Expected Rate of Progress. PC Fun and XP Fun courses taught in class mode are running for 3 sessions (PC) and 6 sessions (XP) respectively. These sessions are of 2 1/2 hours duration (with a 15 minute tea break) - about 20 hours teaching in total. Translated to the one-on-one situation, it was considered that we might expect students to complete PC Fun in 6 hours (sessions) and XP Fun in another 12-15 hours (sessions). It was recommended by the meeting that new students receive a written statement indicating these expectations at the time when they enrol in PC Fun.

(d) Students "Slacking" in Fundamentals Courses. Some slackers have been told to finish the course with unsupervised revision. However, they were not told there was a problem until they had "overrun" by a couple of months, and then they finished off mostly on their own. They never returned to 101. One comment: Maybe it would be better if trainers were given the authority to tell slackers that if they didn't pull their socks up this is what would happen. At the moment it would be the Senior Trainer (guided by Jill) who would instigate this action. (See 4. below.)

(e) Terminating Students who Try but Make Slow Progress. It was pointed out that Club policy is to continue to assist students progressing slowly because of a genuine learning problem (and not through lack of application and effort) and not to terminate their enrolment in a course because of their slow progress.

(f) Feedback on the Manuals. Trainers were asked to provide information about errors in the manuals and to make any other comments that will assist in improving them when they are revised in a few months time. It was claimed (by Bill) that we are all in a "curriculum development" exercise and everyone can make a significant contribution to the process in this way. Questions about the implementation of the current manuals should be emailed to Eleanor ([leightel@aapt.net.au](mailto:leightel@aapt.net.au)) and manual errors identified and suggestions for change should be emailed to Bill ([bbutts@tpg.com.au](mailto:bbutts@tpg.com.au)).

2. Next Club Meeting: This will be held at the Harvey Lowe Pavilion on Wednesday 14th June. The guest speaker will be Charmaine Crocker from the Australian Tax Office (ATO) talking about eTax.

3. Help Desk: The Help Desk established at the May meeting will again be operating. All members, including trainers, may make use of this facility during the morning tea break.

4. Trainers' Meeting: There will be a trainers' meeting immediately after the June meeting. Topics:

(a) Feedback on Win 98 Fun;

- (b) Suggestion that the length of one-on-one training sessions be increased to, say, 90 minutes;
- (c) Discussion of action to be taken with students who are "slack".
- (d) Report on "Train the Trainers" course being run by Peter Fowler. (See below.)
- (e) Questionnaire for trainers on topics in PC Fun and XP Fun that are most difficult to teach.
- (f) Question of the Day: "Is *drag and drop* too difficult a skill for beginners and, if so, should it be omitted from Computer Fundamentals courses?"

5. This Month's Help File: As indicated in the May mail out, this month's Help File is about the PC Fun and PC Fun 101 manuals, especially the Exercises section. It is attached to this email.

6. News Update: There will be no more PC Fun + XP Fun group classes offered this year. Peter Fowler, an Associate Trainer with the Club, began a "Train the Trainers" course on 1st June. This course will run for up to three weekly sessions of 2.5 hours. Twelve trainers are enrolled.

7. Operational Issues - Cleaning up Computers after use in Training:

(a) If you have changed a computer to Classic mode, please return it to XP mode at the end of your session. Also, please ensure that you change all 4 settings as set out on the guide attached to each computer. Computers are currently being left in Classic mode, or even "partly in Classic mode", and this is causing problems. (Tip: Bear this in mind if your computer looks a bit strange - maybe the previous user didn't tidy up when they had finished.)

(b) If you demonstrate to your student how to send files to a CD for burning, but don't actually send and burn them, they will be stored in the folder for the CD drive when the computer is turned off and will re-appear as files ready to be written when someone else comes along, turns the computer on and inserts a CD into the drive. This can be very confusing. So, please delete any files you have sent for writing (and that are still present in the CD Drive folder) before you finish your session.

(c) In general, files should not be saved on to the hard drive of Club computers. However, trainers may need to do so for demonstration purposes from time to time. If possible, save to the folder **XP Fun Course**, which should be on every computer. In any case, please delete any files you have added to the computer during training at the end of your training session.

(d) Lionel asks that trainers please ensure that they and their students, when using a flash drive, "close the flap" on the front of the computer (where the flash drive is plugged in) after they have finished with it and removed it. Apparently some flaps have been left open, and at least one has been broken off. Thanks for your cooperation.

Thank you. Your courtesy in complying with these requests will be appreciated by other trainers and students.

8. Error in PC Fun 101 Manual. Pat Hunter has notified us of this error in PC Fun 101 manual. On page 22 "Turn to page 39" (to do Exercise 7) should read "Turn to page 38".

9. Conditions for this Mail Out.

Please note that all advice is offered in good faith but changes you make to your own computer settings or software are made at your own risk. However, advice offered in relation to training from the Fun manuals will have no disastrous technical consequences and we hope you will follow it faithfully.

10. Your comments, criticisms and suggestions are always welcome but please do not reply to this email. Send me a new email to the same address as previously used ([bbutts@tpg.com.au](mailto:bbutts@tpg.com.au)). The same procedure should be used if you wish to have your name removed from this mailing list. Ask and it shall be done.

Please note that my computer is protected by Norton Antivirus 2006 and all emails are scanned before transmission.

Thanks for your loyalty and assistance to Computer Pals.  
Regards  
Bill