

## Using Skype

**Warm up:** What do you want to do on Skype? Who do you want to communicate with?

**Objectives:**

- Install Skype on a computer
- Create a Skype account
- Use Skype

**Time:** 3 hours

Learning Tasks	Instructor Activities	Time	Resources
<p>Install Skype on a computer:</p> <ul style="list-style-type: none"> <li>• Discuss Skype</li> <li>• Identify parts of the Skype screen</li> <li>• Locate Skype online</li> <li>• Download Skype</li> <li>• Join Skype</li> </ul> <p>Create a Skype account:</p> <ul style="list-style-type: none"> <li>• Edit user profile</li> <li>• Add a profile picture</li> </ul>	<p><b>Warm up and introductions</b></p> <p><b>Present:</b> Introduce learners to Skype using digital projector. Do a 'tour' of the main features.</p> <p><b>Practice:</b> Explain the steps necessary to download and install Skype on a computer. Have learners download Skype if the program isn't already downloaded on the computers you are using.</p> <p><b>Present:</b> Open Skype and discuss the different parts of the screen using a digital projector.</p> <p><b>Practice:</b> Lead the class through the Skype sign up:</p> <ul style="list-style-type: none"> <li>• Edit user profile</li> <li>• Add a profile picture</li> </ul> <p><b>Break</b></p>	<p>15 min</p> <p>30 min</p> <p>45 min</p> <p>15 min</p> <p>15 min</p>	<p>Computer lab, projector and screen</p> <p>Using Skype workbook p. 1-4</p> <p>Using Skype workbook p.5</p>

<p>Use Skype:</p> <ul style="list-style-type: none"> <li>• Add contacts</li> <li>• Make video calls</li> <li>• Explore Skype features</li> </ul>	<p><b>Present:</b> Demonstrate adding a Skype contact.</p> <p>Demonstrate making a video call. If there are two facilitators, use two computers to demo.</p> <p><b>Practice:</b> Lead the group in inviting each other as contacts and making calls.</p> <p><b>Present:</b> Demonstrate other features of Skype as time permits:</p> <ul style="list-style-type: none"> <li>• Phone calls</li> <li>• Instant messaging</li> <li>• Emoticons</li> </ul> <p><b>Practice:</b> Play!</p>	<p>45 min</p> <p>15 min</p>	<p>Using Skype workbook p.6-10</p> <p>Using Skype workbook p.11-13</p>
<p><b>Evaluation:</b> Learners will download Skype, create a Skype account, set up their profile and add a profile picture, add a contact, and make a video calls.</p>			
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Some participants with hearing aids may have a challenging time with the headphones and hearing the person they are Skyping.</li> <li>• Before beginning, ask the participants to follow with the group even if they have used Skype before and have an account.</li> <li>• With many computers using Skype in close proximity, there may be feedback noises. Using headphones should take care of this.</li> <li>• There may be some changes on the website since the writing of this resource. Be sure to review the materials before the workshop so you are familiar with the current version of Skype.</li> </ul>			