 OTAN *Outreach and Technical Assistance Network*

for Adult Educators

ABOUT OTAN TRAINING: Workshop Descriptions

- Online workshops
- Face-to-Face workshops
- Workshop materials

Workshop title	Privacy, Practice, Presence, and You
Workshop description	How comfortable do you feel about your presence online? Do you know your account settings for social media and other sites you log into? Join us and brainstorm strategies to become safe and confident citizens of the Web, and help our adult learners to achieve the same. Participants will explore their own settings on Facebook and Google, and identify relevant resources that teach about internet safety and digital citizenship. *Prerequisites: Participants need to have basic computer and Internet skills.* For more information about this and other OTAN Workshops contact OTAN at support@otan.us or call 916-228-2580.
Session length	3 hours
Format	Workshops: Training events at a physical location, of short duration (2 – 6 hours) but may be part of a series.

To find out more about any of these workshops, including dates and times offered, please check the California Adult Education Professional Development Web site. This site has information on OTAN offered training, as well as training offered by CALPRO and CASAS.

Face-to-Face Workshop Requirements:

- The lab must contain at least one computer for every individual enrolled in a class - including the instructor.
- The Internet connection must be at least a T1 line.
- All computers being used must have Internet Explorer 9 or Firefox 20 or later and Adobe Acrobat Reader 10 or later.
- OTAN's Web site and its contents must be accessible on every computer used during a class.
- The instructor's computer station should be connected to an LCD projector and the room will need a screen for class viewing. (If a projector and/or instructor station is not available, OTAN can provide them).
- At least 10 participants must have completed the online registration 10 business days prior to the workshop.
- All Microsoft Office workshops require the correct version of Office to be installed on all computers in the lab to be used.
- Various workshops will require unblocked access to necessary Web sites.