

# DIGITAL AND TECHNOLOGY LITERACY

1st Learning, teaching or training activity  
22 to 26 February 2016

## ACTIVITIES PLAN

- Compose my own music
- Personal web page
- Create CV on line

Project nº: 2015-1-EE01-KA219-013456

[www.cfpimm.pt/click](http://www.cfpimm.pt/click)





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# ACTIVITY 1

## COMPOSING MY OWN MUSIC

### ACTIVITY 1: Composing my own music

#### Objective

The students, will write a small poem and use it to compose one music with the help of an on-line application called UJAM.

#### Materials/Equipment

- Computer/smartphone/tablet
- On-line music software, we suggest using [www.ujam.com](http://www.ujam.com) (it's possible to use other if the student/teacher are more comfortable with it);
- Phones/speakers and microphone;
- Imagination and amusement.

#### Duration

2 sessions;

#### Skills Required

No music skills are required.

**ACTIVITY 1:** Composing my own  
music

## The process

### Part 1: THE POEM

TASK	TIME
The students will be divided in 4 groups.	10'
<p>Each group will have to choose one of the given keywords/sentences.</p> <ul style="list-style-type: none"> <li>• A conversation with my S.O.</li> <li>• Life after death of Power Point</li> <li>• I use Technology for more than RESEARCH;</li> <li>• Is Google making us stupid?</li> <li>• Just CLICK IT?</li> <li>• Cyberbullying. Be aware of it.</li> <li>• How can I get more from GOOGLE.</li> </ul> <p>If they prefer, they can create a theme by themselves</p>	15'
<p>Each group have to write a poem in English, about the keywords that have chosen. They can wrote by themselves, or use technology to support the writing.</p> <p>The <b>poem must have</b> at least <b>ten sentences</b></p> <p><b>Help:</b> Bellow is a list of on-line applications to support the writing</p> <ul style="list-style-type: none"> <li>• <a href="http://www.google.com">www.google.com</a>;</li> <li>• <a href="http://www.lyreach.com">www.lyreach.com</a> ;</li> <li>• <a href="http://www.wordle.net">www.wordle.net</a>;</li> <li>• <a href="http://www.lexipedia.com">www.lexipedia.com</a>;</li> <li>• <a href="http://www.snappywords.com">www.snappywords.com</a>;</li> <li>• <a href="http://www.rhymezone.com">www.rhymezone.com</a>;</li> <li>• <a href="http://www.whatrhymeswith.info">www.whatrhymeswith.info</a></li> </ul>	50'

DIGITAL AND TECHNOLOGY  
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**ACTIVITY 1:** Composing my own  
music

**Part 2: THE SONG**

TASK	TIME
Students have to decide in group how to vocal the poem	15'
Using the UJAM Application students have to record the music	15'
Using the UJAM application students have to instrumental the music	50'
Using the UJAM application students have to export the music to "mp3" format and if they want share it in their social media	5'

**SOME CONCLUSIONS ABOUT THIS ACTIVITY:**

This short activity aims to extend and refine students' ability to use digital technology, communication tools, and the internet creatively, critically and safely, in support of their development, learning and capacity to participate effectively in social and community life.

**ACTIVITY 2: Creating my personal  
web Page**

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# ACTIVITY 2

## CREATING MY PERSONAL WEB PAGE

### Objective

The students and teachers, will create their personal web page, using a WYSIWG – what you see is what you get software called “MOBIRISE”. Will be created two pages, the HOME PAGE and the CONTACT PAGE.

### Materials/Equipment

- Computer
- The “MOBIRISE” software (free) is already installed in all PC’s
- Imagination and amusement.

### Duration

1 session;

### Skills Required

No HTML-HyperText Markup Language programmer skills are required.

**ACTIVITY 2:** Creating my personal  
web Page

### The process

#### Part1: Definition of the layout of the web page

All webpages will have the following elements:

- 2 pages: Home Page and Contact Page;
- The Home Page will have:
  - 1 header;
  - 1 content;
  - 1 article;
  - 1 footer
- The Contact Page will have
  - 1 header
  - 1 map
  - 1 footer

#### Part 2: Creating the web page

TASK	TIME
Using the “MOBIRISE” create the layout of the webpage	25’
Put content in the elements	30’
Preview and save the webpage	10’

**NOTE: IN THE FOLLOWING PAGES THERE ARE SOME TIPS TO HELP YOU TO IMPROVE YOUR WORK.**

**ACTIVITY 2:** Creating my personal  
web Page

## 6 THINGS YOU SHOULD PUT ON YOUR PERSONAL WEBSITE—AND 6 THINGS TO AVOID AT ALL COSTS

Now that you’ve been sold on the benefits of a personal website and hopefully started building your own, you may be thinking: So, what exactly do I fill it with?

Especially if you’re early on in your career or don’t work in a particularly visual field, it can be easy to feel like you don’t have enough content to make a personal website worth your time.

But you’d be wrong for two reasons. First, even if you only had a page’s worth of information, putting it on a website under yourname.com is still worth it just to have some real estate on the web and make it easier for hiring managers to find you, learn about you, and get in touch with you.

Secondly, and more importantly, you have more to fill a website with than you probably realize. To help you out, we’ve come up with a list of things that you should be including in your personal website (and, yes, a few things you should avoid at all costs).

### **1. Include: Your Elevator Pitch**

Right off the bat, when people land on your site, you want them to understand who you are, what you do, and what you’re looking for.

So, somewhere that’s easily accessible (ideally your home page or “about” page), you should include a summary—no more than two to three paragraphs long—laying out the most important things about you. This could include major companies you’ve worked for, projects you’ve worked on that you’re most proud of, your “superpower” as a professional, and even a little personality. Imagine people coming to your site and only reading this one section. What would you want them to take away?

### ***Avoid: Your Life Story***

That said, while you definitely want to tell an engaging story on your site, you’re not writing your autobiography here! Just like hiring managers don’t spend much time on your resume, there’s a good chance that the majority of people visiting your personal website aren’t going to spend hours clicking around.

So keep it short and snappy—people will get much more from two well-written paragraphs than they will from skimming over two pages, I promise.

### **2. Include: Examples of Your Best Work**

These days, creative professionals often treat their personal websites as their portfolios, where they collect their work in a way that makes it easy for hiring managers to see their chops. If you’re a designer, artist, photographer, or the like,

you should definitely be doing the same. (Squarespace offers some galleries to help you build this easily.)

But even if you're not in an especially visual field, you can (and should!) create a sort of "gallery" of the work you're most proud of. If you're a writer, this could be clips to articles you've published around the web, photos of print articles, or links to books you co-authored or ghost wrote. If you're in marketing, you could include examples of campaigns you ran or descriptions of events you helped put on. Even if you're in sales or business development, try talking about some of the companies you've sold to or from, or give some idea about your sales numbers (without giving away anything proprietary, of course). Get creative and don't think you can't "show off" your work just because you don't have anything tangible to show.

### ***Avoid: Every Piece of Work You've Ever Done***

You should think of your personal website as a curated gallery of your best work—not a repository of everything you've ever done. Think about it this way: If a hiring manager comes to your site and has to weed through a long page of work, he'll likely feel overwhelmed, click on the first thing on the page, and then ignore the rest. But if you've carefully picked out your top examples, you control exactly what he sees.

This also applies to any "works in progress." If you wouldn't be comfortable turning it in to your boss, you shouldn't be showing it off to potential future bosses.

### **3. Include: Where You Are Around the Web**

We know—your personal website isn't actually your only real estate on the web these days. You have your LinkedIn, your Twitter profile, publications you've been published on or places you've been interviewed, your GitHub or Behance profile; I could go on and on.

And while your site doesn't need to replace all of these things, it's a great way to bring them all together and make them easier for people to find. So, link away! Link to all your (professional) social profiles. Link to any repositories of work. Link to author pages on different websites you contribute to, or sites you've helped build. Link to places you're quoted as an expert. Whatever it is, your personal site is a great way to bring your scattered web presence together.

### ***Avoid: Links Totally Unrelated to Your Job***

You should, however, avoid sharing any profiles that are totally unrelated to your job. For example, unless you're a designer or work in another creative field, I have a hunch your Pinterest has little related to your work on it. This also applies to blogs that are side projects, most Tumblrs, and your personal Facebook profile.

#### **4. Include: A Great, Professional Blog**

Your personal site is a great place to share your thoughts and philosophies related to your industry, and a blog is the perfect medium to do just that. It gives you a space to become a thought leader, engage with more people around the web, and easily update your network on your career news. Plus, it'll show you have writing skills—a bonus no matter what your job.

If you think you can keep up with it somewhat regularly (two or three times a month, minimum), then consider adding a blog to your site. You can use it to talk about projects you're working on, give your opinions on big happenings in your industry, or give advice to others trying to break in. (Here are 22 ideas for keeping your blog filled with useful, unique content.)

#### ***Avoid: A Blog You Haven't Touched in 2 Years***

On the other hand, if you don't feel like you can regularly write good, thoughtful content (free of embarrassing grammar mistakes), then skip the blog. It's not necessary for a good personal site, and if somebody comes to your site and sees that your last post is two years old, they'll assume the whole site is outdated.

#### **5. Include: Testimonials That Prove Your Worth**

Testimonials from people you've worked with in the past can be a great way to make you look even more impressive, especially if they're from well-respected professionals in the field. You can use quotes from people you've worked with before to show off soft skills that would be hard to demonstrate, to let someone else sing your praises so you don't have to, or to simply further prove your worth.

Just as Jenny Foss suggests when you're asking for LinkedIn recommendations, you want to ask for testimonials for your site with specificity. That is, instead of just saying, "Will you write something nice about me?" try mentioning skills you're trying to highlight and encourage your recommenders to give examples. Doing so will help you...

#### ***Avoid: Testimonials That Just Sound Like You're Bragging***

A page full of vague testimonials of different people saying "she's great!" or "he's the best person I ever worked with!" is not only going to sound disingenuous—it's going to sound a little bit like you're humble bragging. Plus, it won't actually help the person reading your site learn any more about you. Choose your reviewers carefully, and ask for them to be specific.

#### **6. Include: You, Visualized**

Finally, it's important to remember that your personal site shouldn't just be pages full of text—your resume and cover letter handle that. Instead, find ways to visualize yourself and your accomplishments. Maybe it's creating a simple logo

**ACTIVITY 2:** Creating my personal  
web Page

that represents you and what you do. Maybe it's including a professional photo of yourself. Maybe it's going as far as to create icons or an infographic representing your accomplishments.

Whatever it is, think of ways to up the imagery and cut down on the words on your site. It will make your site look beautiful—and make you more memorable.

***Avoid: Clip Art Graphics***

If you're not an artistically abled person, don't feel like you have to resort to low-quality clip art graphics (it's actually better to have none than ones that make your site stand out in the wrong way). Instead, consider investing a little money in having someone help you design one or two graphics that will really help you stand out, and then keep the rest of the site clean and simple. You can also use Squarespace's logo designer or pull images from one of these sites, which offer beautiful, free images to anyone.

## THE STEPS TO CREATE A PERSONAL WEB PAGE

### Step 1 – Look for a Web Hosting Service

A Web Hosting Service provides you the necessary infrastructure for you to create a website. It is very much necessary to look for a good web hosting service. There are lots of good web hosting service providers available in the market. There are also lots of sites that provide you good comparison on these web hosting service providers. Now that you got your infrastructure ready, next is to look for a domain name.

### Step 2 – Get a Name for Your Domain

A name says it all! It is all the more important to have a perfect domain name for your personal website. Your name must be relevant to the content that you plan to have in your personal website. Your domain name will look like `www.yourdomainname.com`. When the domain name is related to the content of your website, most of the search engines can easily route visitors to your website. So, the first method to promote your personal website is by having a domain name that is related to the content of your website. There are many domain name registrar's available, GreenGeeks offers free domain registration. Once the domain name is ready, you can decide on the content next.

### Step 3 – Narrow Down on the Website Content

Now, you need to decide the website content. If you are creating this website for your friends and families, well you can choose a theme for your website. Some ideas are a photo galleries, cooking, movie reviews, book reviews, travel, and so on. Keep writing down your thoughts as they flow in. Since it will be your personal website, just remember to write whatever you want to write.

### Step 4 – Get Your Own Logo

A picture is worth thousand words! Design a logo for your own. There are lots of websites that helps you to design your own logo. You can use some free tools such as gimp, inkscape and so on to create your own logo. If you are proficient in creating your own logo, great! Else it will be good to use these free design logo websites and design your own logo.

### Step 5 – Create Your Own Pages

So far, you have done all the background work for your personal website. Next is to start populating content for your website. Use any Web-publishing tool to create pages for your website. Make sure that you create a home page (save it as `.html`) and few other related pages such as Profile, Biography, Contact and so on. Try to add some good images in all the pages so that your page looks attractive and keeps your reader keep coming to your website often. Make sure to save your home page as `index.html`.

### Step 6 – Publish Your Website

Move all your pages (ftp is the common method) to the root folder of your hosting service. Go to your browser and hit your domain name, www.yourdomainname.com and there it is. You can see your home page that you had created appearing in the browser.

### Step 7 – Regularly Update Your Website

Updating your personal website and keeping it up to date is the key to maintain a good personal website. You need to remember that people would come to your personal website only when you post new information. Regular updates to your personal website will keep regular visitors coming to your website.

### Step 8 – Promote Your Personal Website

So, now there is new information on your personal website, how will the visitors know? Well, that is the key reason why you need to promote your personal website. You can regularly update your new information status on most of the social media sites such as Facebook, Twitter, and so on. Only when people know that there is new information in your website, they would visit your website.

**ACTIVITY 3:** Create CV on line

# ACTIVITY 3

## Creating CV on line

### Objective

The students and teachers, will create their own CV on-line, using an application called CVMAKER ([www.cvmaker.com](http://www.cvmaker.com)). This application allows to create, maintain, publish, and share your CVs.

### Materials/Equipment

- Computer
- Internet connection

### Duration

1 session;

### Skills Required

No HTML-HyperText Markup Language programmer skills are required.

### The process

TASK	TIME
Access to the <a href="http://www.cvmaker.com">www.cvmaker.com</a> page and make the registration on the application to be possible use it	5'
Built the CV	30'
Download and/or share de CV	5'