



**Make it Click and Learn My Way are 2 different learning platforms.**

# Build your digital skills

Make It Click features free courses, tools and templates that you can trust. You can learn new apps, improve the skills you already have and take a positive step forward in your work.

 Calendars 14 RESOURCES	 Documents 14 RESOURCES
 Email 14 RESOURCES	 National Careers Service 1 RESOURCES
 Online security 15 RESOURCES	 Photos 10 RESOURCES
 Presentations 17 RESOURCES	 Social media 15 RESOURCES
 Spreadsheets 18 RESOURCES	 Working from home 31 RESOURCES

**Plus**

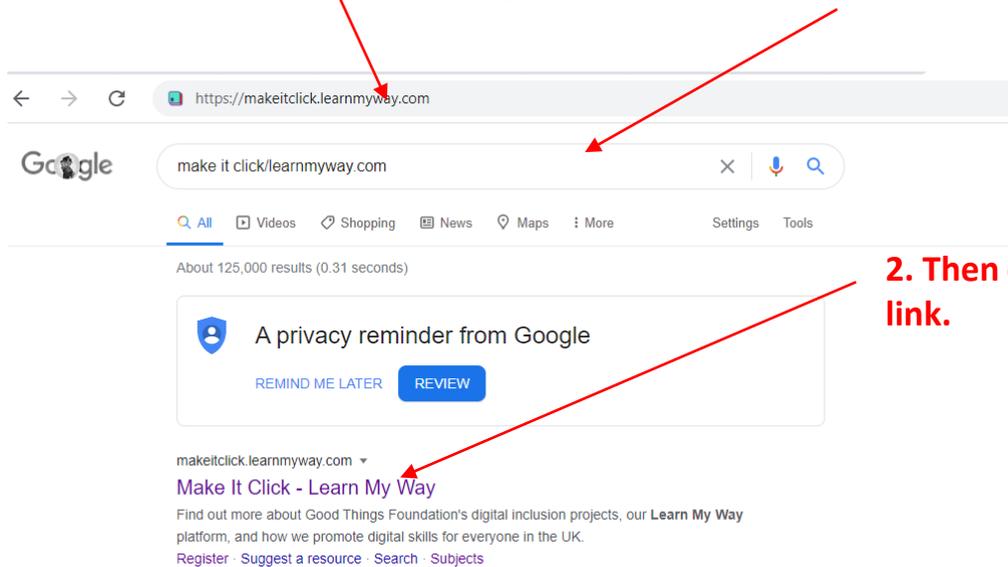


Learn how to use a computer and other on-line learning. Subjects include the ones below plus other links to useful websites.

<p> <b>Using your computer or device</b> Learn about using a computer or mobile device such as a phone or tablet.</p> <ul style="list-style-type: none"> <li>Using a keyboard</li> <li>Using a mouse</li> <li>Using a touchscreen</li> <li>Using a computer</li> </ul>	<p> <b>Office programs</b> There are lots of ways you can make information look good using a computer.</p> <ul style="list-style-type: none"> <li>Introduction to office programs</li> <li>Creating documents</li> <li>Creating spreadsheets</li> <li>Creating presentations</li> </ul>	<p> <b>Online safety</b> If you are using the internet you may need to think about staying safe online.</p> <ul style="list-style-type: none"> <li>Keeping your device safe</li> <li>Being safe online</li> <li>Keeping your personal data safe</li> </ul>	<p> <b>Improving your health online</b> There are lots of ways you can use the internet to support your health.</p> <ul style="list-style-type: none"> <li>GP services online: a how to guide</li> <li>The NHS website: a how to guide</li> </ul>
<p> <b>Online basics</b> How to search and explore the internet, keep in touch with email, and use public services online - all while being safe and secure.</p> <ul style="list-style-type: none"> <li>Using the internet</li> <li>Using online forms</li> <li>Using email</li> <li>Using search engines</li> </ul>	<p> <b>More internet skills</b> This subject is designed to make sure you're confident with everything you might need to do on the internet, including online shopping and social media.</p> <ul style="list-style-type: none"> <li>Video calling</li> <li>Online shopping</li> <li>Socialising online</li> <li>Using Facebook</li> <li>Using a digital camera</li> <li>Watching and listening online</li> <li>Smart internet</li> <li>How to be a Digital Champion</li> </ul>	<p> <b>Finding a job online</b> Finding and applying for jobs can be tough, but learning how to search and apply for jobs online will make the process much easier and open up more opportunities for you.</p> <ul style="list-style-type: none"> <li>Job hunting online</li> <li>National Careers Service website: a how to guide</li> <li>Jobs and interviews</li> </ul>	<p> <b>Managing your money online</b> Finances can be tricky, but this subject will help you learn how to do budgeting, banking and shopping online in a safe and easy way.</p> <ul style="list-style-type: none"> <li>Online and mobile banking</li> <li>Make money work</li> </ul>
		<p> <b>Improving your health online</b> There are lots of ways you can use the internet to support your health.</p> <ul style="list-style-type: none"> <li>GP services online: a how to guide</li> <li>The NHS website: a how to guide</li> </ul>	<p><b>Public services online</b> Find out information about public services and save time and money by visiting local and national government websites.</p> <ul style="list-style-type: none"> <li>Using public services online</li> <li>Universal Credit: a how to guide</li> </ul>
			<p>Initial assessments</p> <ul style="list-style-type: none"> <li>Numeracy</li> <li>Literacy</li> </ul>

# How to sign into Make it Click.

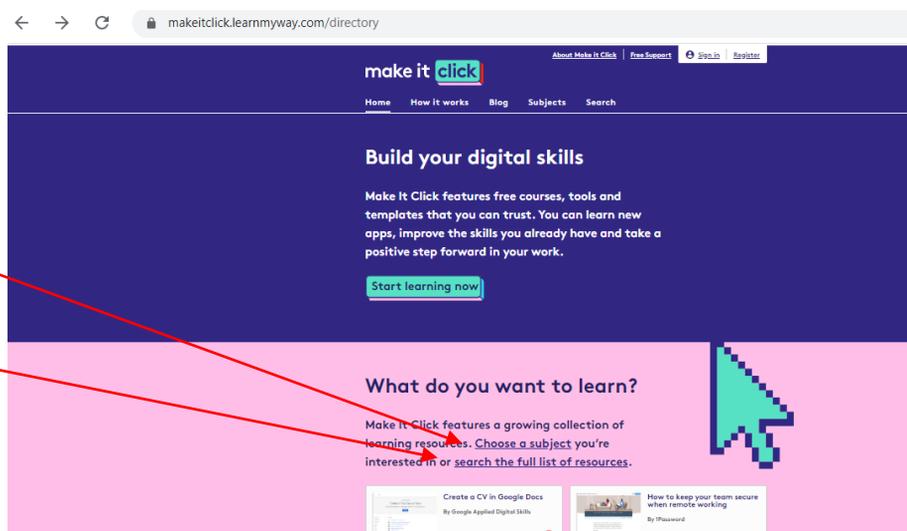
1. Open a web browser eg Google Chrome or Internet Explorer.
2. In your search engine (eg Google, Yahoo etc), type the following either in the address bar (at the top of the screen) OR the search bar:



2. Then click on this link.

3. The Links on Make it Click will take you to online resources.

4. Click here for a subject or here to see all the resources available to you.

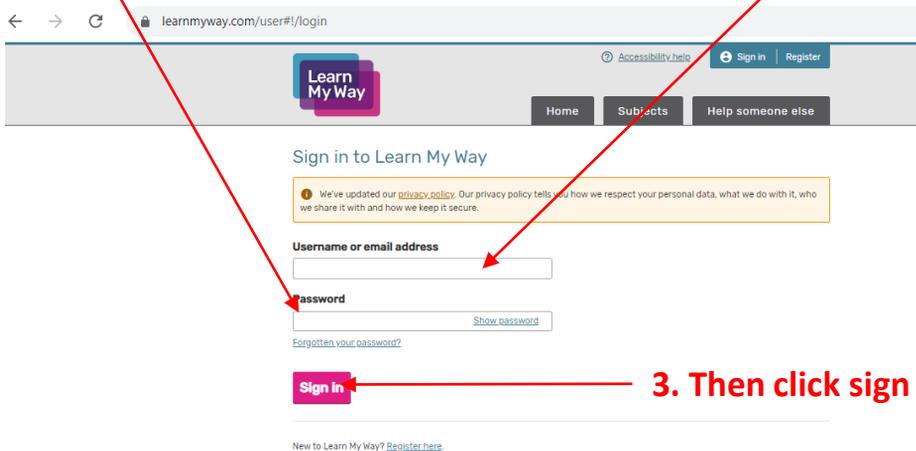


# To sign into LearnMyWay, using Make it Click.

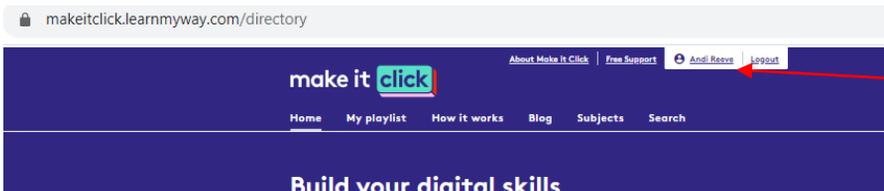


1. Click Sign in

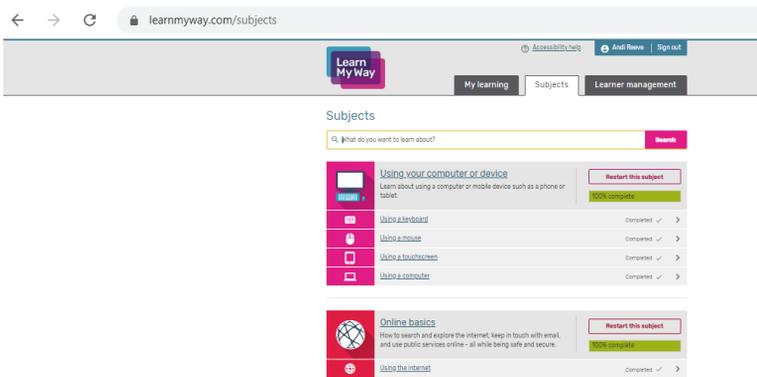
2. The Learn my way home page will open. Enter your User name and password that I have given you.



3. Then click sign in button.



4. If this screen appears, then click on your name



5. Then click on the Subjects tab and then on one of the links (underlined words) of a subject you are interested in learning about.

6. To sign out at the end of your session, click sign out at the top of the screen

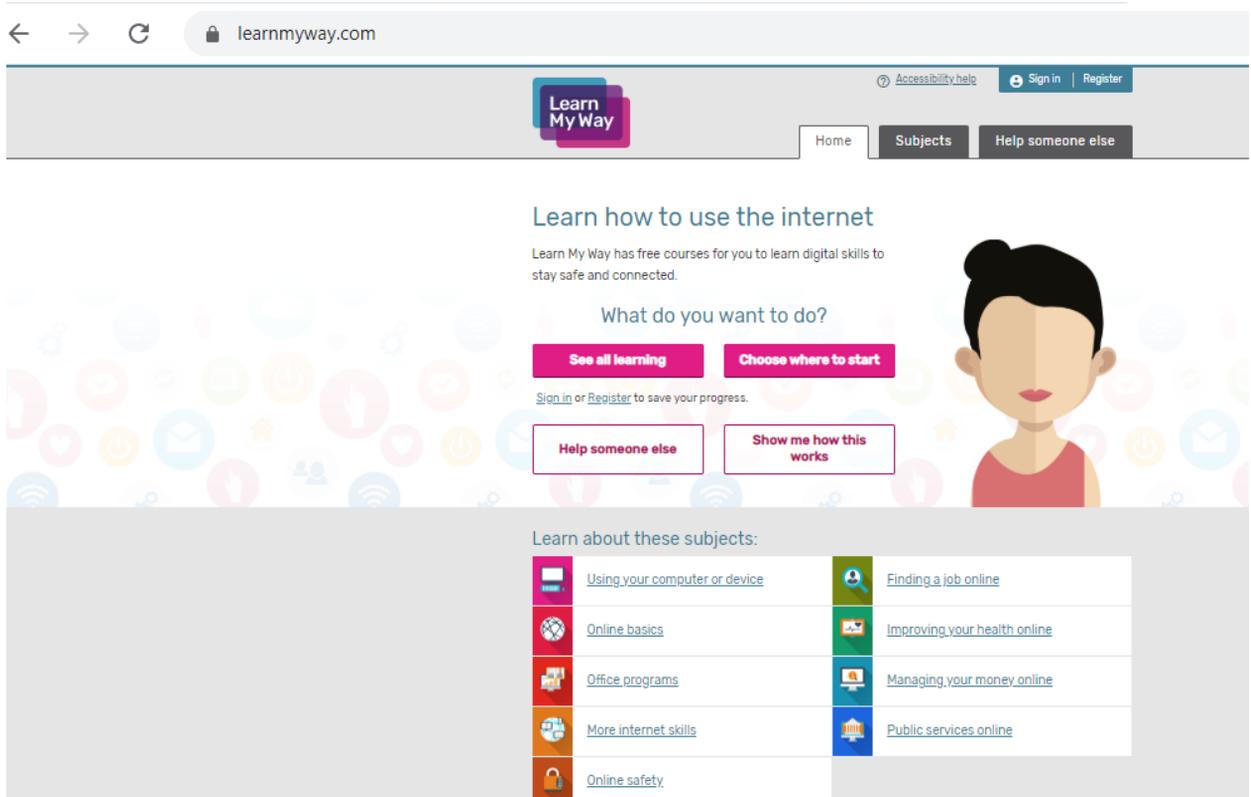
If you need any help in using the website, then call me on 07890612805.

# Sign into Learnmyway (directly)

1. Type [www.learnmyway.com](http://www.learnmyway.com) into the address bar at the top of your web browser (eg Chrome or Internet Explorer).

2. This page should appear.

3. Then sign in using your username and password that I have created for you.



The screenshot shows the homepage of the Learn My Way website. At the top, there is a navigation bar with the 'Learn My Way' logo on the left and links for 'Home', 'Subjects', and 'Help someone else' on the right. In the top right corner, there are links for 'Accessibility help', 'Sign in', and 'Register'. The main content area features the heading 'Learn how to use the internet' and a sub-heading 'Learn My Way has free courses for you to learn digital skills to stay safe and connected.' Below this, a question 'What do you want to do?' is followed by two buttons: 'See all learning' and 'Choose where to start'. A link 'Sign in or Register to save your progress.' is also present. Further down, there are two more buttons: 'Help someone else' and 'Show me how this works'. On the right side of the main content area, there is a stylized illustration of a woman's head and shoulders. At the bottom, a section titled 'Learn about these subjects:' lists various topics in a grid format:

Learn about these subjects:	
 <a href="#">Using your computer or device</a>	 <a href="#">Finding a job online</a>
 <a href="#">Online basics</a>	 <a href="#">Improving your health online</a>
 <a href="#">Office programs</a>	 <a href="#">Managing your money online</a>
 <a href="#">More internet skills</a>	 <a href="#">Public services online</a>
 <a href="#">Online safety</a>	