

Technology Assistance Sought

Wednesday 16th December 2015

Dear U3A Bendigo Members

Over 220 members completed the recent *Media and Online Usage Questionnaire*. Many indicated they would like U3A Bendigo to run activities that assist them to develop digital skills. Please find a summary of the requests below. The Committee of Management has endorsed a range of proposals devised by the Technology Advisory Group to address member's needs. Note: a comprehensive report of the Survey Results and the Response Plan is on the website at: <http://u3abendigo.com/dsf/>

We are writing to all members for whom we have email addresses to seek a pool of helpers who are willing to assist members develop their digital skills. In particular, we are seeking members willing to be involved in the *Summer Days with U3A Bendigo Technology Day Program* on Friday 22nd January 2016 and the *Learning About Your Technology* sessions that will commence in February and run throughout 2016. Find details of these programs on page 3.

In *Questionnaire* statements 104 to 133, members indicated their desire to learn digital skills. A sorted summary of responses received follows:

	Responses Received	
	No.	%
I would like U3A Bendigo to offer activities where I could learn about:		
104 Operating a: Windows computer	58	27.8
108 Backing up the data on my computer	55	26.3
125 Editing and displaying digital photos	45	21.5
126 Converting photos and slides to digital images	44	21.1
118 Operating a Smart Phone Model: _____	37	17.7
111 Online security measures	36	17.2
124 Converting Tapes and CDs to audio files and accessing the files	34	16.3
129 Accessing media streaming such as ABC iView and SBS On Demand	34	16.3
127 Scanning documents	32	15.3
128 Downloading content from internet sites	32	15.3
114 Using social media Facebook	31	14.8
116 Using social media Skype	29	13.9
121 Operating a Smart TV	29	13.9
130 Accessing Podcasts	29	13.9
110 Setting up a WiFi Modem	25	12.0
119 Operating a Tablet PC Model: _____	25	12.0
133 Storing media files and accessing them from the home network	25	12.0
113 Sending and receiving emails and attachments	24	11.5
120 Operating an eBook Reader	24	11.5
105 Operating a: Macintosh computer	23	11.0
131 Subscribing to a Video-on-demand service	19	9.1
112 Browsing and searching internet sites	18	8.6
115 Using social media Twitter	17	8.1
122 Operating a Media Player	16	7.7
132 Networking computers and Media Equipment	16	7.7
109 Establishing an internet connection	13	6.2
123 Operating a Portable Music Player	12	5.7

You will note that members are seeking quite specific assistance in many different areas—there is no one course that could address the spectrum of needs. Therefore, the Technology Advisory Group is seeking members with expertise/experience who are willing to act as tutors, assistants, advisors and problem solvers to assist members develop some aspect of their digital skills at the Summer Days Program and/or Digital Skills Forums.

If you are considering joining this team of helpers, please realize that we do not expect you to know everything about a topic. We can promise you that you will learn a lot by assisting others develop their digital skills.

If you are able to help, please copy and paste one or more of the following statements into a return email reply and adding any details you wish, or ring Michael on the number below.

1. I am willing to act as a Tutor. I have the skill and experience to run a discussion group/workshop on one or more of these topics: (please list your topics here)
2. I am willing to act as an Assistant and assist a tutor run a discussion group/workshop on one or more of these topics: (please list your topics here)
3. I am willing to act as an Advisor/Problem solver to assist others to learn skills or solve particular problems encountered in these areas: (please list your topics here)
4. Please add my address to the U3A Bendigo Technology email list and keep me up-to-date with programs and activities that support the development of members digital skills.

Looking forward to your favourable response

Yours truly

The U3A Bendigo Technology Advisory Group
techgroup@u3aBendigo.com

Convener: Michael Gallagher
Email: michael@migall.net
Mobile: 0408 397 448

Summer Days with U3A Technology Day

9:00 to 4:00 Friday 22nd January 2015

St Mary's Anglican Church Hall

Convener: Michael Gallagher

A full-day program of information and activity sessions

Beginners, Intermediate, Advanced

Getting more from your smart phone, tablet, PC, digital camera, smart TV, media devices. Join us for this day of short sessions catering for all skill levels: those wondering whether they should participate in the digital age and those seeking to enhance their digital skills.

Computer, Camera and AV Media retailers have been invited to set up displays.

Tea coffee available during the day. A light lunch available for \$5.

Draft Program: <http://u3abendigo.com/dsf>

Learning About Your Technology

A weekly forum to assist members enhance their digital skills

2-hour sessions, starting Date: February 2016

Day, time and room to be announced.

Convener: Michael Gallagher

Where: U3A Bendigo

Starting Date: February 2016

The sessions will address the digital skills needs expressed in the Media and Online Usage Questionnaire: use of computers, tablets, phones, cameras, smart TVs, media players, interconnectivity, networking, data storage, downloading, streaming, updates, security, etc.... A flexible timetable will accommodate members' needs. Session topics will be published in advance in The BUZZ and on the Website. Specific sessions to address specific needs. Sessions for beginners and sessions for the advanced. Participants will bring their devices. Numbers will be capped to ensure personal attention. One-to-one assistance at times when possible.

Members with expertise/experience are sought as tutors, assistants, advisors and problem solvers. They are expected to "know everything", but can expect to learn a lot by assisting others. Participants will learn general problem solving skills through discussion, Google searches, Internet support sites, testing and documentation procedures—some procedures, once worked out, will be put on the *Digital Skills Forum* web page.

Web page: <http://u3abendigo.com/dsf>