

Guide 3:
**Great ways to use
Learn My Way to boost
someone's digital skills**



Good Things

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Digital Unite

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In the second guide in this series, we looked at how to know when your learner is ready to use Learn My Way and how to get them registered and started on their first topic. In this third guide we will look at using Learn My Way as part of your continued support for learners, some imaginative ways you can use it in sessions, and how to encourage independent learning.

This guide is for anyone who is helping someone else to learn new digital skills.

These guides are produced by the Good Things Foundation, a national charity that helps people to get online, in partnership with Digital Unite, a social enterprise working towards a more digital inclusive world.



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Running sessions with Learn My Way

The Learn My Way platform can be used in a variety of ways to deliver a 'blended' digital skills session. Here is a suggested structure for a session (suitable for both individual learners and groups).

Suggested structure for a Learn My Way blended digital skills session



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In this **video** Digital Champions from Barnsley Council talk about how they structure their sessions using Learn My Way.

https://www.youtube.com/watch?v=UqHoe_SgPnQ

There are many other ways you can structure Learn My Way sessions, here are a few ideas:

- Start the session with the learner completing a topic and get them to teach you or someone else what they have learnt.
- Create your own quizzes or treasure hunts and get your learners to find the answers from within Learn My Way topics.
- Ask a learner to think about what they already know and anything they don't understand before they start a topic. Review with them at the end to see if their questions have been answered.

To help you in your Digital Champion role, we have more **resources** on the Good Things website. These include session ideas and advice on helping different types of learners (use the filter "Learn My Way" to help you find the guides).



Continual learning

Learn My Way is the perfect place for learners to gain confidence in their ability to learn independently. After they have completed a few topics, they may be ready to plan their own learning journey. You can assist them in selecting the topics best suited to their needs. To increase their chances of success, keep their learning journey manageable. A good length for an initial plan is 4-6 weeks, before reviewing. It's better for them to exceed their plan than to fall behind.

Suggested 4 week courses

Beginners 4 week course Using a computer	Intermediate 4 week course Getting further with the internet
Week 1 Parts of a computer Turning computers on and off	Week 1 Basics of online safety Keeping devices safe
Week 2 Changing settings on a computer Basics of using a keyboard	Week 2 Benefits of using search engines Moving around websites Searching websites
Week 3 Basics of using a mouse Clicking with a mouse Scrolling with a mouse	Week 3 Using and saving website addresses Saving things from the internet
Week 4 Using programmes and managing files Introduction to the internet	Week 4 Online behaviours Dealing with online scams

Once a learner is learning independently, your sessions can shift to focusing on areas they find challenging. Keep encouraging them to apply what they learn in their daily life. Celebrate their successes! You can access a **certificate template** from the Good Things website to award when they reach milestones e.g. complete a whole subject area. This can be personalised and printed.

Sessions for groups

Many of the session ideas we've mentioned above will work equally well with groups. Some learners will benefit from the social aspect of learning in a group, so build in time for interactions by, for example:

- **Allowing learners to help each other.** Often people learn well from people in the same position as them.
- **Making time for discussions.** What have they learnt, or were surprised about? How would they use what they've learnt?
- **Gathering feedback.** A discussion around how they have found the sessions will help you make improvements and choose future topics.

Some learners will complete topics faster than others, so make sure you have some extra tasks ready, or get them to move onto the next topic or even take a break!



Learn My Way for special groups of learners

The flexibility of Learn My Way means it can be adapted to be used with a wide variety of learners, we will look at some examples below.

Learners with no or low levels of English or asylum seekers

The topics in Learn My Way have a text to speech function which is useful for those with low levels of English or those with sight loss. To use this, select the speaker icon on each screen.



There is a Welsh version of Learn My Way and there is the option to easily switch between the **Welsh** and English versions at the bottom of each screen.

[Switch to the English site](#) ↔

 [Newidiwch i'r fersiwn Gymraeg](#)

If learners would prefer to read Learn My Way in another language, the site can be translated using the built in translation tool in a Chrome browser. There is a **Translating Learn My Way Using Google Chrome guide** on the Good Things website that covers how to do this.

Asylum seekers who already have good levels of English and digital skills, can still benefit from Learn My Way by completing topics that help them understand and access services in the UK, such as **Using government services online** and **Finding health services near you**.

"Learn My Way taught me how to use my GP's website, the Home Office website and how to make an appointment online." Amer

The Good Things Foundation news page on their website is full of inspirational, real-life stories.

Using Learn My Way to get learners ready for their own devices

If your organisation supports learners to gain access to devices or an internet connection, then you could make completing some or all the topics on Learn My Way a requirement. Ensuring that someone has the required basic digital skills can boost the chances they will make the most of their new devices.

The impact of improved digital skills and providing devices and free or affordable internet can literally be life-changing for those that are digitally excluded.

"I'm getting data, a device and skills support which is just amazing. I'm ambitious about my life now – about where I can go and what I can achieve. It's helped me want to live again and helped me heal. The light has come back into my life." Victoria

Organisations that are members of the National Digital Inclusion Network can access the **National Databank** and the **National Device Bank** to help you provide free devices and data to your learners.

Using Learn My Way for remote learning

If you are unable to meet your learner face-to-face, then you could introduce them to Learn My Way in a video call. Your learner will need to know the basics of getting online, or alternatively have support to join the call. In the call you can use screen sharing to get them registered on Learn My Way. Once they have registered and started learning, you could use future video calls to discuss their learning, answer questions and plan future topics.

This **guide** from Good Things Foundation covers ways to use Learn My Way in virtual digital skills sessions. These guides from **Digital Unite** have some top tips on running remote sessions.



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Checking learners progress and celebrating their success!

It's easy for a learner to check their own progress on Learn My Way by selecting 'My Learning' in the main menu. If they want to share their learning with someone else, then they can print their learning summary.

If learners have registered on Learn My Way using your organisation code, you or your manager can track their progress through the National Digital Inclusion Network Member's Area. **This guide** explains what information is available and how to view it. If you don't have access to the Member's Area, ask your manager and they should be able to print it for you.

The screenshot shows the 'Learn My Way' interface. At the top, there is a navigation bar with the 'Learn My Way' logo, 'Home', 'Subjects', 'My learning' (highlighted), and a 'help' icon. Below the navigation bar, the page title is 'My learning' with a 'print summary' icon. The main content area is titled 'Progress summary for Angie Thomas' and includes a sub-header: 'From here you can check your progress on Learn My Way. When you've completed a subject below, you can still re-visit any topic at any time.' There are four progress cards arranged in a 2x2 grid:

Topic	Progress	Latest topic completed on
Using your device	15% complete	03/07/2024
Starting to use the internet	6% complete	03/07/2024
Using email	34% complete	03/07/2024
Safety and security online	10% complete	03/07/2024

Moving learners on and further support

When a learner has finished on Learn My Way, they will hopefully feel confident online. They can still go back and revisit topics, but you could also encourage them to continue with their learning elsewhere. Here's some ideas for things to do next:

- Do more advanced training e.g. **Barclays Digital Wings**.
- Improve their skills in areas employers look for in the **Government's Skills Toolkit**.
- Some learners may be ready to move onto accredited training, they can search for courses, they can search for courses through the **National Careers Service**.
- Help others by becoming a Digital Champion. Often those who have recent similar experiences are the best placed to help others in the same situation.



Links

Learn My Way

- Delivering digital skills with Learn My Way, video (Barnsley Council)
youtu.be/UqHoe_SgPnQ
- Learn My Way subjects
learnmyway.com/explore-the-subjects
- Welsh version of Learn My Way
wales.learnmyway.com

Good Things Foundation

- Good Things Foundation news
goodthingsfoundation.org/discover
- Learn My Way Certificate Template
goodthingsfoundation.org/discover/digital-inclusion-resources
- Translating Learn My Way Using Learn My Way, Good Things Foundation
goodthingsfoundation.org/discover/digital-inclusion-resources
- Management Information National Digital Inclusion Network: People supported
network.goodthingsfoundation.org/resources/learning-and-skills/mi-report-people-supported
- National Device Bank
goodthingsfoundation.org/our-services/national-device-bank
- National Databank
goodthingsfoundation.org/our-services/national-databank
- Virtual digital skills sessions using Learn My Way, Good Things Foundation
goodthingsfoundation.org/discover/digital-inclusion-resources/learning-and-skills/virtual-digital-skills-training-using-learn-my-way

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Links

Others

- Being a remote Digital Champion, Digital Unite
digitalunite.com/technology-guides/remote-meetings-and-support/remote-support-and-meetings/being-remote-digital
- Barclays Digital Wings
digital.wings.uk.barclays
- Government Digital Skills Toolkit
skillsforcareers.education.gov.uk/pages/training-choice/skills-toolkit
- National Careers Service course search
nationalcareers.service.gov.uk/find-a-course