



# 2018-19 Online Classes

The online classes are self-paced and take you through six modules. Each module has a “Task Response” to complete at the end. After all six task responses and course evaluation have been submitted, a **TWO HOUR CERTIFICATE** will be emailed. Register for all seven classes or just one.

## 1 – ONLINE COMMUNICATION:

When you hear about Internet trolls and memes, do you think about imaginary animals? Not sure what the difference is between a wiki, blog, and podcast? Ever wondered about online etiquette? In this course, you will explore the basics of communicating online. Course topics include online etiquette, email, texting, instant messaging, chat, avatars, memes, wikis, blogs, and podcasts.

## 2 – ONLINE GMAIL:

So much more than an inbox! Gmail helps organize and streamline all your communications. This course covers contact groups, topical folders, searching, canned responses, and other less-known features of Gmail.

## 3 – ONLINE GOOGLE CALENDAR:

Google Calendar is like your personal assistant! Get reminders for important engagements, make appointments, create repeating events, share calendars with other users, keep a task list, and more.

## 4 – ONLINE INFORMATION SOURCES:

In this course, you will learn how to find and evaluate online information. You will explore an effective Google search and figure out if what you read on the Internet is real or fake. The Internet is full of information and knowing how to find good, credible information is a skill for success in school and throughout life.

## 5 – ONLINE SAFETY:

The Internet is a wonderful place when you know how to use it safely. In this course, you will learn how to protect your children, personal information, and computer. You’ll also find tips on how to avoid cyberbullying and being a victim of cybercrime.

## 6 – ONLINE SOCIAL MEDIA – WHAT DO I NEED TO KNOW ABOUT IT?:

In this course, you will explore different types of social media, what to watch out for, and how it might benefit you. Establishing limits with children and having open conversations about technology is important.

## 7 – ONLINE THINKING MATTERS—A PARENT’S GUIDE TO MINDSET:

Over decades of research on achievement and success, psychologist Carol Dweck, discovered mindset—a simple idea that makes all the difference. In this course, you will learn how to foster a growth mindset in yourself and your children.

Register at [mpsaz.org/parentu](https://mpsaz.org/parentu)

