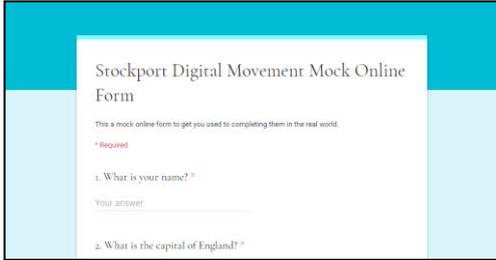


Using online forms

<p>In this session we will be completing online forms by learning what a field is, what different types of fields need and any differences, and what personal information is needed to complete an online form.</p>		
1	<p>As more services move online, the ability to be able to register for an account online to access services is becoming increasingly every day. Whether it be applying for a passport, completing a universal credit application, or booking a holiday, knowing what information is safe to input and how best to navigate different fields is important.</p>	 <p>An example of an online form used to create an account. In this example, it is for Facebook.</p>
Q1	<p>When entering personal information into an online form, what 2 things should you look out for?</p>	<p>Answer:</p>
2	<p>Learn My Way</p> <p>Learn My Way has a course on how to use online forms. To access this, you need to open your browser and enter www.learnmyway.com in to the address bar and press enter.</p>	
3	<p>Signing in</p> <p>Now we're on Learn My Way, we need to click on 'Sign in' in the top right-hand corner and enter your details into the corresponding boxes.</p>	
Q2	<p>Sometimes when creating accounts, you are asked for answers to Secret questions. These can be anything from your Mother's family name to the name of your first teacher. Why?</p>	<p>Answer:</p>

<p>4</p>	<p>Using online forms</p> <p>Now we are signed into Learn My Way, we are going back in to the 'Online basics' section and clicking on 'Using online forms' and then clicking on 'Start this course'.</p>	
<p>5</p>	<p>Logging out</p> <p>Once we've completed the course, we need to 'Sign out' of our Learn My Way account. The option to do this is in the top right-hand corner of the web page.</p>	
<p>Q3</p>	<p>When filling in an online form, what does the * symbol mean next to a question?</p>	<p>Answer:</p>
<p>6</p>	<p>We are now going to reflect on the 'Using online forms' Learn My Way course and see if there is anything we can add to our Internet rules flip chart.</p>	
<p>7</p>	<p>We are now going to have a go at completing a mock online form. This form will ask you different questions and allow you to input answers in a variety of different formats.</p> <p>To access this form, open your internet browser and type www.tinyurl.com/stockportonlineform into the address bar at the of the screen.</p>	
<p>Q4</p>	<p>Which of the questions did not have an asterisk next to it?</p>	<p>Answer:</p>

<p>11</p>	<p>We are going to look at the following requests for personal information as a group and decide whether we would give them the following information.</p>	<p>When creating a Facebook account, they ask for your date of birth. Why is this? Should you give it to them?</p> <p>If you are doing a google search and google asks for your location, why are they doing this? Should you give it to them?</p> <p>You are purchasing something from Amazon and they ask you which political party you vote for. Why are they asking for this information? Should you give it to Amazon?</p> <p>You are doing an online grocery shop at Morrisons, and as part of creating your account, they ask you for your gender. Why are Morrisons asking for this?</p> <p>You are watching a 'how-to' video on YouTube and it asks you a series of questions before you can watch the next video. One of the questions is about your ethnicity. Do YouTube need to know your ethnicity for you to watch a video?</p> <p>You are reporting an issue with a street light to Stockport Council. As part of this they are asking you for your post code? Why do they need this? Should you provide them with it?</p> <p>Whilst creating a Learn My Way account, they ask for an email address. Why is this? What other options are there, should you not wish to provide your email address?</p>
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Q6	What does GDPR stand for?	Answer:
12	<p>Under GDPR, we now have more control over how our personal information is managed. This includes opting in to mailing lists rather than the previous opting out. If you do add your details to a mailing list and wish to remove them, select an email from the company and scroll to the bottom of the email (some companies include the option elsewhere but usually its at the bottom). There you will find an option to 'Unsubscribe' meaning that your details are removed from their mailing list.</p>	 <p>The image shows two screenshots from an email. The top screenshot is a promotional email for Google Home Mini, featuring a family in a kitchen and the text 'Cooking made easy'. An arrow points from the bottom of the text in the first column to the bottom of this email screenshot. The bottom screenshot shows the footer of the email, including a 'HELP CENTRE' link, a feedback section with three smiley face icons, social media icons, and a small 'Unsubscribe' link at the very bottom. Another arrow points from the bottom of the text in the first column to this 'Unsubscribe' link.</p>