

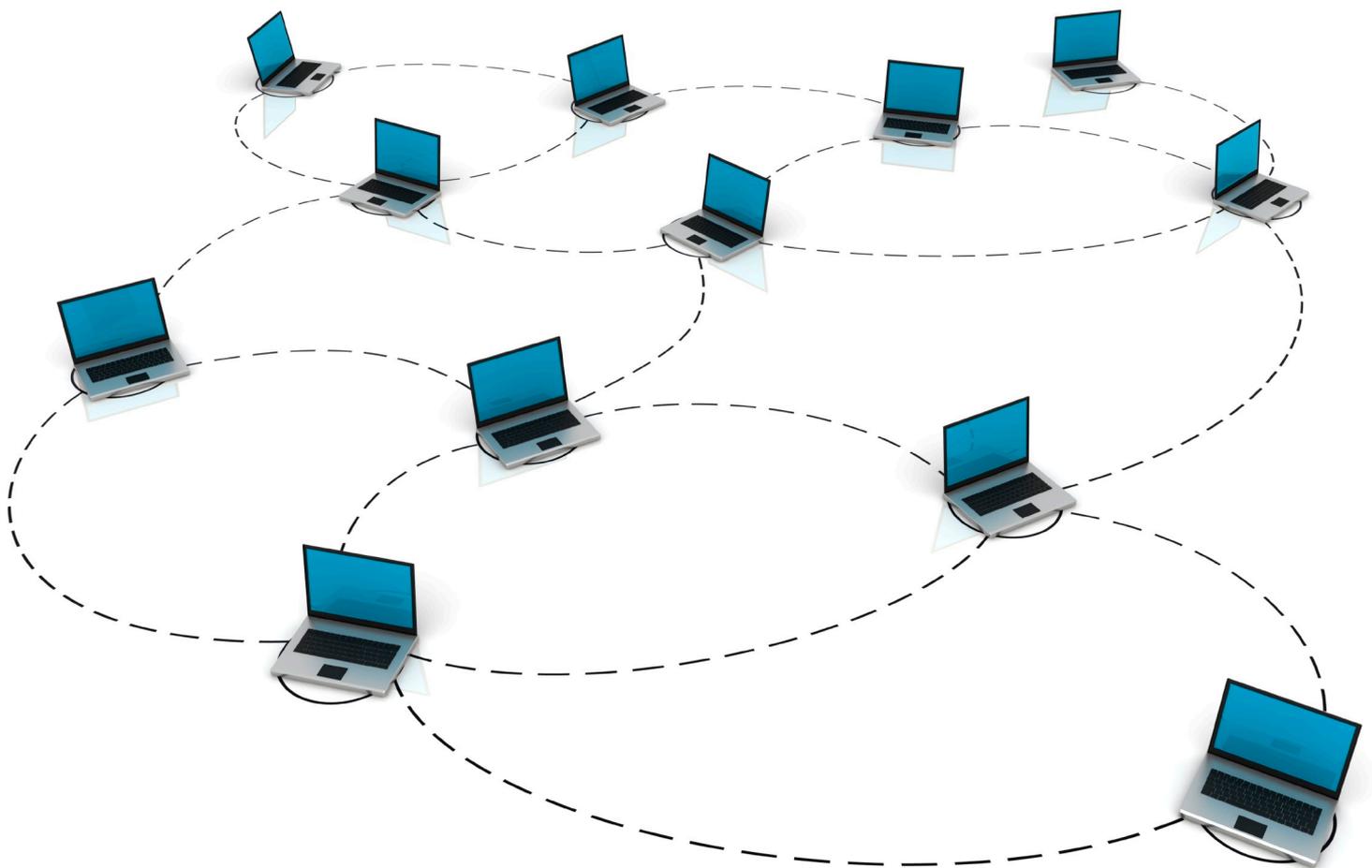
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Build your own Internet Workshop Session Plan



Workshop Schedule

“By failing to prepare, you are preparing to fail.”

Day 1		
Event Set Up	30 minutes	
Welcome/Pre-day Forms	5 minutes	(Slides 1 & 2)
Designing a business	120 minutes	(Slides 3 - 7)
Designing a webpage	120 minutes	(Slides 8 - 12)
Q&A/Post-day Forms	5 minutes	(Slide 13)
Event Set Up	30 minutes	

Total: 4 hours 10 minutes for attendees

Total: 5 hours 10 minutes for staff

Day 2

Event Set Up	30 minutes	
Welcome/Pre-day Forms	5 minutes	(Slides 14 & 15)
How to make a network cable	60 minutes	(Slide 16)
Ping	60 minutes	(Slides 17 & 18)
Setting up a Web server	60 minutes	(Slide 19)
Domain Name Service	60 minutes	(Slides 20 & 23)
Q&A/Post-day Forms	5 minutes	(Slide 24)
Event Set Up	30 minutes	

Total: 4 hours 10 minutes for attendees

Total: 5 hours 10 minutes for staff

Workshop Schedule continued...

“By failing to prepare, you are preparing to fail.”

Day 3

Event Set Up	30 minutes	
Welcome/Pre-day Forms	5 minutes	(Slides 25 & 26)
Internet connection	60 minutes	(Slide 27)
Domain name application	60 minutes	(Slide 28)
Setup domain name	60 minutes	(Slide 29)
Webpage team evaluations	60 minutes	(Slide 30)
Q&A/Post-day Forms	5 minutes	(Slide 31)
Event Set Up	30 minutes	

Total: 4 hours 10 minutes for attendees

Total: 5 hours 10 minutes for staff

Hardware and Software Requirements

1. Windows laptop/PC per participants
2. Projector
3. Internet Access
4. String, pingpong balls, shower curtain rings
5. Hardware for network connections



Attendee Prerequisites



1. No programming experience required
2. Completed consent form.

Learning Outcomes

1. Improved knowledge of hardware and networking
2. Entrepreneurial skill development
3. Introduction to HTML and Web Development



Event Set Up and Clean Up

Event Set Up

- Prepare any pre and post-day questionnaire forms as required. Remember spare pens / pencils.
- Ensure tables and chairs are arranged to naturally encourage people to sit in groups; ensure no one is sitting with their back to the podium.
- Test display equipment (e.g. projector) and ensure that presentation and internet connection are working and ready for use.



Event Clean Up

- Ensure all pre-day and post-day questionnaire forms have been collected.
- Ensure all work throughout day is saved appropriately.
- Safely and securely locking away all hardware, ready for overnight charging.
- Clear up litter and refuse. Remember to recycle where facilities exist. Remember to switch off lights and all sockets.



Introduction

Welcome and Pre-day Forms

The first 5 minutes is very much about welcoming and encouraging people to complete any pre-day forms before the workshop begins. Also ensure you read through the pre-day forms with the participants to confirm they have been filled in correctly.

Ensure that you welcome the attendees as they enter the room; this helps to create a positive connection.

Introduction

The introduction gives you time to introduce everyone involved with hosting the workshop.

It is not necessary at this point to give an elaborate history of every person involved; try to keep to simple facts.

The main aim is to have everyone settled, focused, and filling required forms, e.g. pre- and post-day questionnaires.

Day 1

(Slide 1: Introduction)

“I’m XXX and I work for an across-Wales organisation called Technocamps. Has anybody heard of Technocamps before or been to one of our workshops?”

We are a £6 million government funded organisation working towards getting young adults and children of the ages 11-19 years old excited about Computer Science and what it has to offer you, in both your education and a future career.”

(Get a discussion going about technology and Computer Science) e.g. “Has anyone here got a smart phone? Laptop? Well it is the Computer Scientists of the world that design and make these for you to use. But unfortunately, there aren’t a lot of young adults deciding to do Computer Science as a career.”

(Slide 2: Pre-day Questionnaire)

Make sure participants complete the “pre-day questionnaire” before progressing with the workshop. This questionnaire can be placed to one side ready for the end of the workshop where the “post-day questionnaire” will be completed.

Build your own Internet

(Slide 3: Designing a business)

The participants are to be divided into groups of at least 5. Each group is to come up with a company, a name and a strap-line for the company (to use later on for the website). What will the company do? Why?

(Slide 4: Job Roles)

The members of each group are to be assigned a job role. Each participant will follow their assigned job role for the remainder of the bootcamp. The jobs are as follows (these can be expanded or altered according to group size):

- Group Leader (Coordinating the work of group members, helping other to complete their tasks and relaying information or feedback to the workshop manager when appropriate).
- Hardware Technician (Collecting paperwork and other materials during group work and assisting the group by making sure the equipment used in the activities are properly set up).
- Software Technician (Inputting computer data when necessary and assisting group members using HTML software when problems arise).
- Graphic Designer (Directing the logo and team shield activities (group leader supports this role), taking key role in developing graphics during relevant activities and coordinating and implementing group ideas during activities that require graphics).
- Product Designer (Leading the product development activity (group leader supports this role)).

(Slides 5 - 7: Your business)

Discuss with the participants other factors to consider when creating their businesses, what are the companies main interests, the USP, how would your company promote itself amongst its competitors etc.

(Slides 8 & 9: The website)

Designing and deciding on the website is the next task. How does the group want to layout the site? What colours or images will be included? Discuss with the class the use of suitable images and the consideration of what content will be included on each page. Deciding upon the content depending on the target audience and how appropriate some content may be in the context of a professional website. Don't forget to discuss with the group the use of images that are copy-write protected.

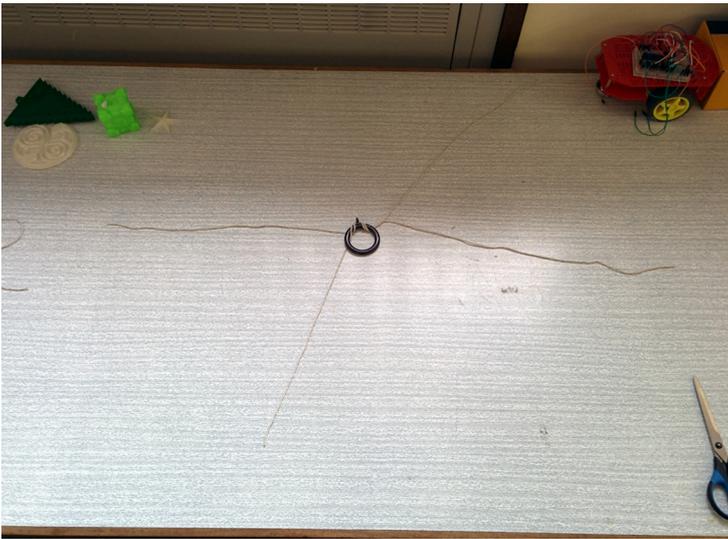
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(Slide 10: HTML)

A HTML cheat sheet is available for the participants to use to assist their development of their website. This sheet contains various HTML tags that can be used to format their website before it goes online.

(Slides 11 & 12: Networking)

Introducing the concept of networking the groups can mimic how networks work using string and the shower curtain ring, as seen in the image below.



(Slide 13: Post-day Questionnaire)

Make sure each participant completes the second half of the questionnaire, explaining how they felt the workshop went. These are to be collected and entered.

Day 2

(Slides 14 & 15: Welcome back)

Make sure participants complete the “pre-day questionnaire” before progressing with the workshop. This questionnaire can be placed to one side ready for the end of the workshop where the “post-day questionnaire” will be completed.

(Slide 16: Network Cable)

Referring to the instructions provided within the workbook assisting the group with this activity.

(Slides 17 & 18: PING)

After discussing with the group what PING is and why it would be helpful, open up PING on command prompt, referring to the workbook for the variety of parameters that can be used when using this tool. Workshop assistants will assist during this stage.

To mimic how PING works and to enhance the groups understanding, use string and ping pong balls to show how messages are sent from one terminal to another and will be sent back to tell the first terminal that it had successfully received the messages.

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(Slides 19 & 20: Web Hosting)

Web Hosting enables us to make our websites available online for anyone/everyone to see. Web hosting is a service making website accessible via the WWW.

(Slides 21 - 23: Domain name activity)

Letters and names are easier to remember than numbers, domain names are easier to use. Get the group to complete the 2 activities, comparing how well they felt they did on each one.

(Slide 24: Post-day Questionnaire)

Make sure each participant completes the second half of the questionnaire, explaining how they felt the workshop went. These are to be collected and entered.

Day 3

(Slides 25 & 26: Welcome back)

Make sure participants complete the “pre-day questionnaire” before progressing with the workshop. This questionnaire can be placed to one side ready for the end of the workshop where the “post-day questionnaire” will be completed.

(Slide 27: The Internet Back-bone)

Workshop assistants will help at this stage, discussing how to build the infrastructure, upload lead and back-bone connections.

(Slides 28 & 29: Domain name setup and application)

Choosing and applying for a domain name is the next task, get each group to complete the application form and guide the group through the process of setting up ports.

(Slide 30: Evaluation)

Each group needs to assess the other groups websites on appearance, content, how effective the message is put across etc. Which groups have websites that really stand out? Can any be featured on our website or Facebook page?

(Slide 31: Post-day Questionnaire)

Make sure each participant completes the second half of the questionnaire, explaining how they felt the workshop went. These are to be collected and entered.

Q&A Session & Closure

(Take several questions from the attendees)

(If no questions are asked by attendees, begin summarising topics covered)

Once an appropriate number of questions has been taken, you can then begin to close the workshop. Be sure to have any post-day questionnaire forms filled in by attendees as required. Some audiences may require more prompting to fill in such forms.

Closure and Post-day Forms

The last 5 minutes of closure must be used to, if required, ensure that post-day questionnaires are filled in by the attendees and talk them through the information they have filled in. Ensure that you collect all of the post-day form in before attendees depart, and be sure to thank each person for taking the time to fill in the forms.

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