



Communicating Safely Online – Learner Guide



The 'Communicating Safely Online' module covers everything from instant messaging and SMS, to emailing, voicemail and video calling, and the sharing of images.

With all these different types of communicating, it is no wonder that things can get a little confusing at times. Who is listening in the background of a video call? Who will be able to read that text I just sent? And will they forward it to someone else? Why can't I get my emails under control?

The following table indicates the topics and the type of questions you will be asked.

If you need further information on topics covered in this module or wish to learn more from a range of experts, check out the **External resources** link on the dashboard page.

If you're not feeling confident about this quiz, or you are finding it challenging to pass a module, read the related resources to assist you in achieving your Digital Licence.

Good luck and have fun!

Topics	What kinds of things do I need to know?
Instant messaging, SMS and email	<ul style="list-style-type: none">• Are you confident with using all of these?• Can you create and manage your contact lists?• Are you familiar with lots of the different ways to use email?• Do you have good ideas for keeping track of urgent emails and using folders?• What about group emails?• Forwarding? Replying? BCC?
Voice, video and image safety	<ul style="list-style-type: none">• Do you know how webcams work? And when they're switched on?• When you are recording your voice or using video, do you know where the file ends up, and what you can (and should) do with it?• Do you know some of the different types of image sharing apps out there? Do you really know how they work and where those images might end up?• Are you good at uploading and deleting images online?
Scammers, phishers and fraudsters	<ul style="list-style-type: none">• Especially when messages are personalised, can you recognise a scam?

Please note: these questions are a general indication of what to expect.

