

# MOBILE TECHNOLOGY FOR TEACHERS



## Facebook for Teachers

Windows Mobile Devices | 2nd Edition

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ISO 9001 CERTIFIED



## **Mobile Technology for Teachers (MT4T)**

*A Teacher Resource Kit Using Mobile Technology for  
21<sup>st</sup> Century Learning in Southeast Asia*

# **Facebook for Teachers (Windows / 2<sup>nd</sup> Edition)**





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For more resources on Mobile Technology for Teachers,  
please visit our website at <http://www.seameo-innotech.org/mt4t>  
or download the SEAMEO INNOTECH Reader from your Apple,  
Android, or Windows device's application store.

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# Introduction

Welcome to Mobile Technology for Teachers (MT4T), a teacher resource kit that uses mobile technology for twenty-first-century learning in Southeast Asia. MT4T is designed to provide teachers with easy access to information, resources, examples, and best practices in using mobile technology for their personal and professional growth. While MT4T recognizes the availability of a wide array of mobile technologies, it aims to primarily focus on smart phones and tablets. It will enable teachers to navigate mobile devices beyond the typical Short Messaging Service (SMS) or text messaging, and the call function. It is intended to help teachers recognize the huge potential of mobile devices as tools for teaching and learning.

MT4T will equip teachers with a basic understanding of and skills to operate the three most popular mobile platforms—Android, iOS (Apple mobile operating system), and Windows. Also contained in this resource kit are discussions on built-in apps (including examples to expand their functionality) and social networking and blogging which aim to foster collaboration among teachers in Southeast Asia and beyond.

MT4T is composed of a set of e-books available in three mobile platforms—Android, iOS, and Windows. The e-books include the following:

- An Introduction to Mobile Technology for Teachers
- An Introduction to Teachers' Personal and Professional Learning Networks for 21st Century Learning
- Uses and Functionalities of Mobile Devices for Teachers
- E-Citizenship: An e-Book for Teachers about Cyber Wellness and Digital Citizenship
- Facebook for Teachers
- Twitter for Teachers
- Blogging for Teachers
- Edmodo for Teachers
- LinkedIn for Teachers
- Annotated Resources for Teachers

Users of MT4T are supported by a website which makes the e-books available in two file formats: e-pub and PDF. The e-pubs are best accessed using the SEAMEO INNOTECH Reader, which was designed to work consistently across mobile platforms. It also accords users with additional features like creating bookmarks, highlighting important phrases, and even creating drawings or doodles on the e-book pages. You can find out more about the other components of the MT4T Resource Kit from the e-Book on "An Introduction to Mobile Technology for Teachers (MT4T)."

Unique to the Resource Kit are discussions on using mobile technology to promote higher-order thinking skills (HOTS) and values among both students and teachers.

Links to teaching and learning resources that promote HOTS have been provided in each e-book. Issues related to 21st century learning such as proper etiquette and digital citizenship are also discussed in several chapters of the e-books.

### ***Facebook for Teachers***

This e-book on “Facebook for Teachers” will guide educators on how to use the popular social media site Facebook both as a teaching-learning tool and a platform for one’s personal and professional enhancement.

Note: The Southeast Asian Ministers of Education Organization Regional Center for Educational Innovation and Technology (SEAMEO INNOTECH) recognizes that some schools and even ministries of education (MoEs) restrict the use of Facebook as a teaching-learning tool, particularly in the classroom. These policies should be strictly adhered to and utmost caution should be practiced to ensure the safety of children as users of social media, such as Facebook.

# Chapter 1

## What Is Facebook?

Facebook is a popular social-networking site that allows registered users to create profiles; upload photos and videos; and send messages to keep in touch with friends, family, and colleagues free of charge.<sup>1</sup>

A Facebook profile contains basic information about the owner of the Facebook account. Information may include details about his/her family/relationships, work and education, interests, and affiliations. Such information is usually visible to anyone who visits the account owner's Facebook page.

Facebook has been making great inroads to education over the past few years. It has become part of many students' everyday lives. As such, their online and offline lives have increasingly blended together. Online life refers to a person's identity on the Internet while offline life refers to his or her normal life outside the Internet.

As a teacher, you are responsible for helping your students maximize the learning potential that Facebook offers while minimizing the risks and discouraging inappropriate behaviors. You are also encouraged to explore the opportunities provided by social media platforms like Facebook for expanding your professional networks as well as participating in communities of educational practitioners.

One of the characteristics of a successful teacher is adaptability. You need to adapt your teaching methods to new circumstances and according to your students' emerging learning needs. This e-book was developed to help teachers like you appreciate the possible uses of Facebook as a teaching and learning tool, specifically for promoting and developing HOTS among students, and as a means to further your own personal and professional development.

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<sup>1</sup> Margaret Rouse, "Facebook," *Whats.com*, <http://whatis.techtarget.com/definition/Facebook>

## Chapter 2

# Basic Users

Basic users refer to those who have little or no knowledge in or of using Facebook. In this level of user competence, we will focus on helping you become familiar with the basic features of Facebook using the Windows operating system, including a step-by-step guide on how to create an account, set up a basic profile, and send a message. We suggest that as a basic user, you carefully follow instructions in the Basic Users section of this e-book in order to effectively use Facebook.

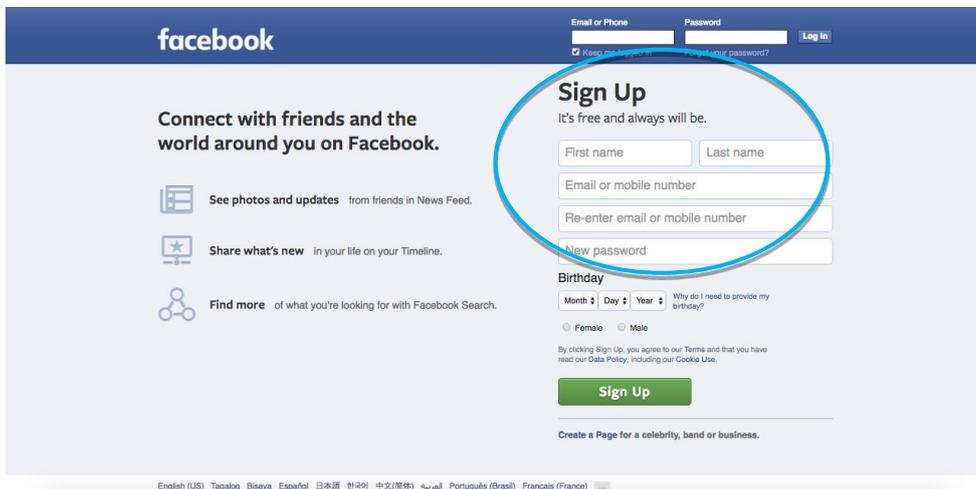
### How to Set Up a Facebook Account

As a basic user, you can create a Facebook account using the web browser of a personal computer (PC) or your mobile device. Your browser is the software that you use to view web pages. Examples of browsers include Chrome, Firefox, Internet Explorer, and Safari. Once you are done, you can then access Facebook on your Windows mobile device from a mobile app downloaded from the Windows Store.

Your Facebook account is your very own address within Facebook. It is a space where you create your profile, post messages, circulate news, publicize events, and connect with other people. Your Facebook account can be customized so that only certain data are visible to others or only certain people have access to your page. Your account will be known to others through your username which may be different from your full name—you can use your e-mail address or a nickname.

Below is a quick guide on how to set up an account:

1. To set up a Facebook account, open a web browser, type "<https://www.facebook.com/>" and press enter. You will be taken to the Facebook home page. Look for the **Sign Up** section. That is what you will use to create a Facebook account.

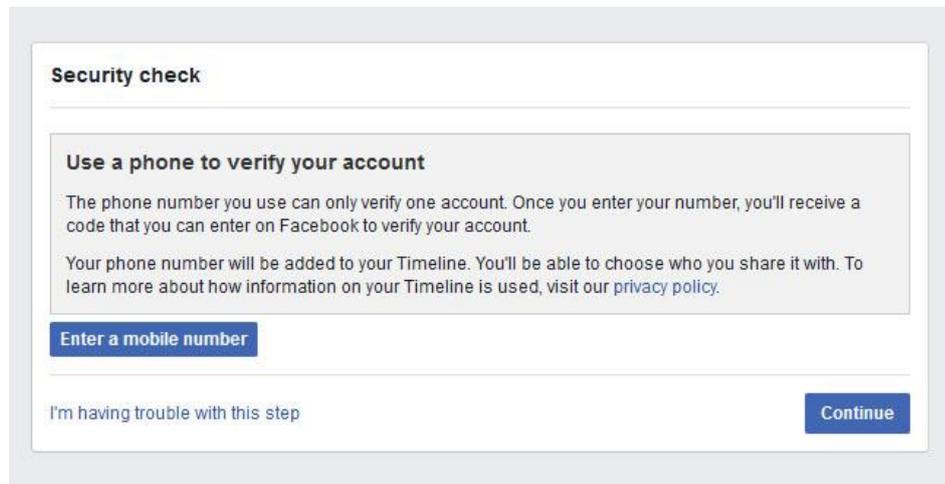


The screenshot shows the Facebook homepage with the 'Sign Up' section highlighted by a blue circle. The 'Sign Up' section includes the following fields and options:

- First name
- Last name
- Email or mobile number
- Re-enter email or mobile number
- New password
- Birthday: Month, Day, Year
- Gender: Female, Male
- A green 'Sign Up' button

At the bottom of the page, there is a footer with language options: English (US), Tagalog, Bahasa, Español, 日本語, 한국어, 中文(简体), العربية, Português (Brasil), Français (France), and more.

2. Fill in the required information, including your first and last names, e-mail address or mobile number, and password. Doing this will help Facebook identify you. Then click the **Sign-Up** button. This will make a pop-up window appear that will require you to enter your mobile number as a form of security. Facebook will ask you to enter this same mobile number whenever it needs to verify your identity before granting access to your account.



The screenshot shows a 'Security check' dialog box. At the top, it says 'Security check'. Below that, there is a section titled 'Use a phone to verify your account'. The text in this section explains that the phone number can only verify one account and that the number will be added to the user's Timeline. There is a link to the privacy policy. Below the text is a blue button labeled 'Enter a mobile number'. At the bottom left, there is a link that says 'I'm having trouble with this step'. At the bottom right, there is a blue button labeled 'Continue'.

3. Click **Continue** to proceed to the next step. You need to confirm the mobile number you entered.



The screenshot shows a 'Confirm Your Number' dialog box. At the top, it says 'Confirm Your Number'. Below that, there is a dropdown menu for 'Country code' with 'Philippines (+63)' selected. Below that is a text input field for 'Phone number' containing '9158163356'. Below the phone number field, there is a radio button selected for 'Confirm number by' with the label 'Sending me a text'. Below this, there is a link to the privacy policy. At the bottom right, there are two buttons: 'Continue' and 'Cancel'.

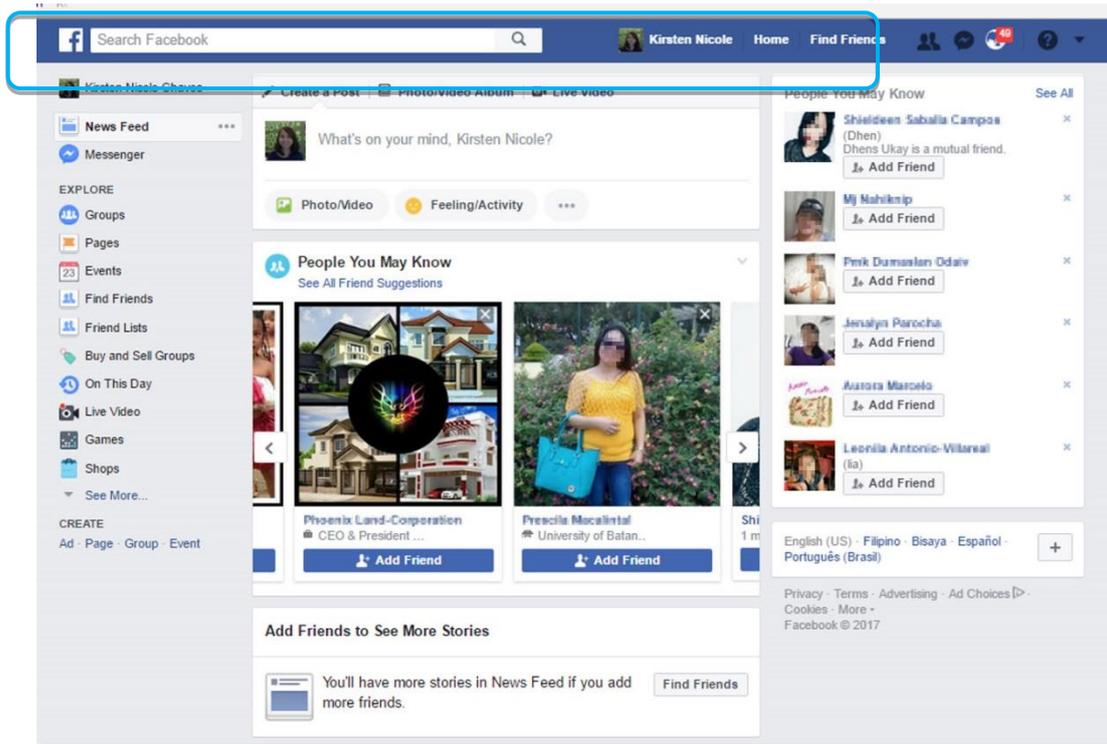
4. Wait for a text message on your mobile phone. Enter the code you received then click the **Confirm** button.



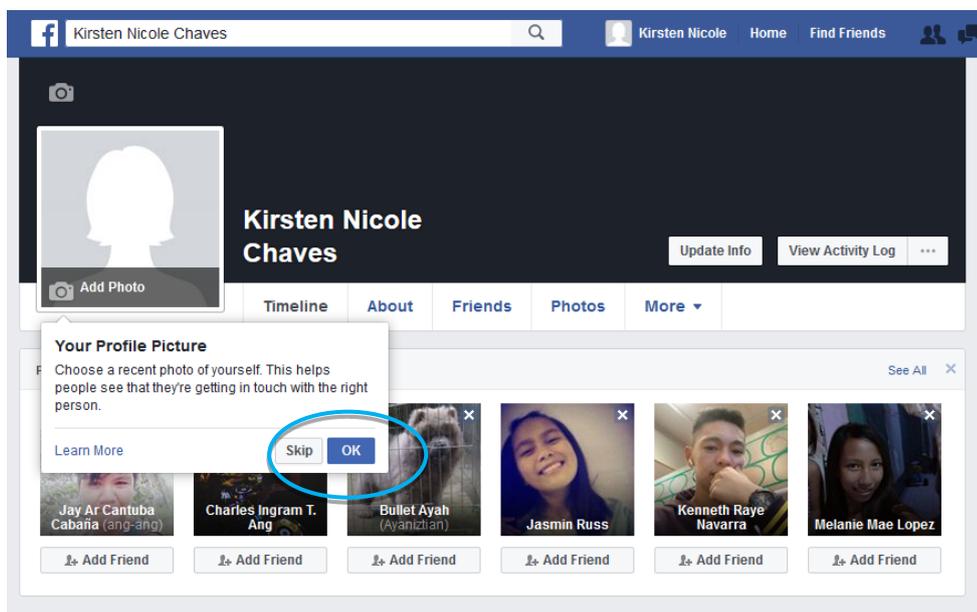
5. After confirming the number, you can click the **Save Settings** button to complete the sign-up process. Before you do that, you have the option to **Turn on text notifications** if you want to be informed about new messages and posts in Facebook. You also have the option to determine who you want to share your phone number with.



6. Congratulations! You have just created your Facebook account. Now you can see your Facebook page, which you can modify further. Look at the top part of the page. This is the **Navigation Bar**. You can look for friends in Facebook in the **Find Friends** field. Tapping on your name (e.g. **Kirsten Nicole**) will open your profile page. **Home** will show you the News Feed. **Find Friends** will show you a list of people you possibly know whom you can add as friends. It is best to update your Profile Page first.

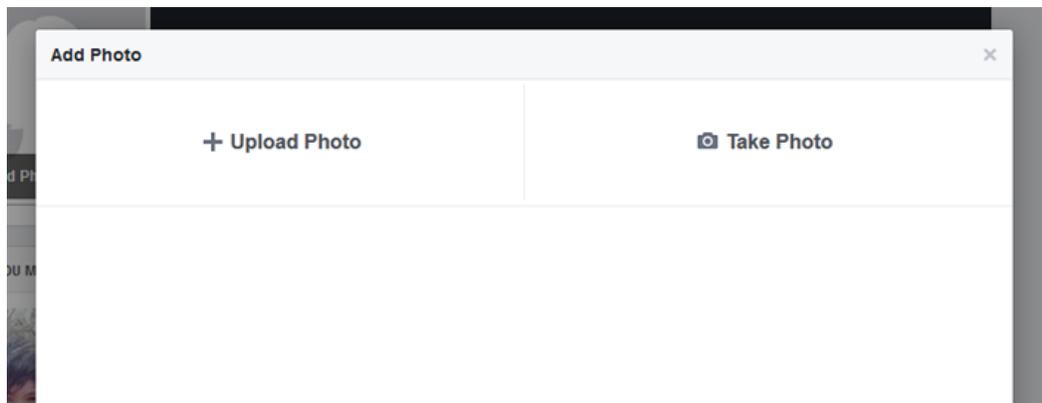


7. Click your name to open the profile page. You need to add **Your Profile Picture** to help people identify you faster in Facebook. Click **OK** to add a photo.

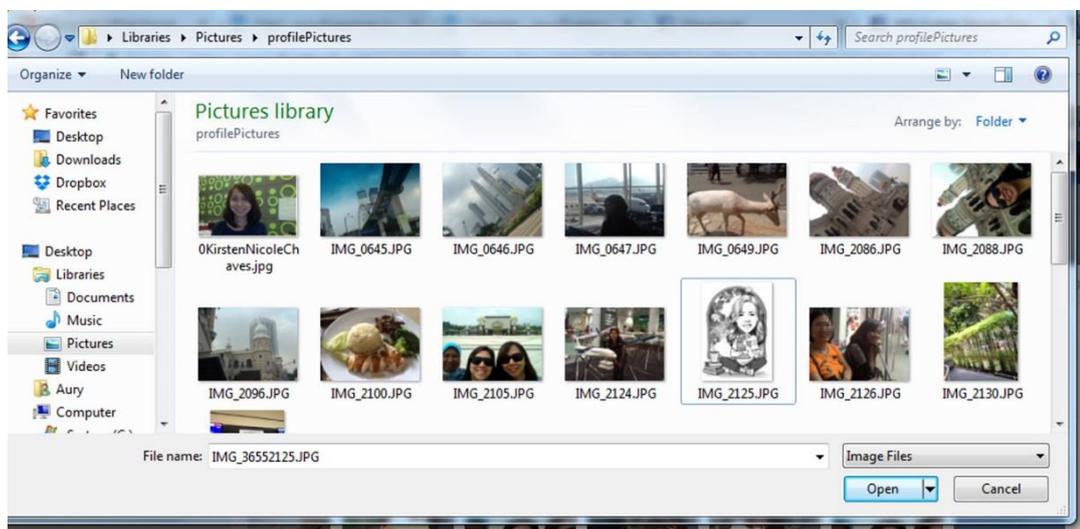


You have two options to add a photo—**Upload Photo** or **Take Photo**. “To upload” means to transfer or transmit data from one system to another (usually from your PC to an internet server). You can upload a photo or take a fresh picture using your the built-in camera of your PC or your mobile device.

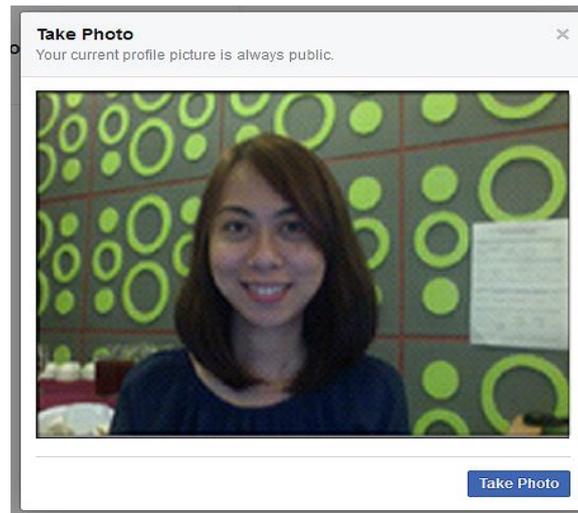
- **Uploading a photo.** Try to upload a photo from your PC or the web browser of your mobile device. To do that, click the + **Upload Photo** button. A window that shows the files saved on your PC or mobile device will open.



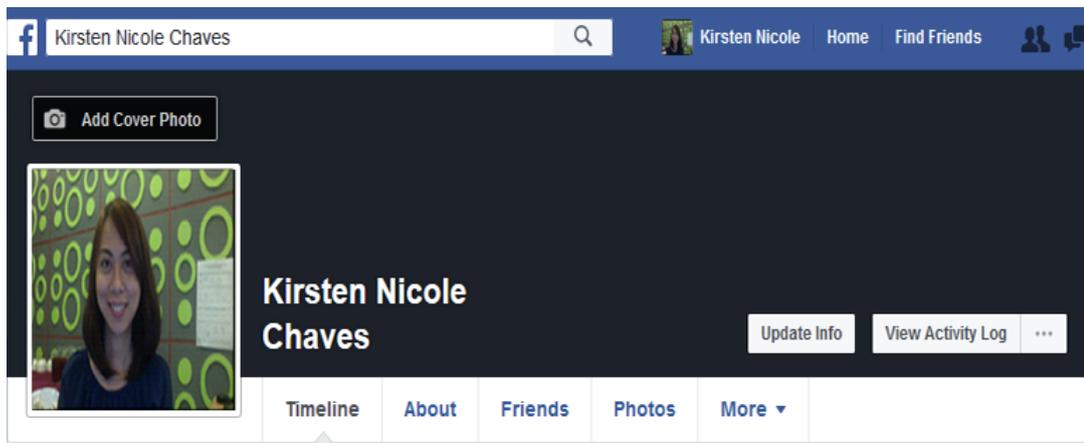
The default location where photos are saved on your computer is the **Pictures** folder. A folder can be likened to a physical folder where you keep tagged files so you can easily find them. Note, however, that you can also save pictures in other folders. Click the folder where you keep your pictures if that is the case. Choose a photo from your files by clicking it to tell your PC that it is the one you chose. Then click the **Open** button. This will upload the photo to Facebook.



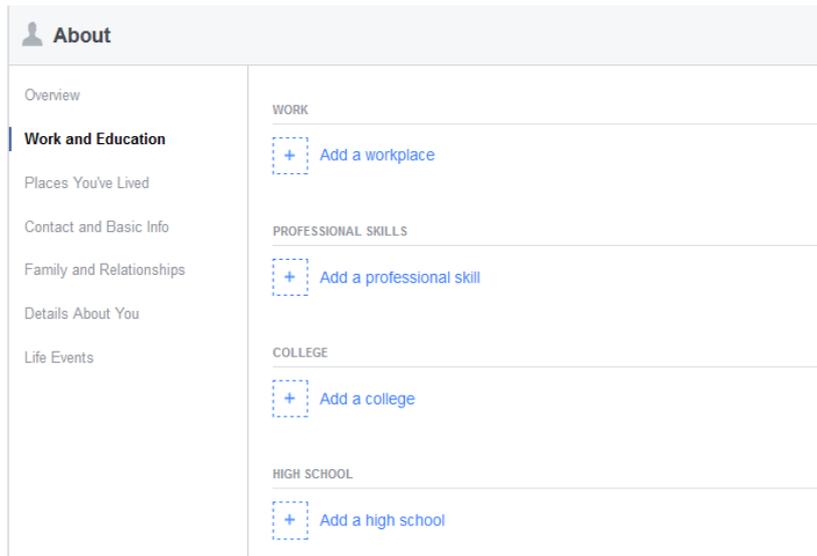
- **Taking a photo.** To take a picture using the camera of your PC or mobile device, click the **Take Photo** button. This will activate your PC's built-in camera. Note, however, that you may see a security warning seeking your explicit permission to give Facebook access to your PC's camera. Just click the **Allow** button to continue. Note that Facebook will seek your permission to access to your PC's camera only once.



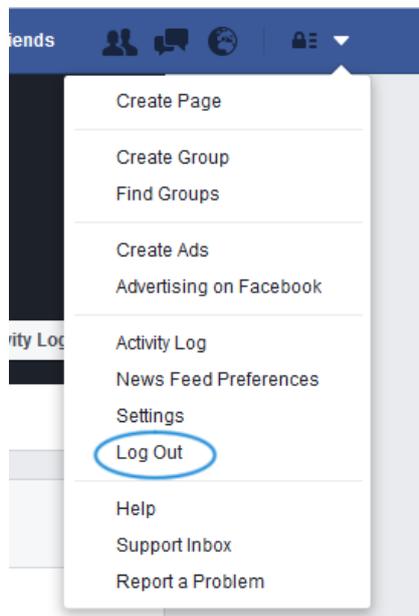
You will see yourself on-screen. To take a picture, click the **Take Photo** button. You can retake your picture by clicking the **Retake Photo** button. Once you are satisfied with your photo, click the **Save** button. This tells Facebook to use the picture. Your picture should appear in the empty frame earlier. To enhance your Facebook page, you can also add a cover photo (a picture of a recent trip or something you are proud of). Click **Add Cover Photo** and follow the same steps for adding a profile picture.



You may want to complete your profile information, as this will help your family, friends, and colleagues to find you more easily. To do that, click **Update info**. You will see your **About** page. You can add information about your workplace, professional skills, the college or university you went to, and other personal information.



You now have a Facebook account with a profile photo so family, friends, and colleagues can find you. Remember, to log into your Facebook account, use the e-mail address you used to register. To log out, click the ▼ button on the **Navigation** bar then click **Log out** on the drop-down list that appears. Make it a habit to always log out every time you end your Facebook session.



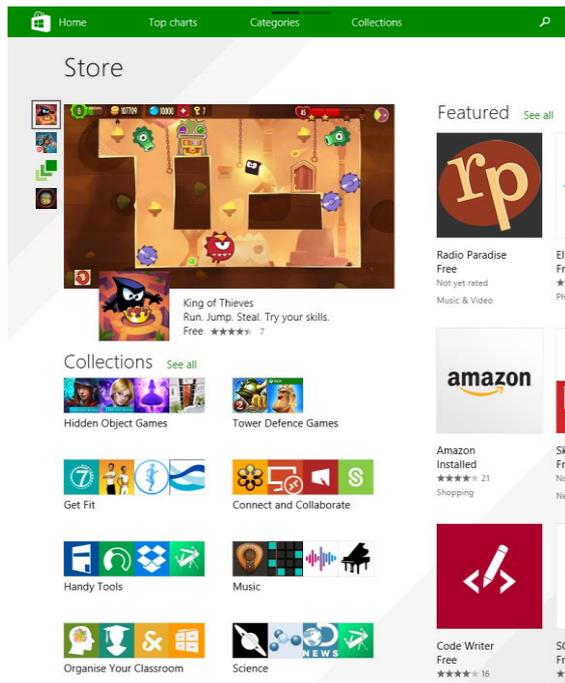
## ***How to Install the Facebook App***

You can install the Facebook app on virtually any mobile device running Android, iOS, or Windows. The instructions for installing the Facebook app will vary, depending on the device you are using. Note that we used an Acer Iconia W4 tablet running Windows 10 for all of the sections in this e-book. Note, too that, Facebook apps, including Facebook Messenger, are no longer supported for computers/laptops and mobile devices using Windows 8 and 8.1 operating systems. If your mobile device has this OS,

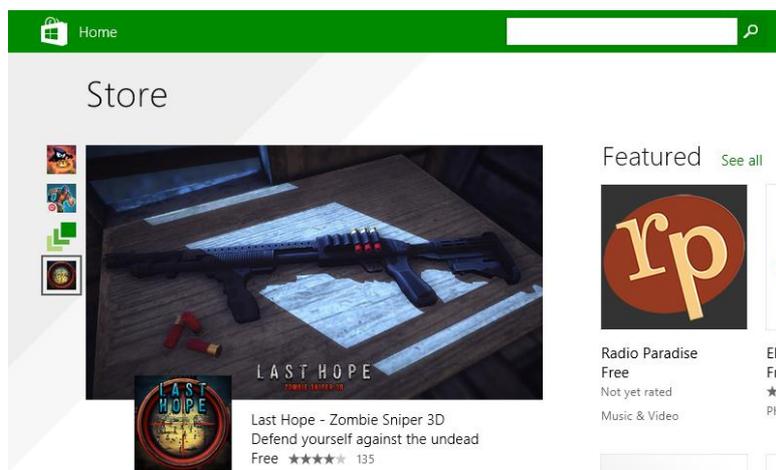
then you need to upgrade to Windows 10, or just access the Facebook platforms from a web browser.

To install the  **Facebook app**, follow the step-by-step guide below.

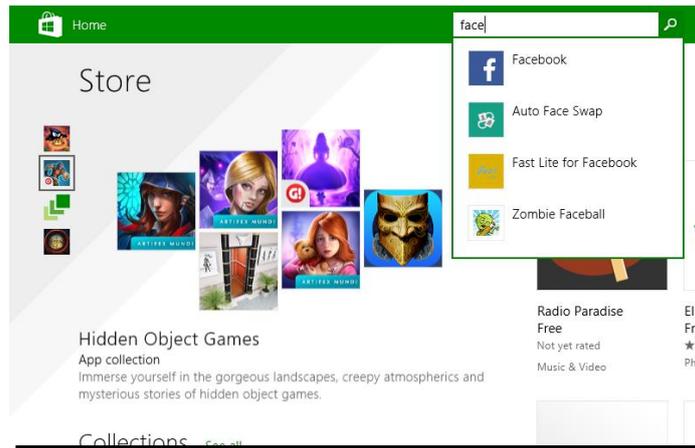
1. Open your Windows device. Look for and tap  **Microsoft Store** on your **Home** screen. Your **Home** screen is the default screen that you see every time you turn on your device. This will take you to Microsoft Store's home page. This is the default page you see every time you tap  **Microsoft Store**.



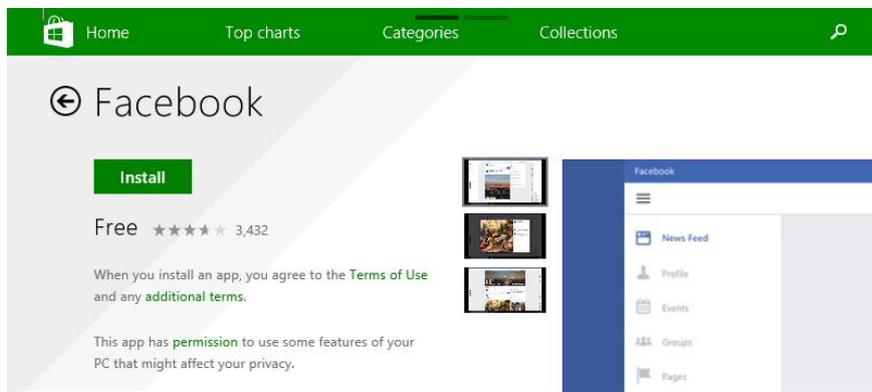
2. Look for and tap . This will let you find any app in Microsoft Store. It will make the  field and keyboard appear.



3. Type "facebook" into the  field. Note that while typing, suggestions will appear below. This will make searching a bit easier and faster.



4. Tap **f Facebook** from among the results to open the **f Facebook** download page. Then tap the **Install** button to start the download process.

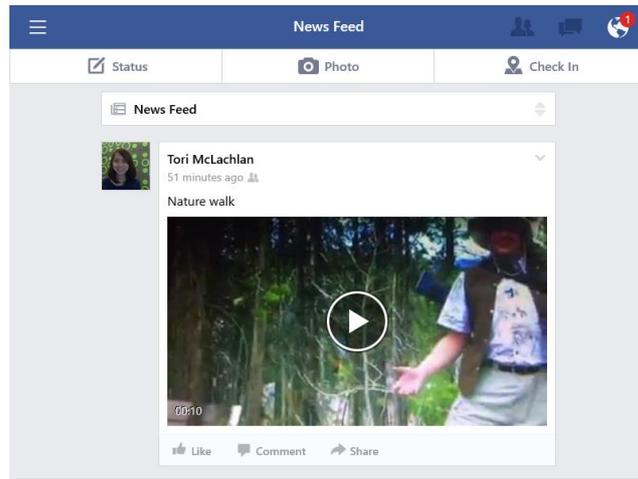


5. You will be prompted when the app has been downloaded. Press the **Windows** key to go back to your **Home** screen. Look for and tap **f Facebook**. This will open the **Log in** page.



6. Type your e-mail and password into the **E-mail** and **Password** fields, respectively. E-mail refers to the e-mail address you used to sign up for a Facebook account earlier. Tap the **Log in** button when you are done. Since this is the first time that you are using **f Facebook**, you may be prompted to do

something else. Just tap **Allow**. Otherwise, logging in should be pretty straightforward.



7. Congratulations! You have successfully installed and logged in to **f Facebook** for the first time on your Windows mobile device. You should see your **News Feed**, the default page that will appear every time you log in to Facebook. **News Feed** shows posts that you, your friends, and Pages that you follow shared.

Take note that the Facebook app for Windows mobile devices has certain limitations. As you go through the different sections of this e-book, you will discover that there are certain Facebook features that are only available when accessed from a web browser. It is unfortunate that Windows is not yet fully supporting all features of Facebook in its app version. However, there are ways around most of these limitations, which should allow you to still appreciate Facebook from your device, and those ways are discussed throughout this e-book.

As you use and explore **f Facebook**, you will encounter the following features:

Icon	Function
<b>More</b>	Lets you access more options such as your favorites, groups, apps, settings, and more
<b>Friends</b>	Lets you access a list of friends that you can chat with or send a private message to
or <b>Status</b>	Lets you post an update or a message
or <b>Check In</b>	Lets your friends know that you are in a certain place at a particular time; note that to be able to use this, you need to allow Facebook access to your location; you must turn on location services

Icon	Function
 <b>Photo</b>	Lets you share photos
 <b>Requests</b>	Lets you see who on Facebook want to add you as a friend
 or  <b>Messages</b>	Lets you send and read private messages (PMs); note that a similar-looking icon (  <b>Comment</b> ) appears under each post;  or  <b>Messages</b> and  <b>Comment</b> have different functions
 <b>News Feed</b>	Lets you see all of the posts you and your friends shared
 <b>Notifications</b>	Lets you see important reminders from friends such as comments on posts, birthdays, and photos you were tagged in

## How to Post a Status Update

A post or status update is a message sent via the Facebook platform.<sup>2</sup> It may be a comment, a picture, a link, or other media posted on a user's Facebook page or wall. Unlike Tweets on Twitter, Facebook posts are not limited to 140 characters. They can be as long as a paragraph and come with pictures or videos.

Posting a status update is like telling the whole world what you are doing and thinking at a particularly moment. A post can be made up of a few words or several paragraphs. It can also just be a photo, video, or other graphic images such as animated Graphic Interchange Format (GIF) files. A status update can also be a comment on a statement, idea, photo, or event posted by a Facebook friend. It can be a reaction to something you read online or seen on television. It can also be a description of a recent activity you were part of, a personal reflection on a newsworthy incident, or an opinion on a certain topic. It can also simply be a short statement about what you are doing, what you had for lunch, who you met with, what your weekend plans are, or how you feel about a certain issue. Again, anything you post on Facebook that others can view with your permission, of course, is a status update.

The basic settings for sending a Facebook post on Android, iOS, and Windows mobile devices are almost identical. If you know how to post a status update on one platform, you will know how to do the same thing on any of the other platforms. To post a status update, follow the step-by-step guide below.

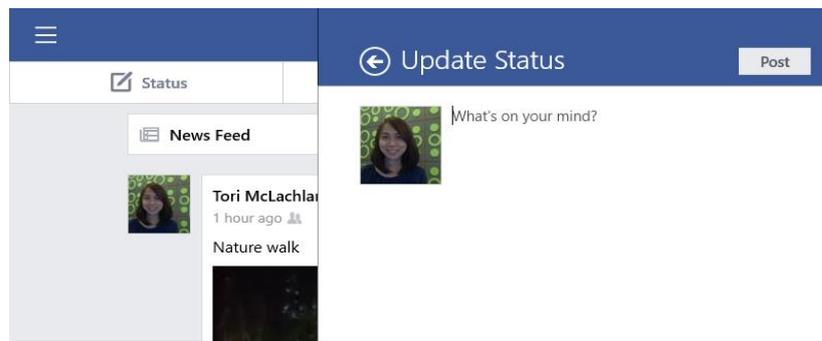
1. Open  **Facebook** by tapping it. If you stayed logged in to the app, you do not need to do so again. You need to log in if you logged out though. Note

<sup>2</sup> Margaret Rouse, "Facebook Status," *WhatIs.com*. <http://whatis.techtarget.com/definition/Facebook-status>

that your device remembers your username and password so you just need to tap **Log In**. You should see  **News Feed**. Look for and tap  **STATUS**. Posting a message on Facebook is the same as posting a status update. This will make a page appear where you can type your message.



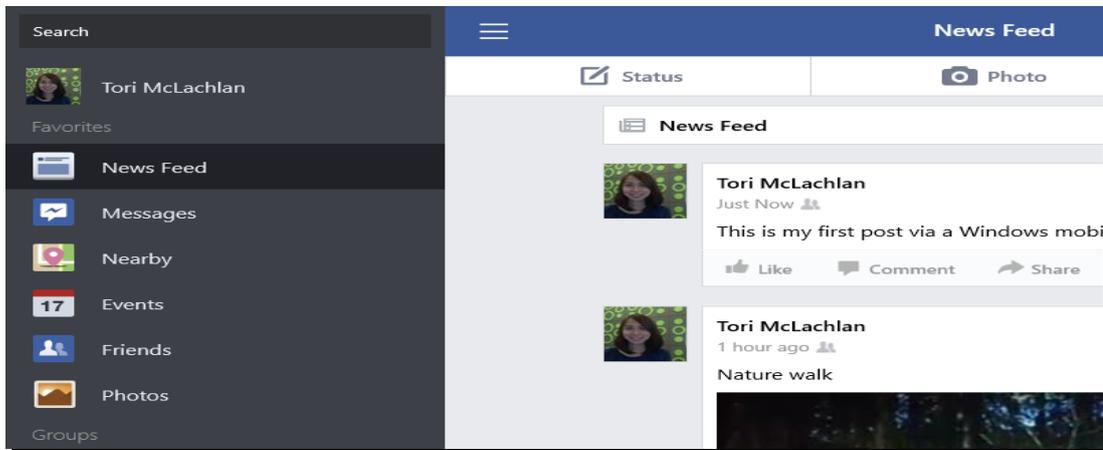
2. Note that your profile picture has automatically been included. Beside it is a space where you can type your message. Type the sentence, "This is my first Facebook post via a Windows mobile device." Tap the **Post** button to tell Facebook to post your message on your page.



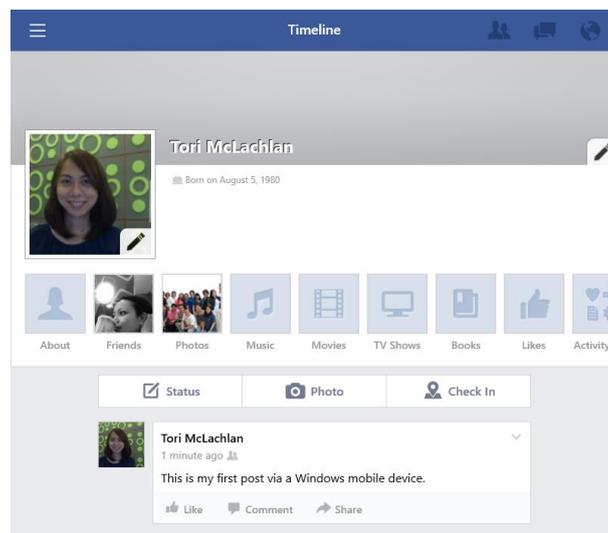
3. Congratulations! You just made your first Facebook post using a Windows mobile device. You can immediately view this in your  **News Feed**.



4. You can also see your post on your **Timeline**, which shows your profile, photos, status updates, and other posts that you shared. To see your **Timeline**, tap . This will open a menu.



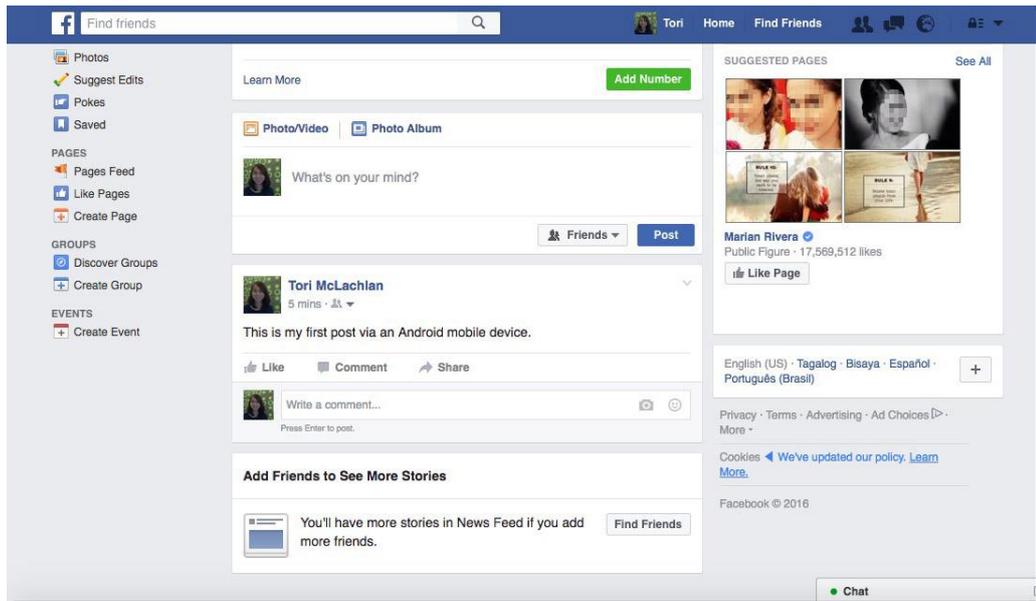
5. Tap your name. You should see your status update.



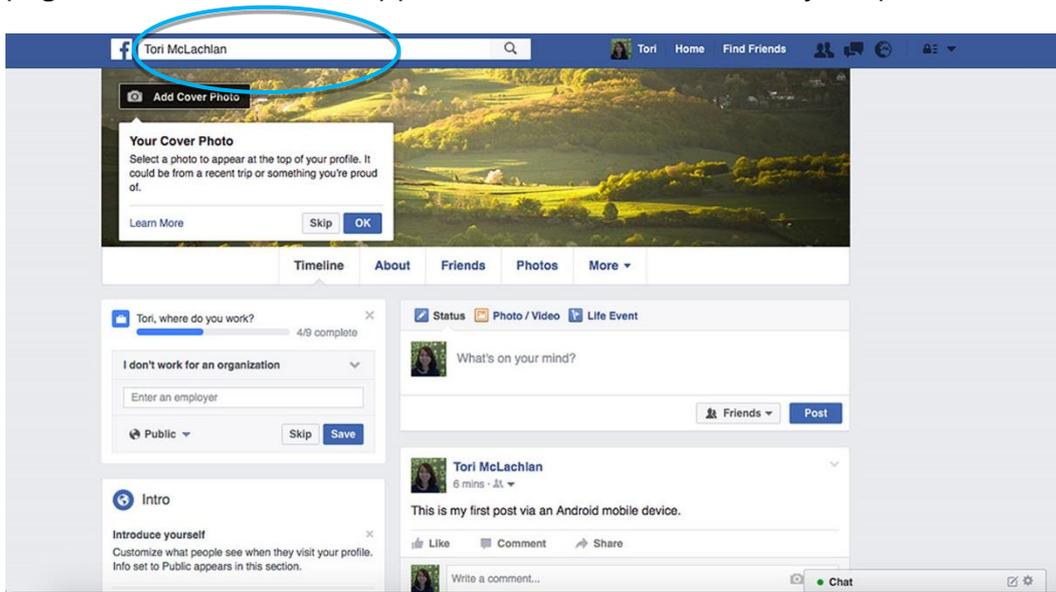
6. Congratulations! You now know how to access your **Timeline**.

## ***How to Access News Feed and Timeline via a Web Browser***

1. You can also check your Facebook page from the web browser of a PC or your Windows mobile device. You can see posts on  **News Feed**. To do that, open your Facebook account.  **News Feed** is the default page you see when you access Facebook via a web browser.



2. You can also read your posts on your **Timeline**. To access your **Timeline**, click your name on the menu on the left or on the **Navigation** bar on top of the page. Your **Timeline** will appear. Just scroll down to see your posts.



3. Congratulations! You now know how to access  **News Feed** and **Timeline** via a Web browser.

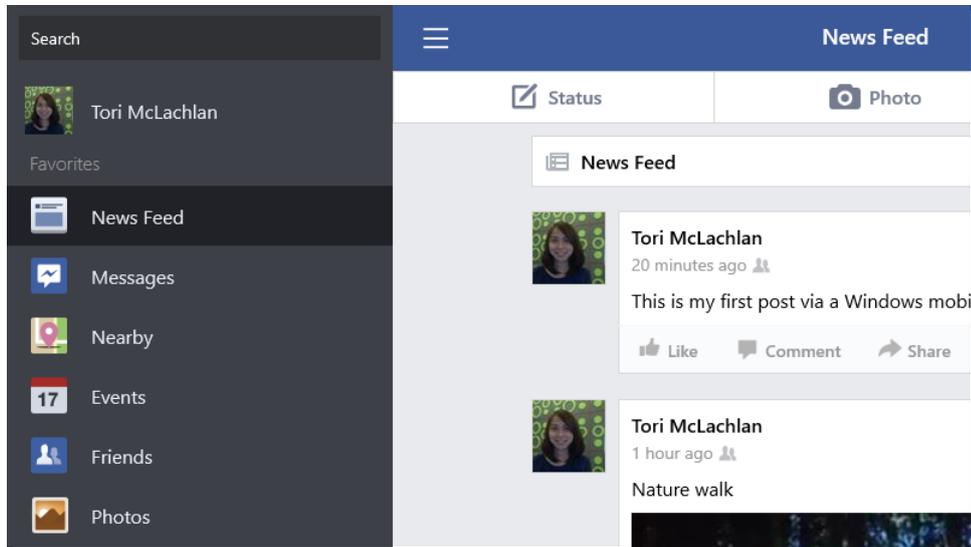
## How to Add a Friend

As a social media platform, Facebook's main purpose is to let users communicate with people they know. On Facebook, you call people you know "friends" even though they can be family members, relatives, colleagues, and even professional acquaintances.

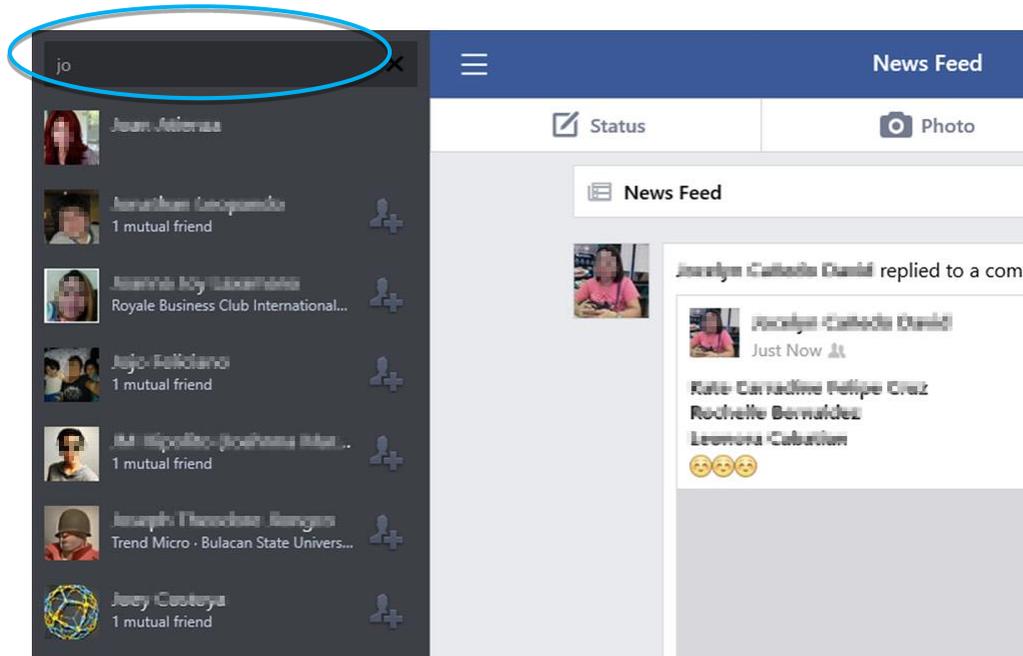
When you joined Facebook earlier, you were presented with several options to find and add friends. You can find friends by typing their names or e-mail addresses into the  field or import your contacts from your mobile device. After adding friends, you

can engage and interact with them. To find and add friends on Facebook using a Windows mobile device, follow the step-by-step guide below.

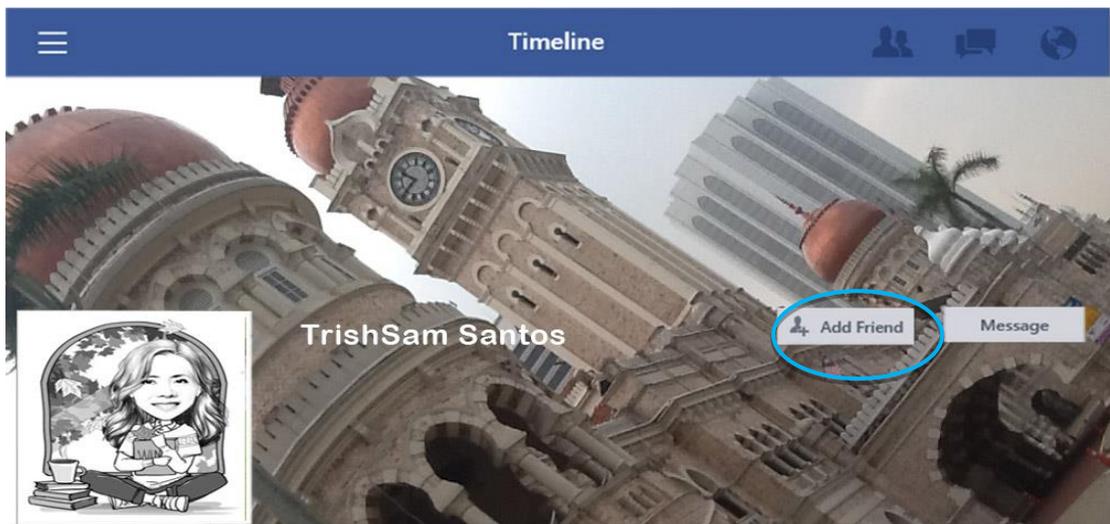
1. Open **f Facebook** by tapping it. Tap **☰**. This will open a menu.



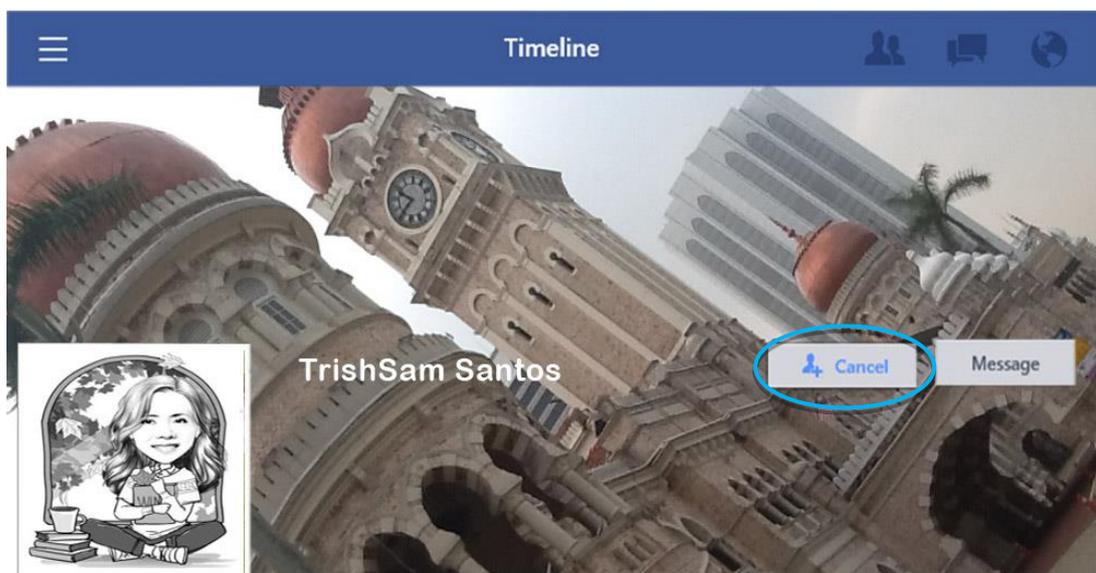
2. Type the name of the friend you want to add into the **Search** field. Note that suggestions will appear as you type.



3. Tap your friend's name from among the suggestions that appeared. This will take you to his or her Facebook page. Tap the **+ Add Friend** button. A request will be sent to him or her.



4. Note that the **+ Add Friend** button changed into the **Cancel** button. This confirms that your request was sent to your friend and is awaiting confirmation. You can cancel your request by tapping the **Cancel** button. Once your friend accepts your request, you will receive a notification.



5. Congratulations! You now know how to add a friend on **f Facebook**.

### ***How to Send a Private Message***

Earlier, you learned how to post a status update on Facebook. Sometimes, however, you may wish to send a message to only one person or a small group of people. A message sent to a particular friend is a PM. Only the intended recipient can read a PM. This is a lot different from a post or status update, which can be read by everyone on Facebook, depending on your post-viewing settings.

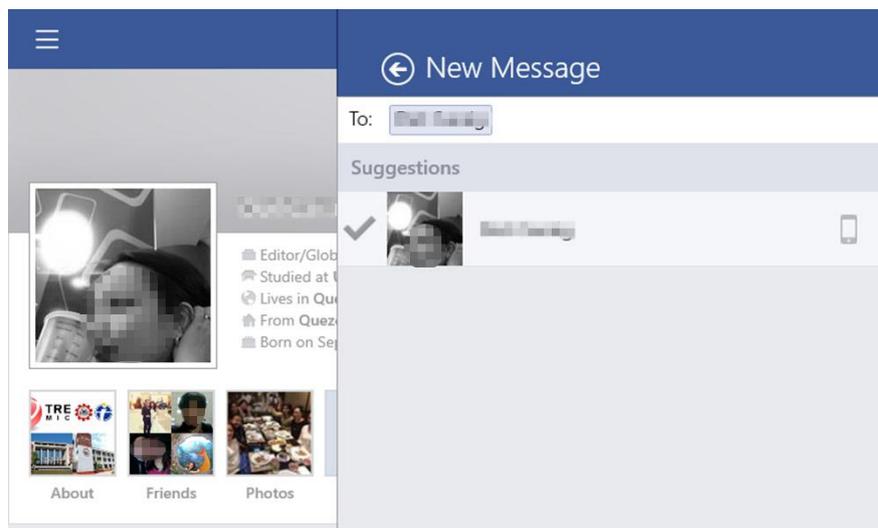
A PM sent to a group is a group message. A group message can only be viewed by the members of an intended group. You will learn more about setting up a Facebook group in **Intermediate Users** later. Note that PMs are now sent via a separate Facebook app—**Messenger**. If you are using a Windows computer or a Windows phone using 8 or 8.1 operating systems, you need to upgrade to Windows 10, or simply access from a web browser.

To send a PM, follow the step-by-step guide below.

1. Open **f Facebook** by tapping it. Tap **☰**. This will open a menu. Type your intended recipient's name into the **Search** field. Note that a list of suggestions will appear as you type. Tap his or her name. This will take you to his or her Facebook page.



2. Tap the **Message** button. This will make a page appear.

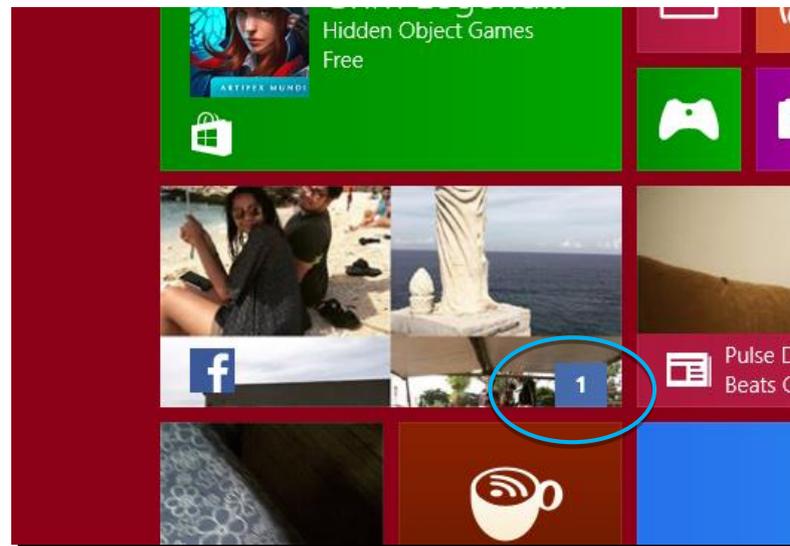


3. Type your message into the **Write a message...** field. Then tap the **Send** button. This will send your message. Congratulations! You just sent your first PM to a friend via a Windows device.

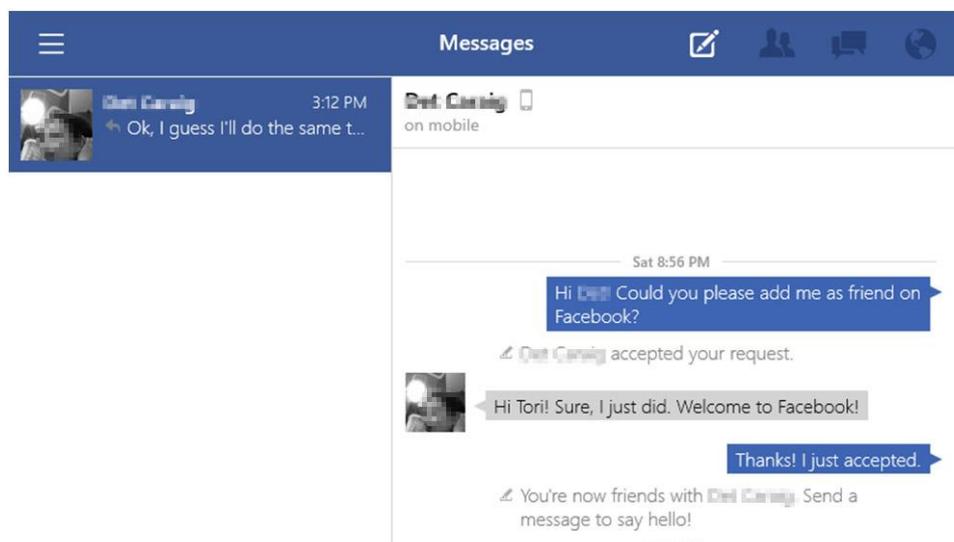
## How to Reply to a Private Message

When you receive a PM, you would likely want to reply. To do that, follow the step-by-step guide below.

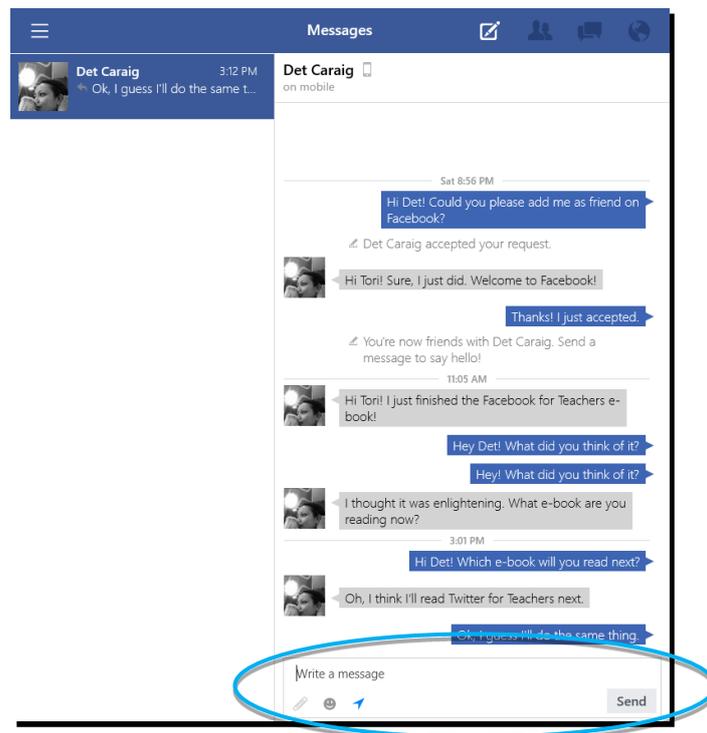
1. Facebook will notify you every time you receive a PM on **f Facebook**. Note the blue number on top of **f Facebook**. That means you have an unread notification. Tap it.



2. Tap . This will open a menu. Tap  **Messages**. You should see a new message in boldface on top. That means you have an unread PM in a certain chat window. Tap it. Note that all of your chat messages with that contact will appear in the window. This is called a message thread.



3. To reply, type your response into the **Write a message...** field. Tap the **Send** button to send your message.



4. Congratulations! You have now successfully replied to a PM. Note that your reply is now part of the message thread. The message thread's purpose is to give context to the conversation by showing your message history with a contact.

## How to Share a Photo

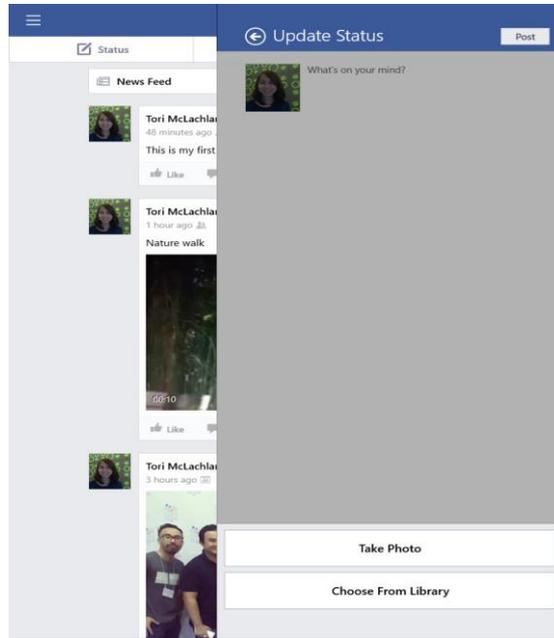
One of Facebook's most interesting features is that it lets you share videos and photos. This lets you share important moments of your life with family, friends, colleagues, and even people you do not even personally know.

In education, you can share photos and videos with your students to enhance teaching and learning. You can, for instance, share photos you took during a field trip to the zoo that your students were really excited about. You can even ask them to share the photos they took or comment on the photos you shared. This will stimulate creative writing and critical thinking on their part. We urge you to be very careful when selecting photos to share since others may later copy and share them with others without your permission. Note that anything you upload to Facebook becomes the platform's property. As such, Facebook can use them for any purpose even without your permission.

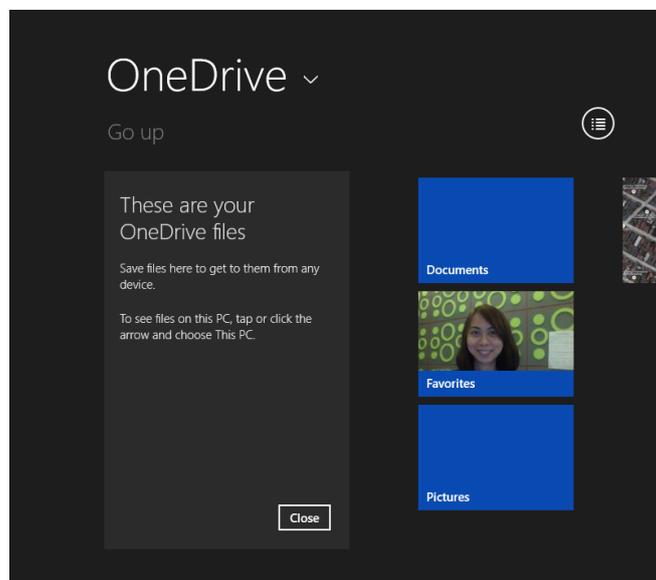
You can share a photo on Facebook in two ways. You can take a photo using your Windows mobile device and immediately post it. Or you can upload a photo that is

stored on your device to share it. To share a photo, follow the step-by-step guide below.

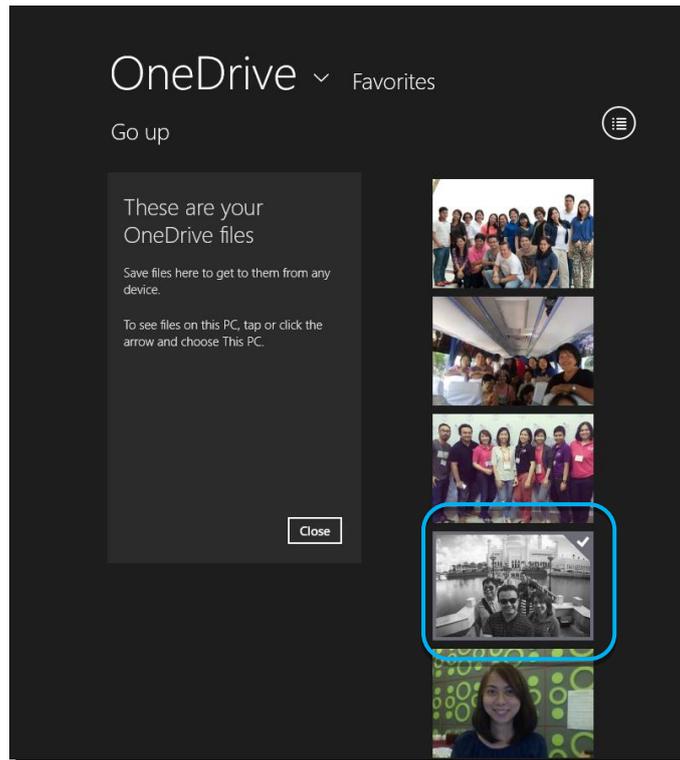
1. Open **f Facebook** by tapping it. Tap **Photo**. This will open the **Update Status** page.



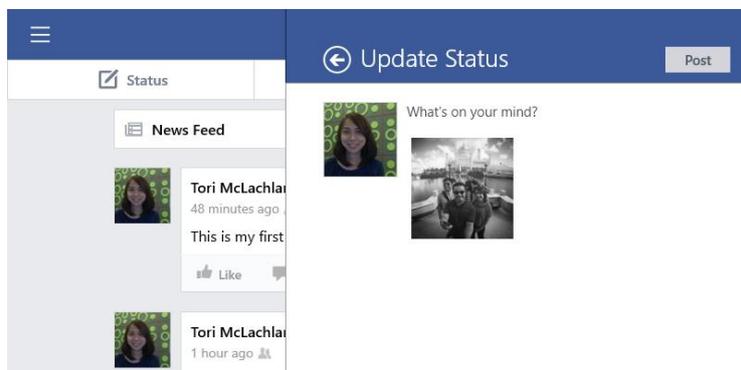
2. Tap the **Choose From Library** button. Then choose the folder where your photos are stored to open it. In this case, the photos are in the OneDrive folder.



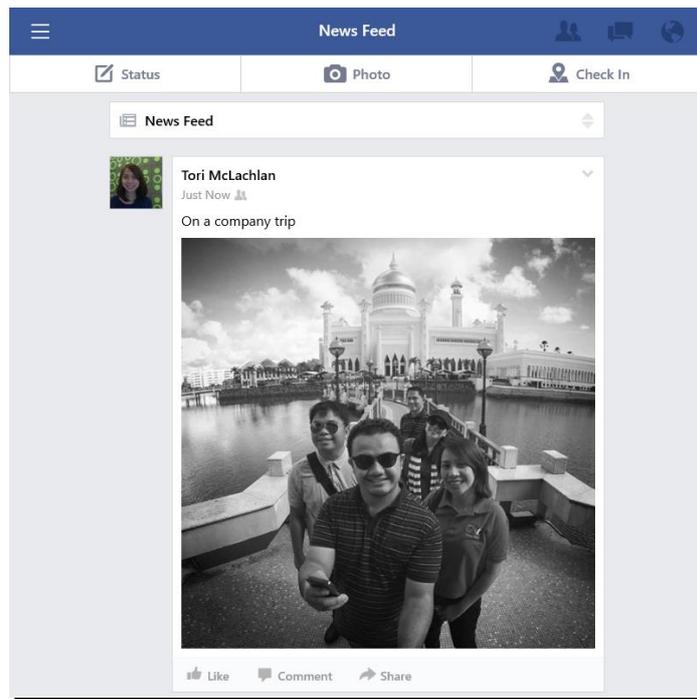
3. Tap the folder where you want to get the photo that you want to upload to Facebook. Tap the photo. Note that the photo will be highlighted with a gray margin and ✓ on the top-right corner. This indicates it has been selected for upload.



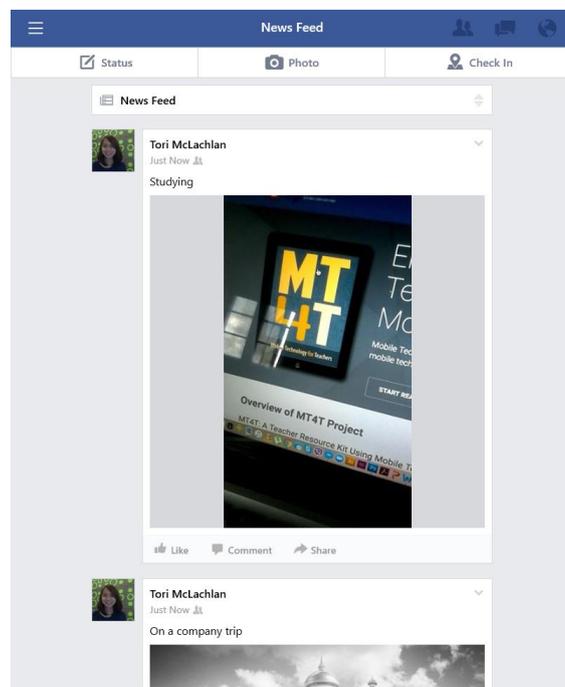
4. Tap the **Select images to upload** button. This will paste the photo onto a message window.



5. Type a short description of the photo you want to upload into the **What's on your mind?** field. Then tap the **Post** button to share the photo. It should appear on your  **News Feed**.



6. You successfully shared your first photo on Facebook via a Windows device. To share a freshly taken photo, tap  **Photo**. This time, tap the **Take Photo** button. This will open your device's built-in camera. Take a photo. Edit it accordingly. Then tap  **OK**. This will automatically be added to a message window. Type a short description of the photo you want to upload into the **What's on your mind?** field. Then tap the **Post** button to share the photo. It should appear on your  **News Feed**.

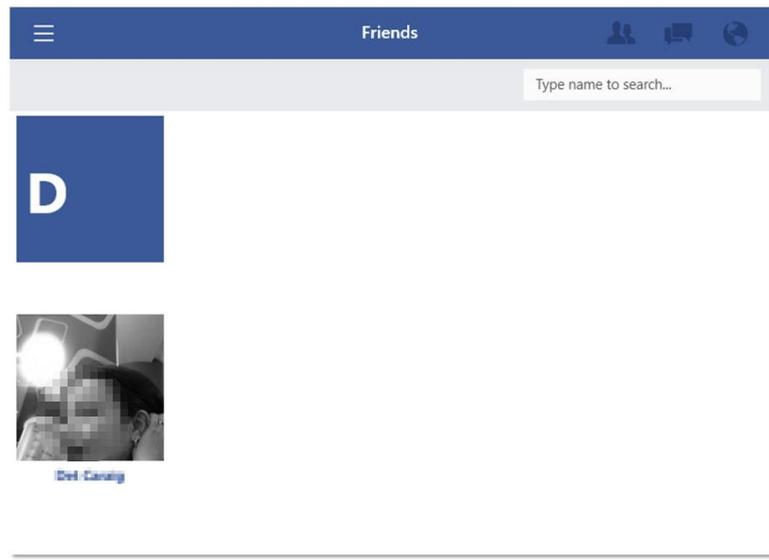


7. Congratulations! You successfully shared a freshly taken photo on Facebook using your Windows device's built-in camera.

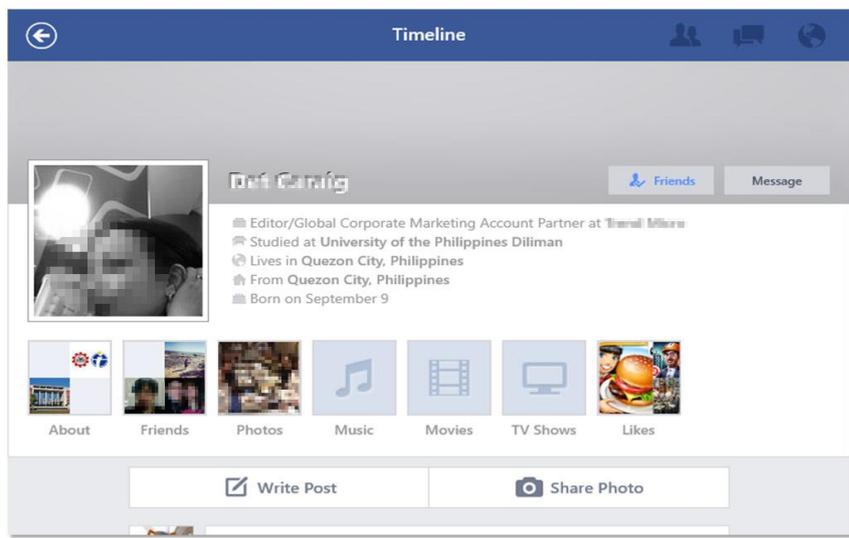
## How to Like a Photo

Liking a photo that a friend or anyone on Facebook posted tells that person that you appreciate his or her post. It is a way of saying thank you for sharing the photo. To like a photo, follow the step-by-step guide below.

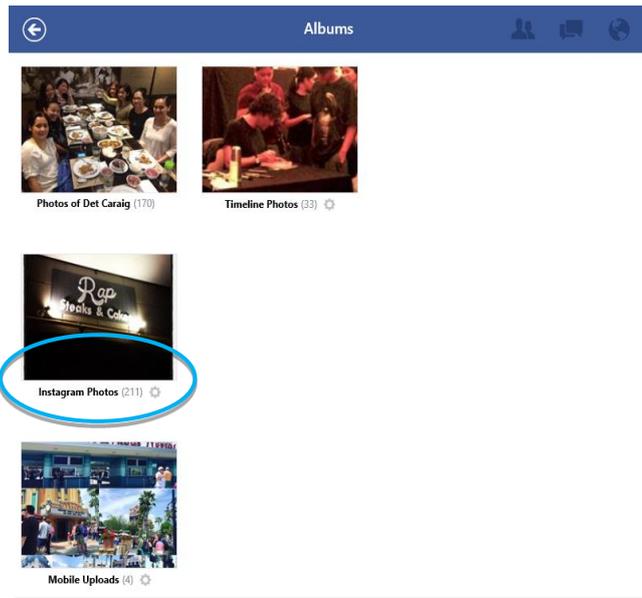
1. Open **f Facebook** by tapping it. Tap **≡ More** to open a menu. Tap **👤 Friends**. This will open your **Friends** page.



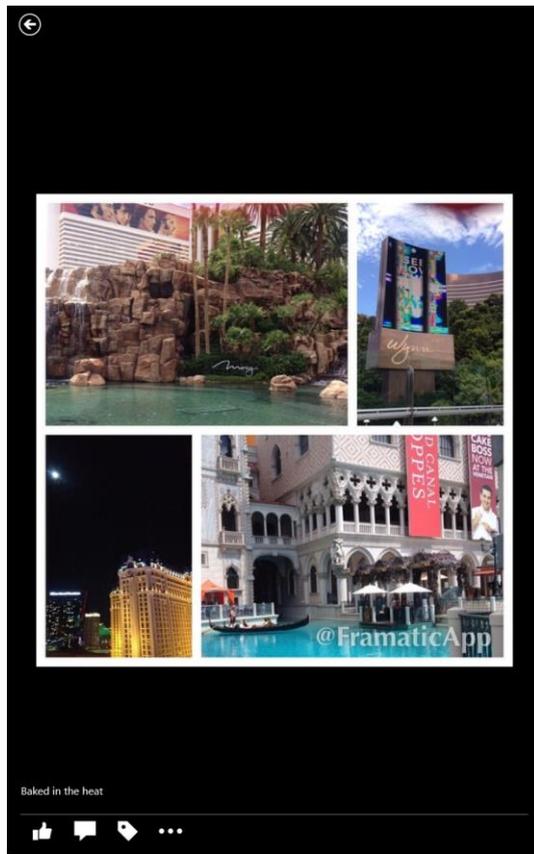
2. Tap the name of a friend whose page you would like to see. This will take you to his or her Facebook page.



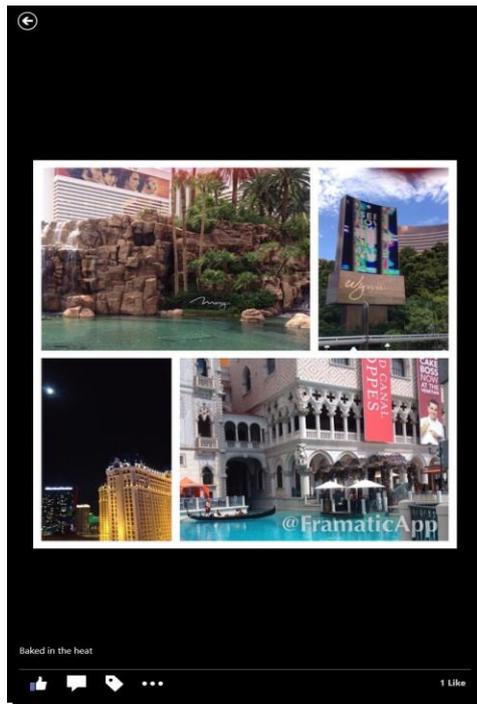
3. Look for and tap **Photos**. This will show all of the photos that your friend uploaded to Facebook. Choose a photo you would like to react to. For this purpose, we chose a photo inside **Instagram Photos**. Tapping on a photo will load it.



4. Look for and tap  **Like**. Note that  **Like** changed color.



5. You can also like a photo that appears on your  **News Feed**. Look for  **Like** under a photo that you want to react to. Tap it. That tells your friend you appreciate his or her photo. Notice that it changed color, too.

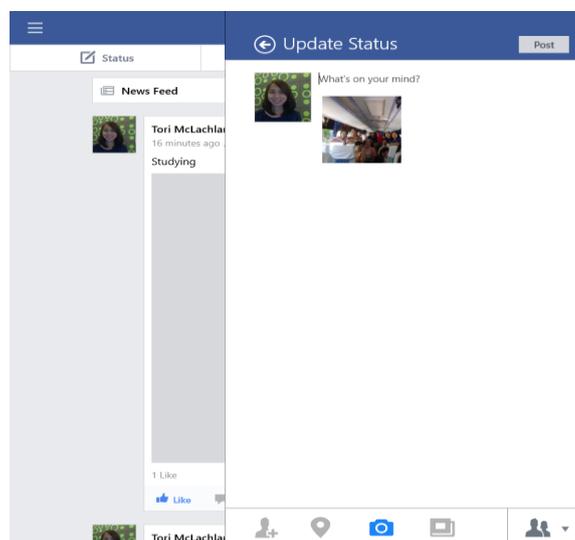


6. Congratulations! You now know how to like a photo.

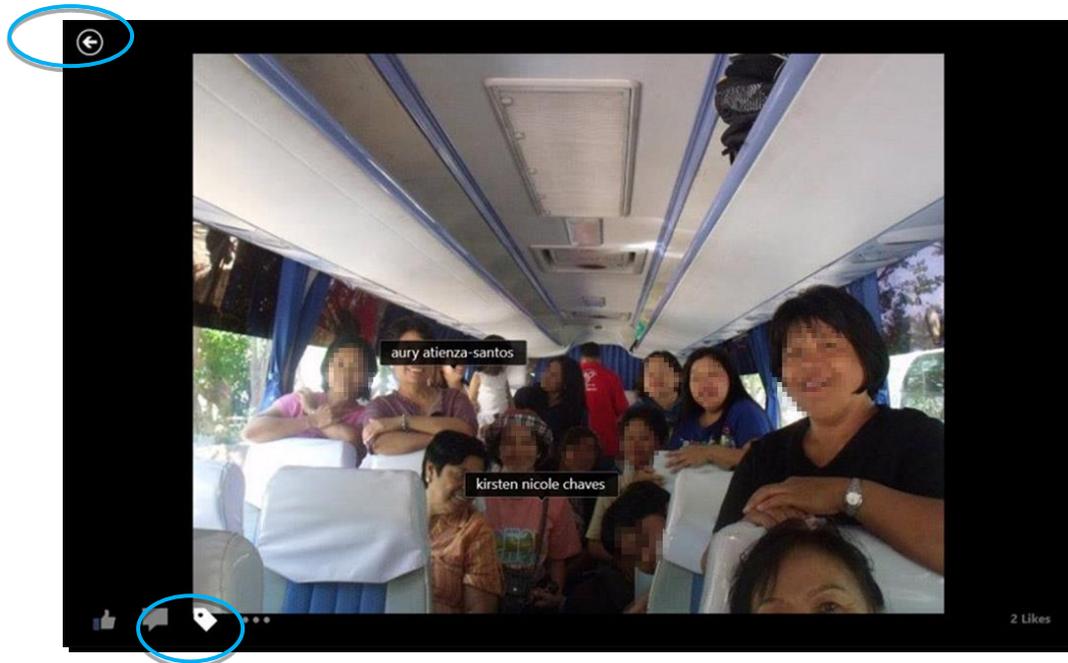
### **How to Tag Someone in a Photo**

A tag is a special kind of link. When you tag someone, you link a post to his or her Facebook page. You can, for instance, tag a friend when you post a photo to tell others that you were together when it was taken. All of your friend’s friends can see the post on his or her Facebook page. Any friend that you tag will also be notified. To tag someone in a photo, follow the step-by-step guide below.

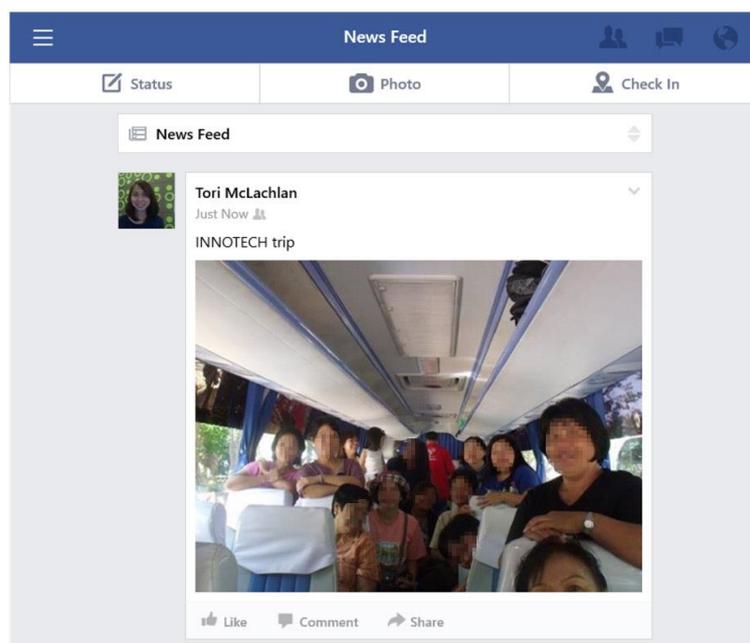
1. Tagging someone in a photo is similar to liking it. This means you want to tag someone to a photo you are sharing. Tap  **Photo**. Choose a photo you would like to share than tap the **Select images to upload** button. If you are sharing a group picture, you can tag people in it but only if you are friends with them.



2. Tap the photo. This will open it on another page. Tap . Tap each person's face and choose who he or she is from the choices that will appear. Then tap . Note that the photo will appear on your Facebook page as well as on your tagged friend's Facebook page.



3. Type a brief caption into the **What's on your mind?** field. Then tap the **Post** button. You should see your photo on  **News Feed**. Allowing people to tag you in photos gives others, even those who you do not personally know like friends of friends a chance to view them. As such, take special care when tagging people in photos since it can be considered an invasion of their privacy.



4. Congratulations! You now know how to tag people in a photo.

## **WARNING: Privacy Concerns**

According to the article [How to Update Your Facebook Privacy Settings<sup>3</sup>](#), written by Stephanie Crawford in 2011 for the website, HowStuffWorks, "Privacy is one of the biggest issues on social networking sites." Explaining further, it said that since Facebook was launched, it "has been a target of criticism regarding its open approach to user privacy, especially its decision to share rather than hide personal information by default." This means that if you don't change the privacy settings of your Facebook account, your Facebook status, the posts that you make, and the photos and videos that you upload can be viewed by anyone. These content can be copied and pasted elsewhere without knowledge. Crawford also warns that search engines can cache those contents and display those in search results.

That is why it is important to remember that as a Facebook user, you need to be careful about your posts. You need to observe a certain level of privacy and exercise proper Netiquette. Remember the golden rule in social networking, "If you cannot say something in front of a person or in public, do not post it." Facebook privacy is discussed in further detail in the [Why Is Information Privacy a Big Facebook Issue?](#) section of this e-book.

## **Basic Facebook Terms You Should Know**

Facebook constantly introduces new features and changes. Whether you are a new or expert Facebook user, you can still get confused trying to keep up with all of the features and changes. Jennifer Beese (2015), in ["Your Handy Guide to Facebook Marketing Terms,"](#) noted some Facebook terms you need to know. Here are some of them:

- **App:** A Facebook app can be created by a third party for use with the social networking site. It adds more to your Facebook experience. An example of this is  **Facebook Messenger**.
- **Friend:** A Facebook friend is a person you are connected to and share content with on the social networking site. You can send friend requests to any Facebook member you know. You can also receive friend requests from members that you can choose to accept, decline, or ignore.
- **Group:** A Facebook group can be created by any member and acts as a space where people with similar interests can come together for discussions and knowledge sharing.
- **Like:** Tapping or clicking  **Like** pertaining to a Facebook update shows that you appreciate it. Liking something makes your reaction appear as an update to a Facebook post. You can also like any content online by tapping  **Like**.

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<sup>3</sup> Stephanie Crawford "How to Update Your Facebook Privacy Settings" 12 July 2011, *HowStuffWorks.com*.  
<http://computer.howstuffworks.com/internet/tips/how-to-update-your-facebook-privacy-settings.htm>

- **News Feed:** This is a list of updates on your Facebook page.<sup>4</sup> It shows updates about your friends. It is actually a collection of events from your friends' feeds that gives you a quick look at what they have been doing.
- **Private message:** This is similar to a private e-mail or chat message. It is usually sent via  **Facebook Messenger**. A PM can include text, images, and other files. Note, however, that the mobile and desktop Facebook apps, including Facebook Messenger, are no longer supported on Windows computer and Windows Phone using 8 and 8.1 operating systems. If you have these devices, you either upgrade the OS to Windows 10, or, if that's not possible, just access Facebook from a browser.
- **Profile:** Your Facebook profile tells your complete story on Facebook. It includes a profile picture, your biography, personal information, and more. It can be public or private.
- **Status update:** A status update allows you to discuss your thoughts, whereabouts, or important information with friends.<sup>5</sup> Similar to a Tweet on Twitter, it is usually short and generally gives information without going into too much detail. When you update your status, it is posted on your wall as well as appears in your friends' **News Feeds**.
- **Tag:** You can tag another Facebook member in a photo or post so the content can appear on his or her page, too.
- **Timeline:** Your **Timeline** is where you can see your posts or posts you have been tagged in displayed by date. It is part of your profile.

For more Facebook terms, read ["Glossary of Terms."](#)

## ***What Is Proper Facebook Etiquette?***

Now that you know about the basics of using Facebook, you should also be aware about proper decorum online. Etiquette is a branch of decorum or general social behavior. According to Wise Geek, "etiquette is a set of practices that are followed in a wide variety of situations. Each society has its own distinct etiquette and various cultures within a society have their own rules and social norms. Learning these codes of behavior can be very challenging for people who are new to a particular culture."<sup>6</sup> Social networking etiquette is no different from social behavior. This section introduces you to the etiquette or acceptable values in social networking, particularly when using Facebook.

Christopher Null, in 2009 wrote in the article ["Facebook Etiquette: 10 Rules for Better Socializing,"](#) that one of the most fundamental rules of social networking etiquette is to carefully consider whom you friend or connect with on social networking sites such

<sup>4</sup> Vangie Beal, "Facebook News Feed," *Webopedia*, [http://www.webopedia.com/TERM/F/Facebook\\_News\\_Feed.html](http://www.webopedia.com/TERM/F/Facebook_News_Feed.html)

<sup>5</sup> Margaret Rouse, "Facebook Status," *WhatIs.com*, <http://whatis.techtarget.com/definition/Facebook-status>

<sup>6</sup> "What is Etiquette?," *wiseGEEK*, <http://www.wisegeek.org/what-is-etiquette.htm#didyouknowout>

as Facebook. Since all of the people you associate with may reflect on you, he suggested the following rules of etiquette:

- **Who should you friend?** Some people adopt an everyone-is-welcome policy on Facebook and accept all friend requests. Some only want real-world contacts in their friends list. When deciding on the right approach for you, bear in mind that the bigger your friend network is, the more app, event, chat session, and cause invitations you will receive. And that can lead to some uncomfortable moments and the occasional friend purge.
- **Easy on the updates.** Oversharing on Facebook can be a problem. Every meal eaten, every television (TV) show seen, and every weather condition observed need not be the subject of a status update. Ask yourself whether anyone is likely to care about your post before you start typing.
- **Limit Facebook messages.** Just because someone has his or her Facebook page open does not mean he or she is automatically available for a chat session.  **Facebook Messenger** is like any other instant-messaging (IM) platform, use it appropriately and recognize that your friends may be too busy to immediately respond, especially during work hours.
- **Avoid “group thinking.”** One disconcerting trend among many Facebook users involves creating a group for a business concern, then inviting everyone under the sun to join it. This is a misuse of the feature and bad manners since groups were designed to serve as gathering places to discuss genuine leisure, cultural, social, or other common interests, not as ad hoc copy shops. Common courtesy should impel you not to create a group for your business. But if you insist on doing so anyway, invite only employees to join it. If your business needs Facebook presence, create an official Page for it. Then, if you must, invite friends to become fans of that Page.
- **Beware of embarrassing photos.** Resist the temptation to post every last photo of your birthday party on Facebook, particularly those that may cast your guests in an unflattering light. If you have doubts, ask the subjects of any dubious picture in advance whether they would mind you posting the shots, then abide by their wishes.

For more information on Facebook etiquette, read the following articles:

- [“Essential Facebook Etiquette: 10 Dos and Don’ts,”](#) by Michael Poh
- [“Practice Good Facebook Etiquette,”](#) by Kristin Appenbrik
- [“14 Dos and Don’ts to Being a Good Facebook Friend,”](#) by Kasandra Brabaw
- [“Facebook Etiquette: 10 Rules for Better Socializing,”](#) by Christopher Null
- [“10 Facebook Etiquette Tips to Use Every Day,”](#) by Heather Heuman
- [“Facebook Etiquette: Avoid These 5 Common Mistakes,”](#) by Elizabeth Harper

- ["12 Facebook Etiquette Mistakes You Want to Avoid,"](#) by Ravi Shukle
- ["The 36 Laws of Facebook Etiquette,"](#) by Alan Van

## Chapter 3

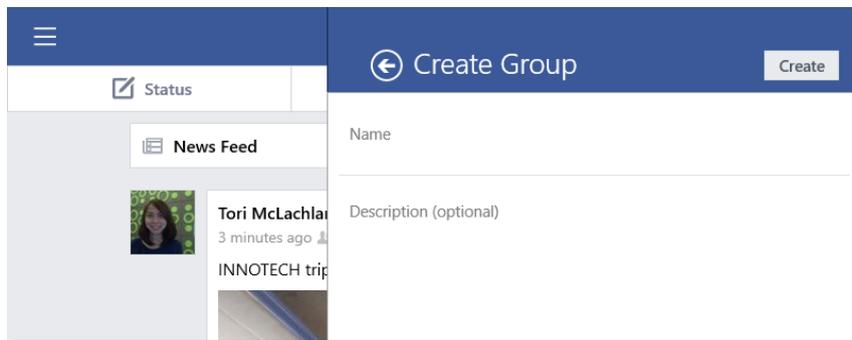
# Intermediate Users

Intermediate users are those who are already familiar with **f Facebook's** basic features and are ready to learn to do more complicated tasks beyond sending a message. In this section, you will learn to create a group, send a group message, and block or unblock a user. You will also learn to deactivate your Facebook account if you want to and protect your privacy on the social networking site.

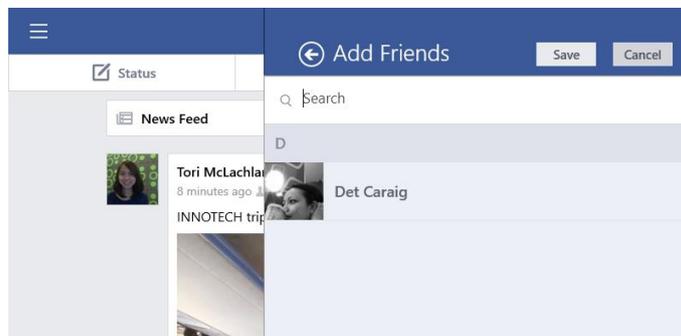
### How to Create a Group

A group refers to a group of Facebook users who share a common interest or cause. Creating a group means establishing a community to promote, share, and discuss topics relevant to a particular interest or cause. As a teacher, you would do well to create a group for each class. Doing so will help you better administer and moderate discussions outside the classroom. To create a group, follow the step-by-step guide below.

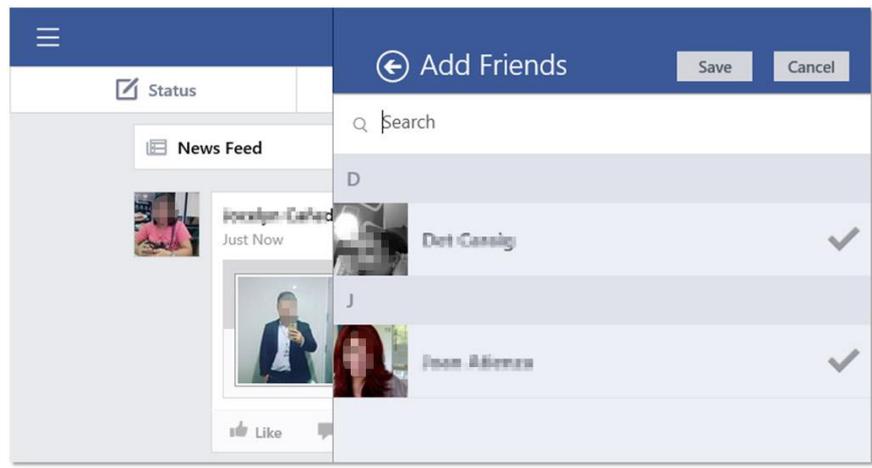
1. Open **f Facebook** by tapping it. Tap **☰** to open a menu. Tap **👤+** **Create Group....** This will open the **Create Group** page.



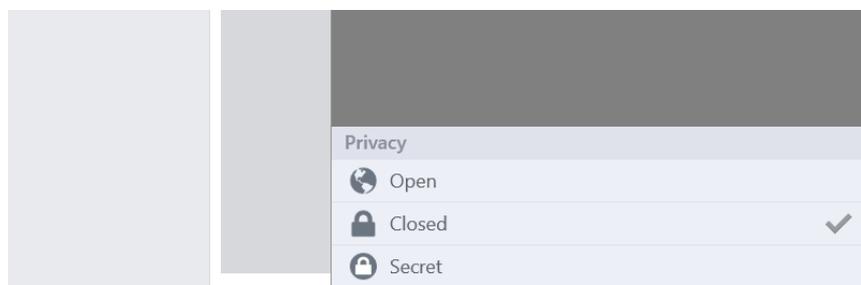
2. Type a name for your group into the **Name** field. Tap **👤+**. This will open the **Add Friends** page.



3. Tap the names of all of your friends whom you want to become part of the group. Note that their names will be marked with ✓. Tap the **Save** button. Tap . This will make a list of options appear.



4. Choose **Public** if you want anyone to see it, its members, and their posts. Choose **Closed** if you want anyone to find the group and see who is in it but only members can see posts. Or choose **Secret** if you want only members to find the group and see its members' posts. We chose **Closed**. It was marked with ✓. Then tap the **Create** button. You will be taken to the newly created group's page. Congratulations! You just created your own group.



A group page is just like a personal Facebook page, except that all of its members can update the former as if it was their own. Members can, however, be limited in terms of posting and sending messages to co-members of the group.

A group is useful for a class if you limit its members to you and your students. That means that everyone personally knows every member. A class group page can let you promote higher order thinking skills (HOTS) through discussions, which will spark creativity and critical thinking. You can ask students, for instance, to post pictures that represent how they interpret today's lesson.

The [wikiHow](#) article, "[How to Teach a Class Using Facebook,](#)" provides some suggestions on using Facebook groups for teaching and learning. We urge you to use your class group daily or at least once a week. The following are some ways that have proven effective in engaging students via Facebook groups:

- Ask students to answer an assignment via a group post. You can give younger students different questions so they can learn from one another's answers. You can ask older students to share their thoughts on a reading assignment. Give them a deadline with enough time to go to the computer lab so they can post their answers.
- Post reminders on upcoming homework deadlines or tests. This will encourage students to regularly check the group page, which may increase their completion rate.
- Start a post-of-the-day group activity. Post something relevant to the day's discussion on your page at the end of the day. This is a great way to supplement learning from a textbook because you can reference modern issues and other sources.
- Ask students to post excerpts of end-of-term reports on your group page. Give them a deadline to do that. This will allow them to share their knowledge with their classmates.
- After a test, ask students to engage in a group discussion on how they did. You can ask them to constructively comment on their classmates' answers within a week.
- Ask foreign language students to comment on a post using the language they are studying. They are likely to study harder and perfect what they will say because everyone in class will see it.

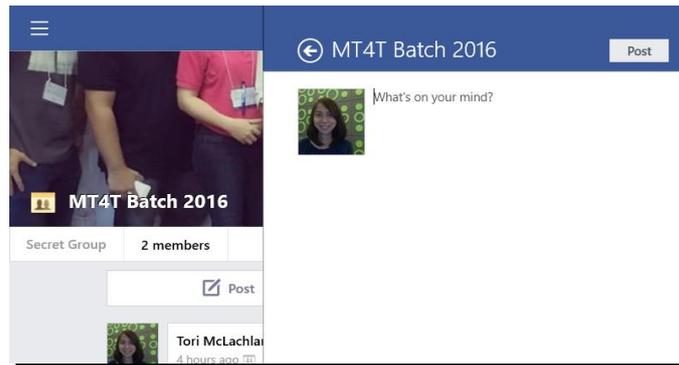
The following articles provide more information on using Facebook groups for teaching and learning:

- ["Facebook Groups for Teaching,"](#) by Claire Amos
- [Get Together—Facebook Groups for Educators](#)
- [14 Great Facebook Groups Every Teacher Should Know About](#)

### ***How to Send a Group Message***

A group message is one that is sent to all of the members of a group. You do not need to type each member's name to send one. A group message is useful if you want to remind all of your students about an assignment deadline or send an announcement.

1. Open  **Facebook** by tapping it. Tap  then tap the name of the group that you would like to send a message to. This will open the group's page. Tap  **Post**. This will open a message window.



2. Type your message into the **What's on your mind?** field. Then tap the **Post** button. You should see your group message on the group page.



3. Congratulations! You now know how to post a group message.

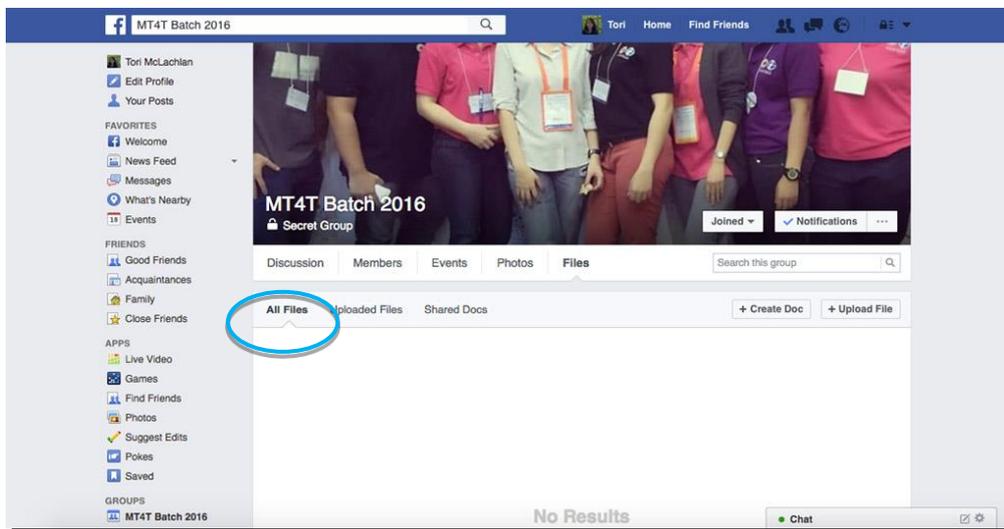
### ***How to Upload a File for a Group***

One of the great features of a Facebook group is that you can upload and share files with its members at the same time. You can upload any type of file (JPG, PNG, DOC, PDF, etc.) to a group page, except executable (EXE) and music (MP3, etc.) files. You can upload an unlimited number of files but each should be less than 25MB in size. Uploading files for the members of your group to access is an easy way to distribute teaching and learning materials. Instead of uploading files to a separate website and sharing its link, they can just download them from Facebook. Uploading files to a group page is much easier to do on a PC than a mobile device. To do that, follow the step-by-step guide below.

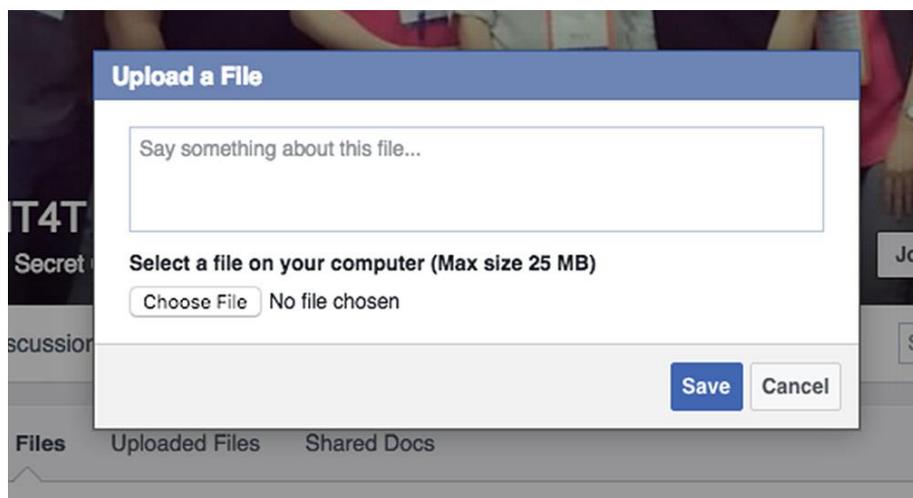
1. Log on to Facebook on your PC. Find your group's name on the menu on the left side of **News Feed**. Click it. This will open your group's page.



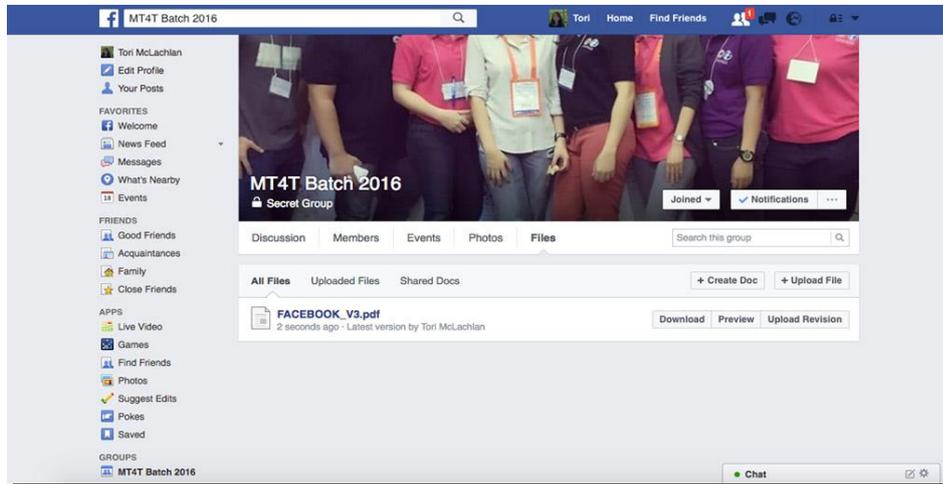
2. Look for and click **Files**. This will open the **All Files** window.



3. Click the **+ Upload File** button. This will open a pop-up message that lets you choose the file to upload.



4. Type a short description of the file you will upload into the **Say something about this file...** field. Then click the **Choose File** button. This will open a pop-up window where you can choose the file you want to upload. Choose the file and click the **Open** button to upload it. Wait for its name to appear. That means it has been uploaded. Then click the **Save** button to post your message. It may take some time to upload the file, be patient.



5. Congratulations! You just uploaded your first file to a Facebook group page. Note the three buttons next to it—**Download**, **Preview**, and **Upload Revision**. You can click the **Download** button if you want to download the file. Click the **Preview** button if you want to just view the file without saving it on your PC or device. And if you downloaded the file and made revisions to it, you can click the **Upload Revision** button to upload the revised file.

## ***How to Use Facebook Pokes***

Pokes is a Facebook feature that lets you get the attention of a certain friend who has not, for instance, sent you a message for quite some time. You can use it for various purposes such as saying hello. You can also poke someone whom you are not friends with to tell him or her to look at your page because you would like to add him or her as a friend. Poking someone who is not in your network who pokes you back lets you view his or her profile even if it is not public. This feature is not available on **f Facebook app for Windows mobile devices** but if you want to know more, you can read about it on ["Pokes."](#)

## ***How to Use Facebook Events***

Facebook Events is a calendar-based feature that you can use to notify friends of upcoming occasions such as school fairs, holidays, exams, quizzes, assignments, or field trips. It is a great way to spread the word since Facebook can reach millions of people in an instant. In the past, getting the word out about an event meant a lot of phone calls to make or invitations to mail. Facebook now lets you create an event and invite people from virtually anywhere at once.

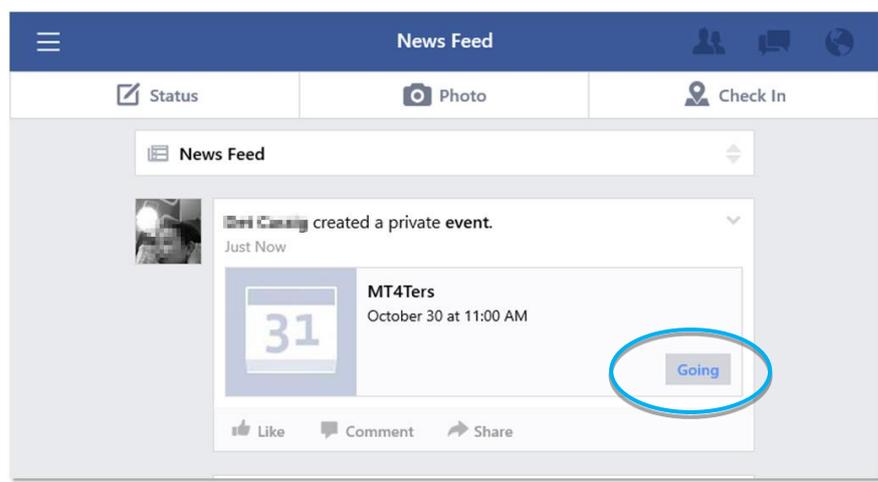
Facebook Events lets the members of a group know about upcoming events they would likely wish to attend or organize their own social gathering. Events require an event name, network, host name, event type, start time, location, and a list of invitees. They can be public or private in nature. Private events will not appear as search results and are by-invitation only. People who were not invited cannot view it.

**f Facebook app for Windows** does not yet allow you to create events using a mobile device. You can only do it when you access Facebook from a web browser, either on your PC or your mobile device. What you can with the Facebook app for Windows is to view and accept invitations. Follow the step-by-step guide below.

1. Open **f Facebook** by tapping it. You should see an invitation on **News Feed**.



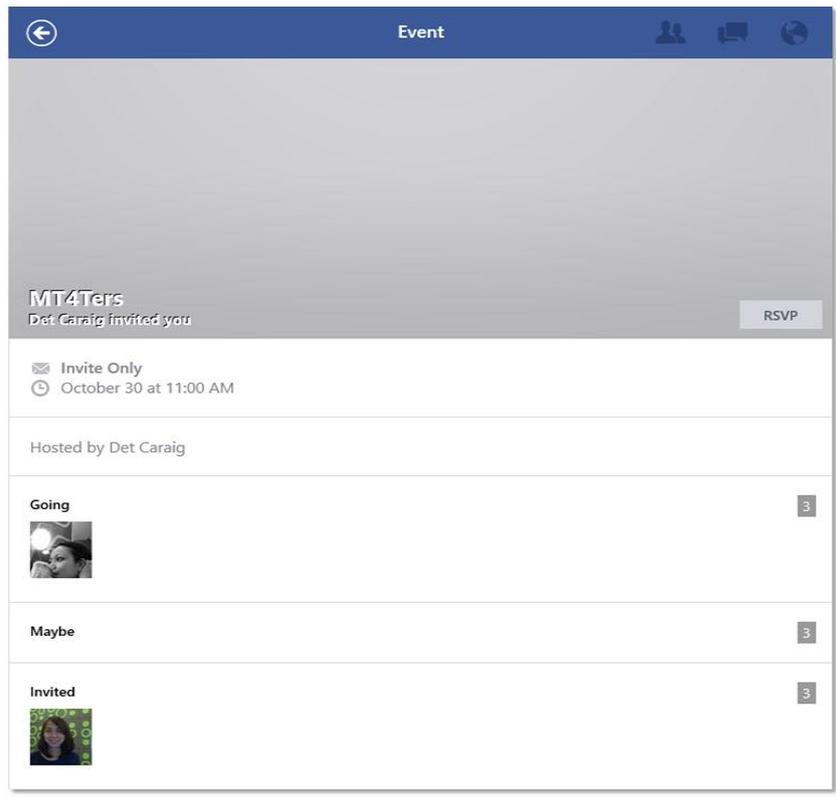
2. If you would like to join, simply tap the **Join** button. It will change to the **Going** button.



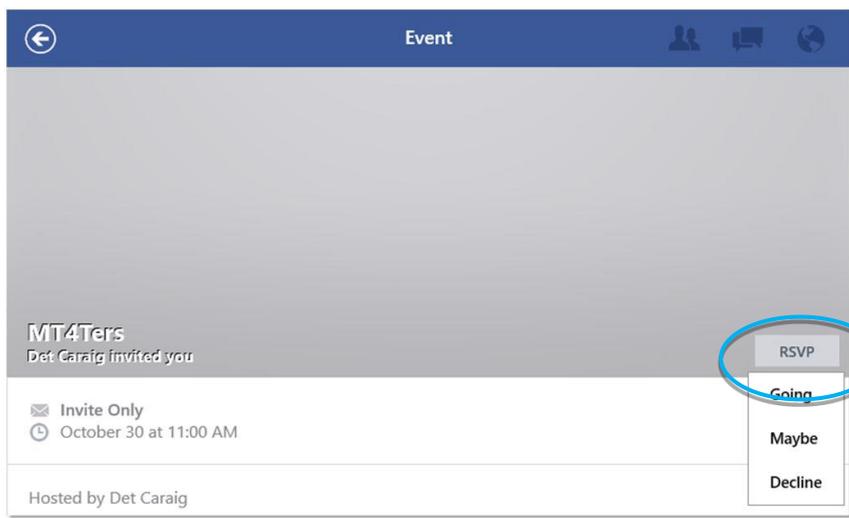
3. You also receive notifications when you are invited to an event. To view an invitation, tap **Notifications**.



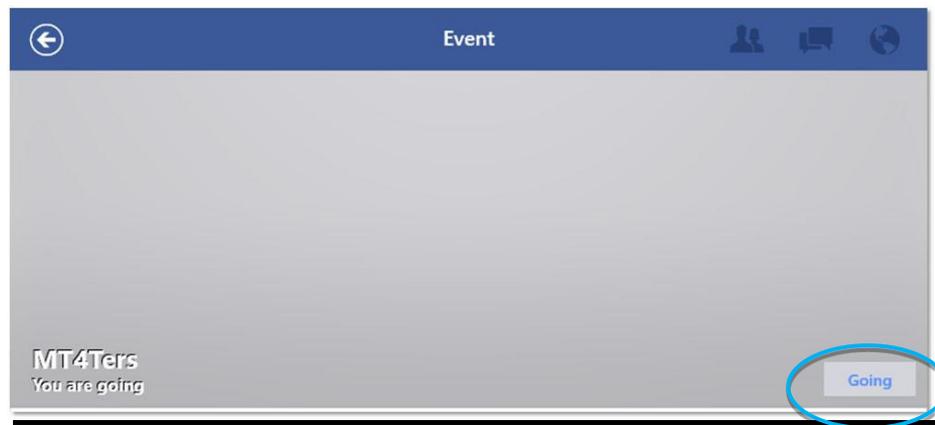
4. Tap the invitation to open it.



5. To join, tap the **RSVP** button. A drop-down list will appear.



6. Tap your desired response—**Going, Maybe,** or **Decline.** In this case, **Going** was tapped. Note that the **RSVP** button changed into the **Going** button.



7. Congratulations! You now know how to view and respond to event invitations on  **Facebook for Windows.**

### ***How to Block and Unblock a User***

Protecting yourself on Facebook sometimes requires unfriending or even blocking someone. If someone is stalking, offending, or annoying you on Facebook, you have the option to block him or her.

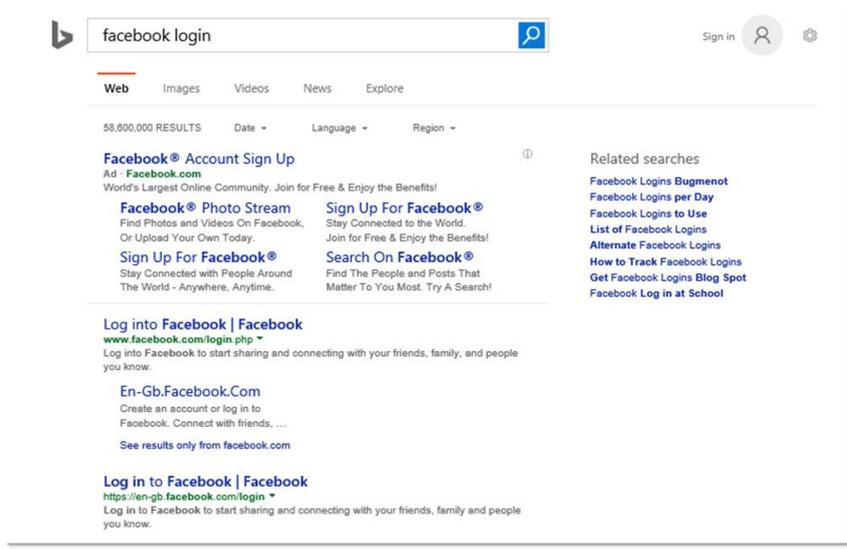
Blocking someone on Facebook entirely removes your account from that person's account. He or she will not be able to find you even if he or she searches for you. This is one of the tools you can use to safeguard your privacy. You can restrict someone's access to your posts on Facebook. Blocking someone prevents that person from following you or reading your posts. Remember that if you block a Facebook account, you did not delete it. Blocking only affects your account, not the entire social networking platform.

 **Facebook for Windows** does not yet have a function to block and unblock a user. However, you can still do this by following the steps below.

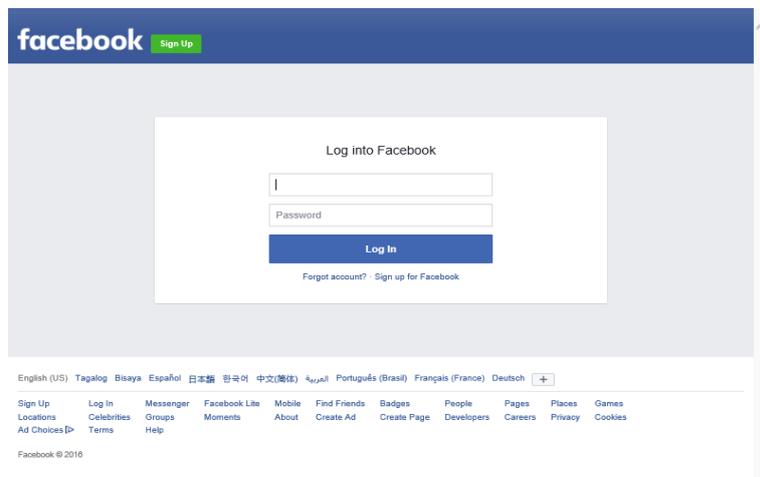
1. Open  **Internet Explorer.** Type "facebook" into the address bar. Note that suggestions will appear. Tap "facebook login."



2. You should see a results page. Look for and tap “Log into **Facebook | Facebook.**”



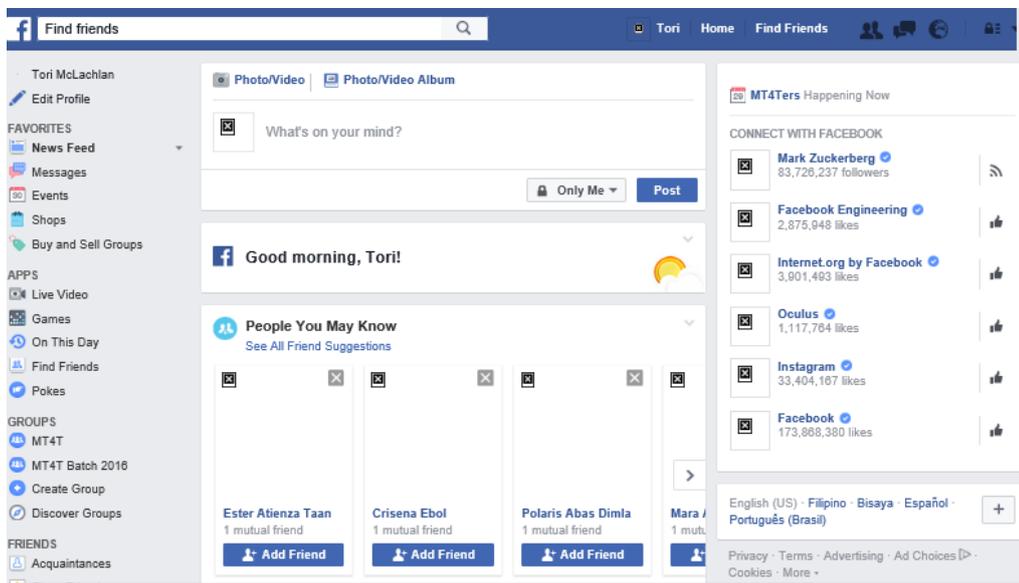
3. This will open the Facebook log-in page. Type your username and password into the fields. Then tap the **Log In** button.



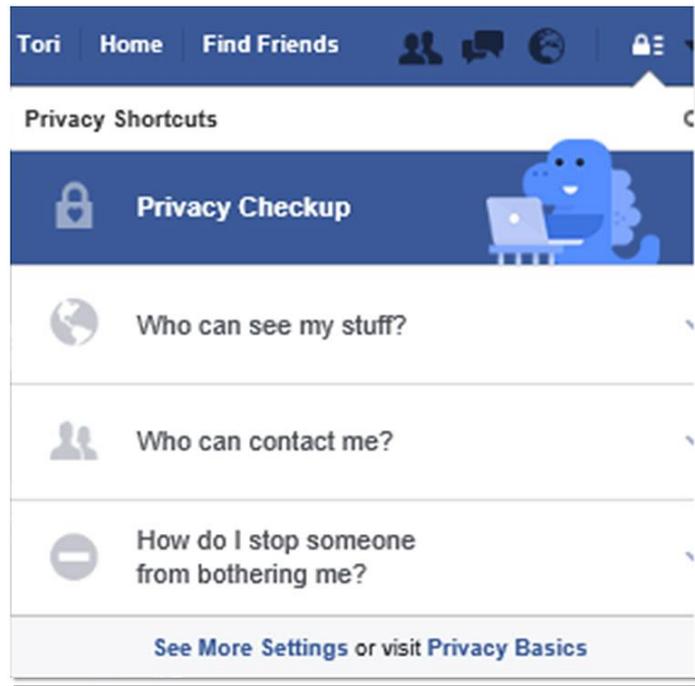
4. You will receive a notification to secure your account, skip this for now by tapping **Not now.**



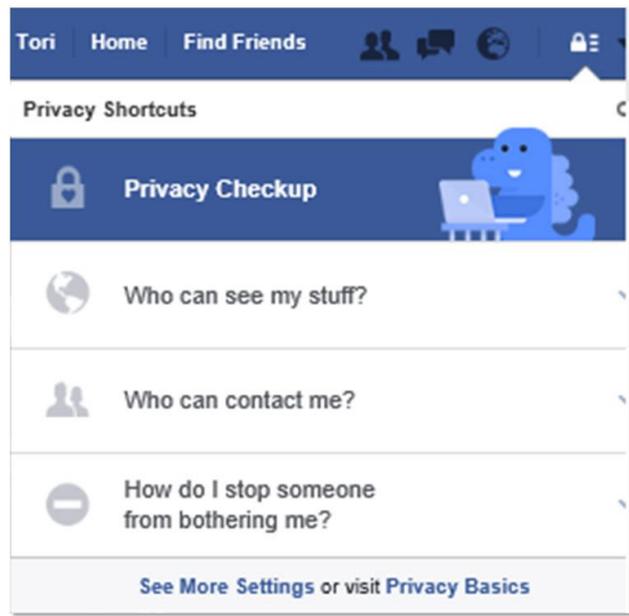
5. You should see your Facebook page.



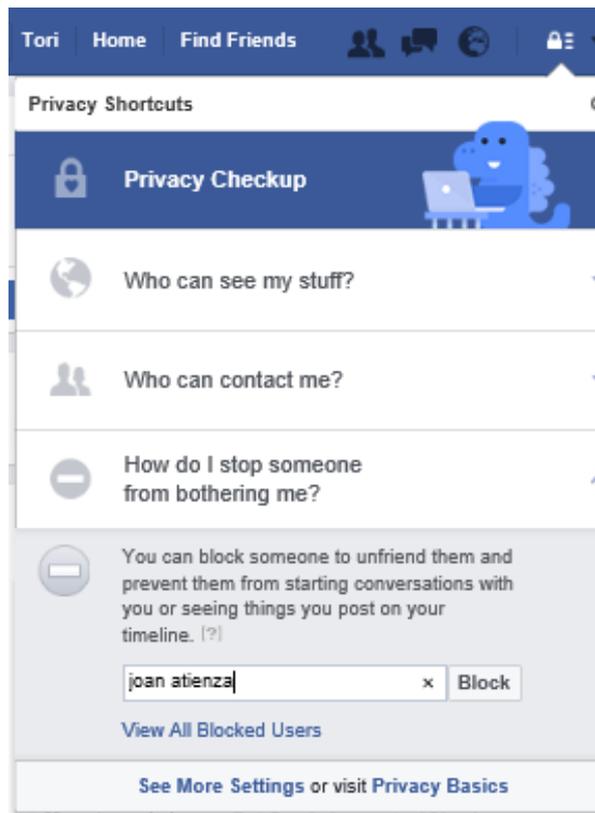
6. Tap  **Privacy Shortcuts**. This will make a drop-down list appear.



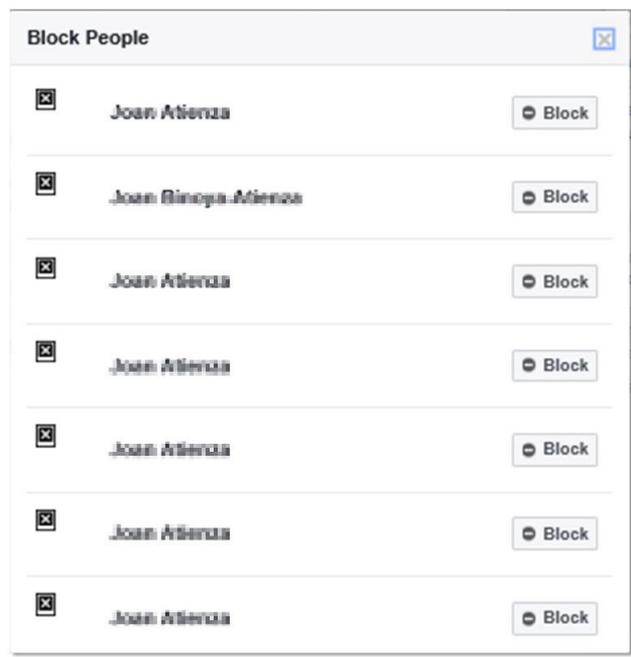
7. Tap **How do I stop someone from bothering me?** Additional options will appear in the drop-down list.



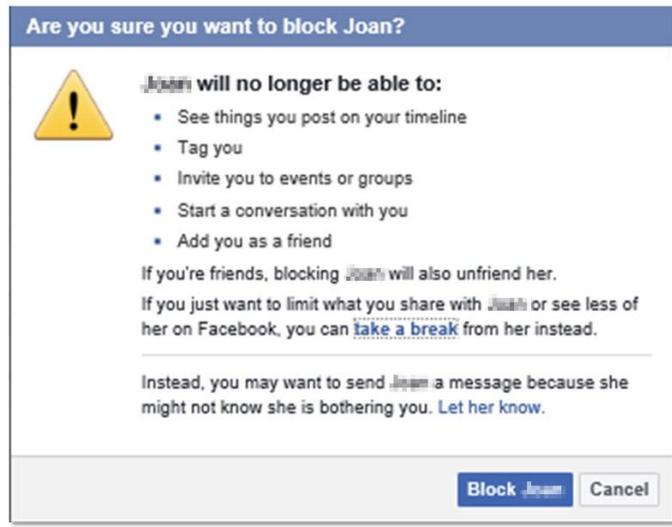
8. Type the name of the person you want to block into the **Add name or email** field.



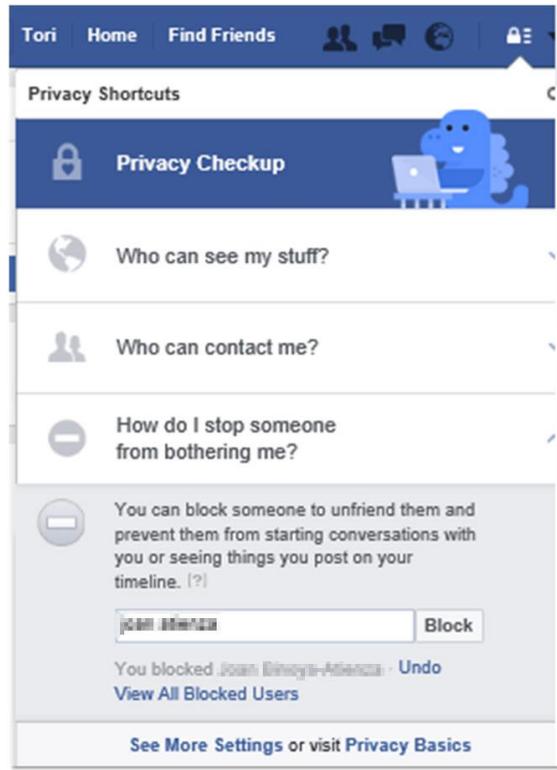
9. Then tap the **Block** button. A list of names matching the one you typed will appear.



10. Tap the **Block** button beside the name of the person you wish to block. A warning will appear.



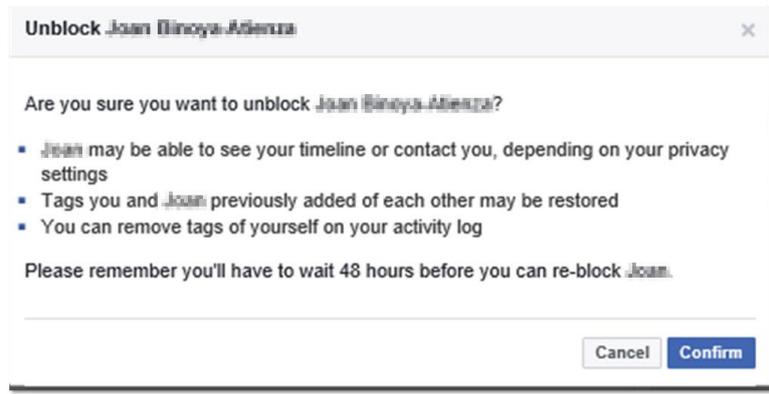
11. If you are sure you want to block that person, tap the **Block Joan** button. You should see an update below the drop-down list.



12. To unblock a user, tap **Undo** or **View All Blocked Users** on the same drop-down list. In this case, **View All Blocked Users** was tapped. A list of blocked users will appear.



13. Tap the **Unblock** button. A confirmation message will appear.



14. Tap the **Confirm** button and you are done. Congratulations! You now know how to block and unblock users on a Windows device.

## ***Why Is Information Privacy a Big Facebook Issue?***

Privacy is a very important concern when using any social media such as Facebook. You need to have the ability to control what information people can see. Your reputation and future endeavors depend on it. Many social networking sites collect private data to create your profile. As such, we advise you to limit the information you provide to the public. Careful consideration and balance were taken in writing this e-book to make sure that you are guided not to provide too much information. You were only asked to provide required information to effectively use Facebook.

Since it was launched as a social media platform in 2004<sup>7</sup>, Facebook has faced numerous complaints about information privacy. This includes keeping information that users had already deleted—old messages, posts, friend removals—and also stored IP addresses of computers used to access Facebook. Such threats to one's privacy online are a very real concern, however, with careful management of your privacy settings, you can still take advantage of what social media like Facebook has to offer. As you use social media, you are advised to be very mindful of the information that

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<sup>7</sup> "Facebook," *Wikipedia*, <https://en.wikipedia.org/wiki/Facebook>

you share online, particularly on Facebook, which is now considered as the world's largest social networks given its close to two billion active users (as of March 2017).<sup>8</sup>

Facebook's privacy and data protection policies still have a lot of areas for improvement, but as determined by the European Privacy Regulator in 2011, Facebook continues to maintain "a positive approach and commitment (in) respecting the privacy rights of its users."<sup>9</sup>

This is part of the reason that Facebook's privacy settings are always being updated. In January 2017, Facebook launched a new privacy settings named "Privacy Basics." In a short article by Devkota Sagar, co-founder of the website Time and Update, he discussed Facebook's basic privacy settings for 2017,<sup>10</sup> which he says makes easier for users to find the tools for controlling information that they share on Facebook. Below is Facebook's description of Privacy Basics:

*"People share their most valued moments on Facebook, and we want to make tips and tools clear and accessible whenever you need them. Privacy Basics gives you tips for things like securing your account, understanding who can see posts and knowing what your profile looks like to others. This is part of Facebook's overall effort to make sure you have all the information you need to share what you want with only the people you want to see it."*

## Access Facebook Privacy Basics

Facebook's Privacy Basic is like a one-stop shop of most of the things that you need to learn and understand about your Facebook account. Complete with colorful graphics and simple instructions, much of what is discussed in this e-book can also be found here. The best thing is that this section is always up-to-date so even if the instructions in this e-book become outdated, you just need to log into your Facebook account, tap on the **Privacy Shortcuts** menu under **Data Policy** to access **Privacy Basic**, or go directly to the page by tapping on this link: <https://www.facebook.com/about/basics>

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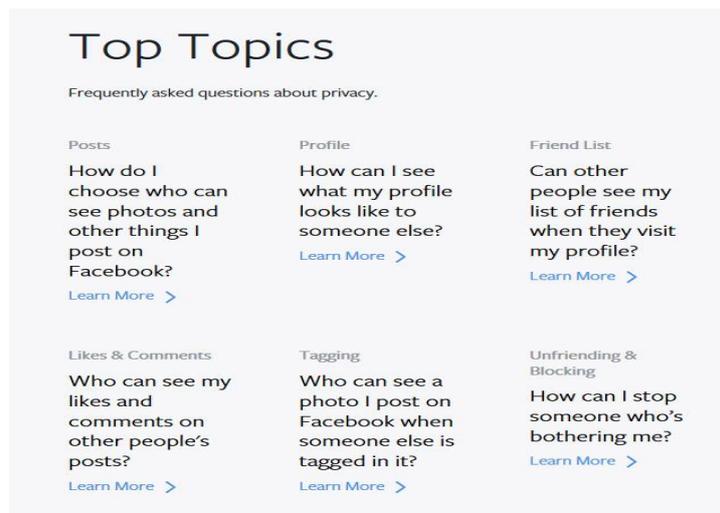
<sup>8</sup> Daniel Sparks, "How many users does Facebook have?" *The Motley Fool*, <https://www.fool.com/investing/2017/03/30/how-many-users-does-facebook-have.aspx>

<sup>9</sup> Kashmir Hill, "Some Scolding, No Fines For Facebook After Irish Privacy Investigation," *Forbes*, <https://www.forbes.com/sites/kashmirhill/2011/12/21/some-scolding-no-fines-for-facebook-after-irish-privacy-investigation/#2d529f483023>

<sup>10</sup> Devkota, "Facebook with new privacy basics settings 2017," *Time and Update*, <https://timeandupdate.com/2017/01/facebook-new-privacy-basics-settings-2017/>



Once you open the page, scroll down to see the list of frequently asked questions about privacy in relation to your posts, profile, friend list, likes and comments, tagging, and unfriending and blocking.



Further down, you should be able to read on how you can gain more control of your Facebook experience. We have reproduced some parts of the **You're in Charge** section to provide you with guidance.

# You're In Charge

Learn how you're in control of your Facebook experience.



## Manage Your Privacy

Learn how to customize your privacy settings so you can confidently share your moments.

[Explore >](#)



## Stay Safe and Secure

Explore ways to increase your account security and learn how we help protect you.

[Explore >](#)



## Advertising

Find out how to control the ads you're shown so they're more useful to you.

[Explore >](#)



## Working Together

Learn how data and technology help us connect and support you in new ways.

[Explore >](#)

- **Manage Your Privacy.** When you click on **Explore**, you will be directed to a page where you will learn how to customize your privacy settings to determine who should only see your posts.



## Manage Your Privacy

Learn how to customize your privacy settings so you can confidently share your moments.

[Explore >](#)

The following are the list of topics that should enable you to understand better how your Facebook account works in terms of privacy. Just tap on **Learn More** under a particular topic to start reading and gaining some understanding.

-  **Posts.** Learn more on how you can limit who sees photos and other things you post on Facebook.
-  **Deleting Posts.** Learn how to delete something you post on Facebook.
-  **Profile.** Learn how you can see what your profile looks like when viewed by someone else.

-  **Friend List.** Determine if other people can see your list of friends when they visit your profile.
-  **Likes and Comments.** Learn who can see your likes and comments on other people's posts.
-  **Comments and Likes by Others.** Learn who can like and comment on things that you post on Facebook.
-  **Tagging and Untagging.** Learn who else can see your post on Facebook when someone else is tagged in it and find out also what you can do when you don't want to be tagged in a photo.
-  **Photos and Videos I'm In.** Find out how you can control Facebook from automatically tagging you in photos and videos.
-  **Timeline.** Learn how you can manage what other people posts on your Timeline.
-  **Search.** Find out what other people (who are not in your friends list) see when they search for you on Facebook.
-  **News Feed.** Learn how you can control what shows up on your News Feed.

At the bottom of this list is the **Take the Privacy Checkup** button. Tap on this button if you want to find out and modify the existing privacy settings of your Facebook account. You will be asked to log into your account to start the privacy checkup. Note however that this option is currently not available yet for certain devices.

When you are done in this section, you can go back to the main menu by tapping on < **back to main** found at the top of the page.

- **Stay Safe and Secure.** In this section, you can learn about the different ways by which you can further increase the security of your Facebook account. At the same time, you will learn what Facebook has done to help keep your account safe and secure.



Here are some of the topics under this section that you might find useful.

-  **Account Deactivation & Deletion.** Find out how you can deactivate or delete your account if you want to put on hold or end your Facebook activities.
-  **Passwords.** Find out how you can keep your account more secure by creating a strong password.
-  **Hacked Accounts.** Learn what you can do when someone has gained access and taken over your Facebook account.
-  **Login Approvals.** When this feature is activated, an approval code must be entered first before gaining access to your Facebook account from a new device.
-  **Trusted Contacts.** These refer to friends whom you can contact in case you need help getting into your Facebook account.
-  **Where You're Logged In.** It is possible to log into Facebook at the same from different computers or devices. Find out from which devices you have logged into and determine how you can manage those active sessions.
-  **Unfriending & Blocking.** These are two things that you can do when you want someone to stop bothering you on Facebook. Find out which of these two suits best the situation you are in and how you can do it.
-  **Spam.** A spam is an unwanted or irrelevant message, post, or even a friend request. Learn what you can do when you receive something suspicious.
-  **Phishing.** Learn to recognize any attempts to steal your account details and other information, and what you can do to prevent it from happening.

-  **How You're Protected.** Find out here what Facebook does to help keep your account secure.
-  **Login Alerts.** This is a tool that can help alert you when someone else is logging into your account.

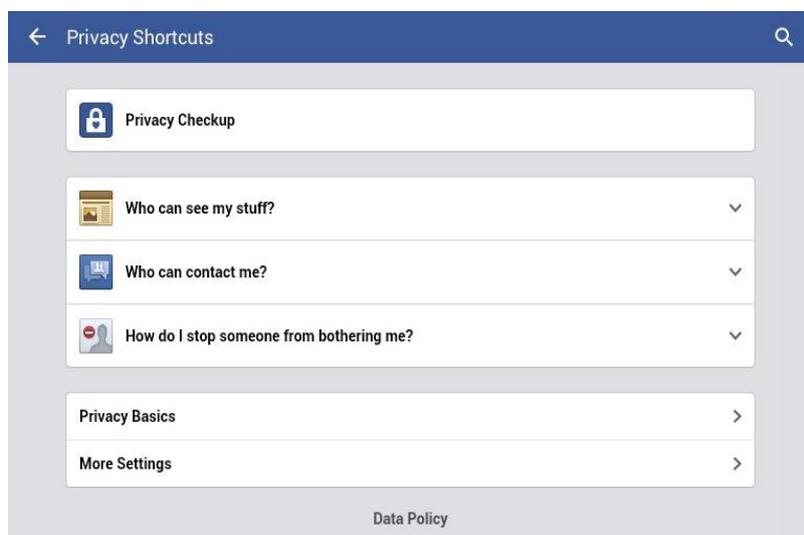
At the bottom of this list, you should find a button that says, **Take the Security Checkup.** Tap on this button to review your current security settings and modify this if you wish. Note that this feature is currently available only if you're accessing Facebook on a computer or if you have the latest Facebook app version for Android.

To guide you on how to set controls in your Facebook account, here are five Facebook privacy settings that are important for you to know based on the article of Ali Syed, "[5 Facebook Privacy Settings You Should Know,](#)" published on December 30, 2016.

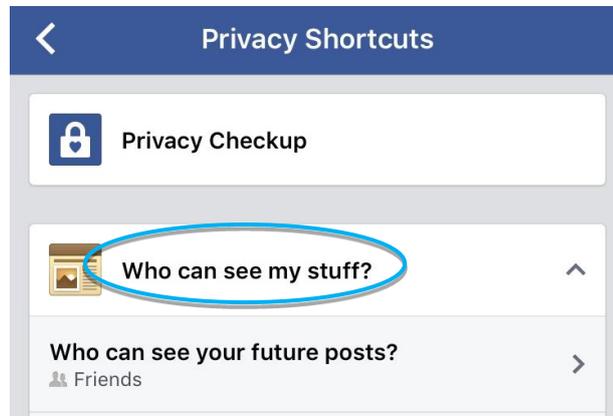
## The basic privacy options

The website "Make Use Of" published on January 1, 2013 the article, "[Make Sure You're Secure with Facebook's New Privacy Settings,](#)" which presented a complete guide to Facebook's privacy settings. Written by Yaara Lancet, the article explained how Facebook had made it easier for all to be more responsible in their account's security settings because it was no longer complex as before. We reproduced some of the key points highlighted in that article, and these included the following:

-  **Privacy Shortcuts.** This option lets you have a quick access into Facebook's most commonly used privacy settings and tools. Here, you can adjust the settings on who can see your posts, who can contact you, and how you can stop someone from bothering you. You can also access the Privacy Basics and other security settings from here.



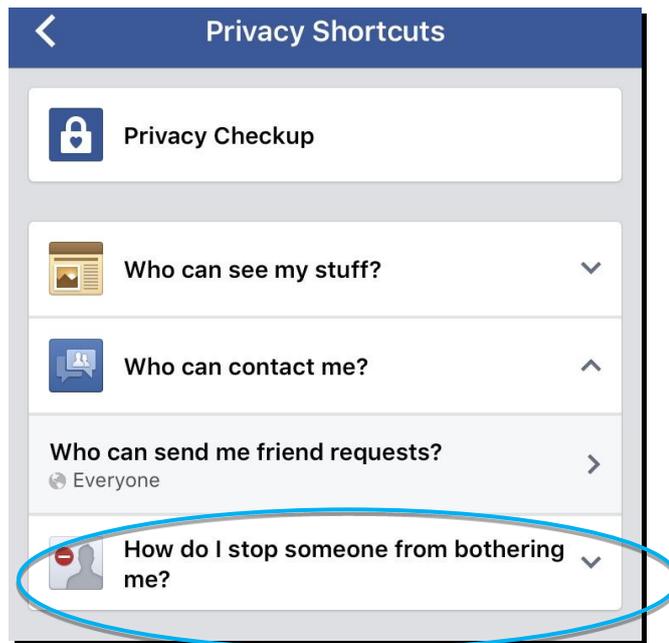
-  **Who can see my stuff?** lets you control who can see your future posts and review the settings for older posts, including posts that you have been tagged in.



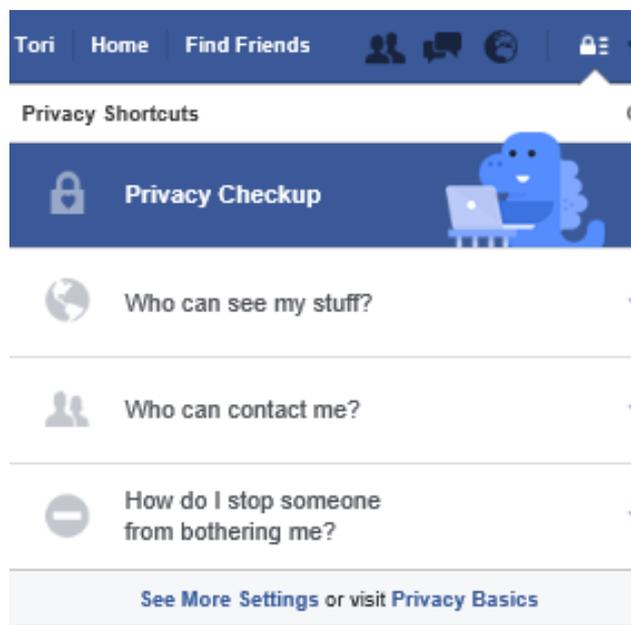
-  **Who can contact me?** lets you choose who can send you friend requests. You can choose between  **Everyone** and  **Friends of Friends**.



- One of the most useful features of this new menu is giving you the ability to easily block someone. If someone is bothering you, simply enter his or her name into the text field that says **Add name or email**, which is under  **How do I stop someone from bothering me?** Select from the list of suggested names then click **Block** so you can completely block him or her from accessing your account.

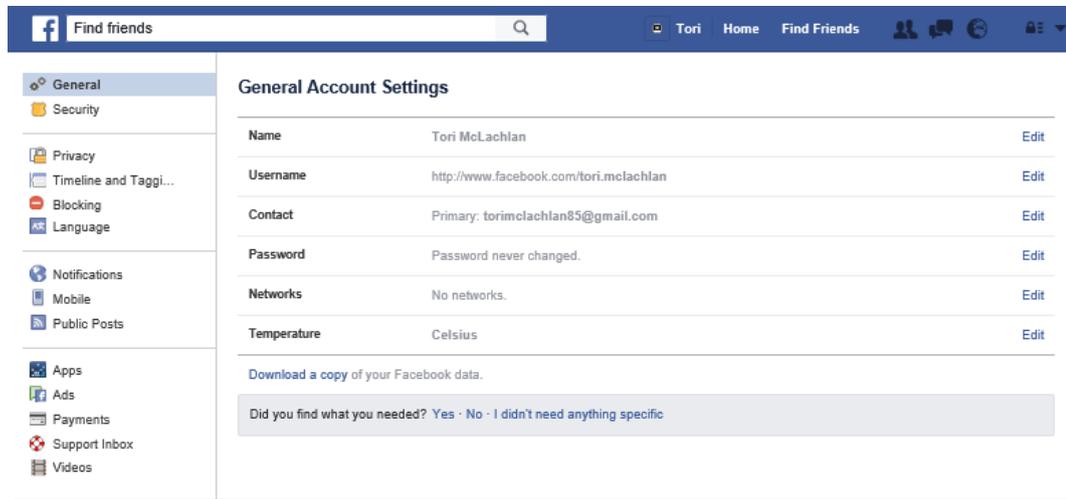


**f Facebook for Windows** does not yet have the **Privacy Shortcuts** feature. However, you can still adjust your privacy settings from the browser of your mobile device. From your **Timeline**, tap on **Activity Log** to automatically launch Facebook in the default browser of your Windows device. Once the page loads, tap on the **Privacy Shortcuts** icon to adjust the privacy settings of your account.

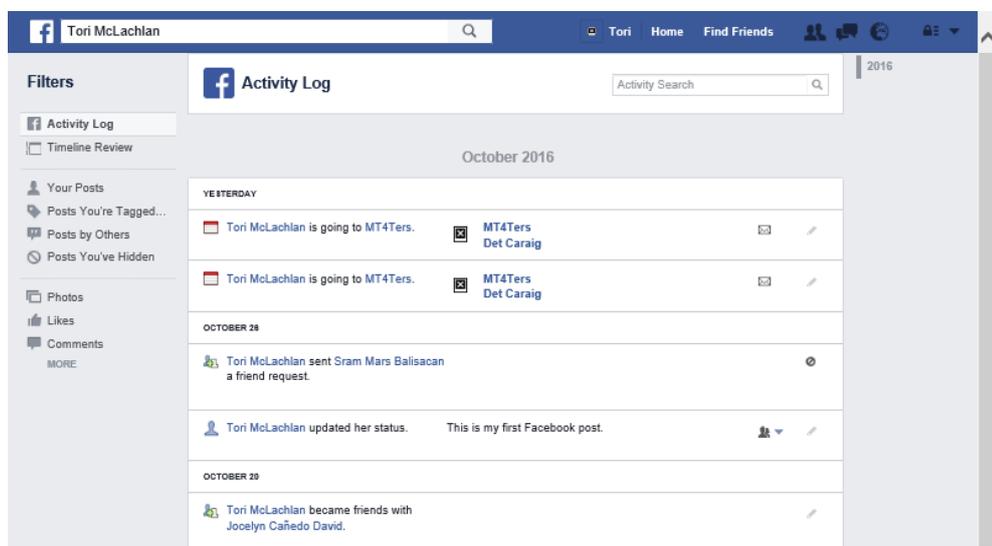


- **Settings:** As the creator of your Facebook account, you have a lot of control over how people see and interact with it. You can access these control options from here. You can control which apps can access your profile in **Account Settings** and more. The **Settings** from **f Facebook App** has limited features. However, you can still adjust your account's settings from the browser of your mobile device.

From your **Timeline**, tap on **Activity Log** to automatically launch Facebook in the default browser of your Windows device. Once the page loads, tap ▼ found on the **Navigation** bar then tap **Settings**. From there, you can modify your Facebook account settings. If you want to learn more, you can read ["Editing Your Settings."](#)



- Activity Log:** This makes it very easy to see everything you posted, liked, reacted to, commented on, and have been tagged in. **Activity Log** is easily accessible from your **Timeline** but opens up in the default browser of your device. It shows your activities in chronological order. It shows the date and time when an activity happened. From here, you can edit or delete your actions. The menu on the left allows you to filter activities based on what you want to see. Through this, you are able to monitor your posts, the posts you are tagged in, posts of others, and even posts you've hidden. You can access items that you need to review, such as tags. **Activity Log** is useful in reviewing items that appear in your **Timeline**. You can make sure nothing inappropriate is posted there or even rethink some of the things you already posted.



For instance, if you find a photo you have been tagged in that you do not like, you can choose to hide it from your **Timeline**. You can even ask for the photo to be removed entirely from the website. All you have to do is tap on the indicator and choose **Report/Remove Tag**. If you find other items that you want removed, select all of them and tap the **Report/Remove Tags** button that appears on top of the page.



In ["The Always Up-to-Date Guide to Managing Your Facebook Privacy,"](#) written by Whitson Gordon in 2013, it mentions several tips and useful information on managing and protecting your privacy when using Facebook. Under **Account Settings - Privacy**, you can review the settings on how you connect on Facebook.

- **"Who can see my stuff?"** This section lets you review the settings for your future posts; the people, Pages, and lists you follow; your friends list; and the audience for posts you've shared with friends of friends or public.
  - **"Who can see your future posts?"** By default, this is set on **Public** to mean that everyone on Facebook will see, react to, make a comment on, and share your posts. You can change this to limit the audience of your posts to **Friends**, **Friends except acquaintances**, or **Only me** if you don't want anybody else to see except you.
  - **Who can see the people, Pages and lists you follow.** Similar to the above section, you can choose to limit access of other people by changing the default settings from Public to **Friends**, **Friends except acquaintances**, or **Only me**.
  - **Who can see your friends list.** Managing other people's access to your friends list is a way of maintaining your privacy. Just remember that when you've limited the access to **Only Me** nobody else will be able to see your full friends list on your Timeline, but other people may still see mutual friends.

- **“Who can contact me?”** By default, **Everyone** can send you a friend request. If you wish to limit the number of friend requests that you will receive, you can change this to **Friends of friends**.
- **“Who can look me up?”** In this section, you can choose to let **Everyone** on Facebook look you up through the email and phone number you provided, and also allow search engines outside of Facebook to link to your profile. You can delimit this to only **Friends of Friends** or only your **Friends** on Facebook.

Read the articles below to get additional information on how and when Facebook collects, uses, and shares your information. The articles also describe how Facebook receives your information through various websites, e-mail notifications, and apps.

- [“The Always Up-to-date Guide to Managing Your Privacy,”](#) by Whitson Gordon
- [Facebook Privacy](#)
- [Facebook Data Policy](#)
- [Facebook Security Best Practices](#)
- [“The \(Very\) Unofficial Facebook Privacy Manual,”](#) by Angela Alcorn

## ***How to Deactivate Your Facebook Account***

As you find yourself getting more accustomed to using Facebook, you may also discover that being visible online has its advantages and disadvantages. You get connected and re-connected to people; you widen your network and people get updated by all that you care to share with them on Facebook, and vice versa.

If you ever get to a point when you feel that Facebook is no longer working for you, or it has gone beyond a point where it’s beneficial for you to maintain a Facebook account, you have the option to **deactivate** your Facebook account. Please note that deactivating your Facebook account is different from deleting it. The major difference is that once you deactivate, you can reactivate your account whenever you want, while when you delete, you won’t ever get your access back.

So what else happens when you deactivate your Facebook account? When you do this, your **Timeline** disappears. Friends, family, and colleagues can no longer search for you, send you messages, or tag you in posts. When you deactivate your account, you will immediately lose any administrator privileges in groups you created. The groups will still work, provided they have other active members. You will no longer have the ability to edit settings and descriptions of groups.

Leslie Walker (2016), in [“6 Reasons to Quit Facebook,”](#) gives several reasons why people might want to quit Facebook. These reasons include the following:

- **Facebook is stealing your privacy.** Fear that your password and other personal data may “accidentally” be shared with unauthorized people could be just the

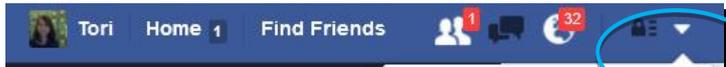
start of Facebook privacy worries. If you are young and like to hang out with friends, party photos and untoward comments can come back to haunt you. You may also attract real-life stalkers on Facebook.

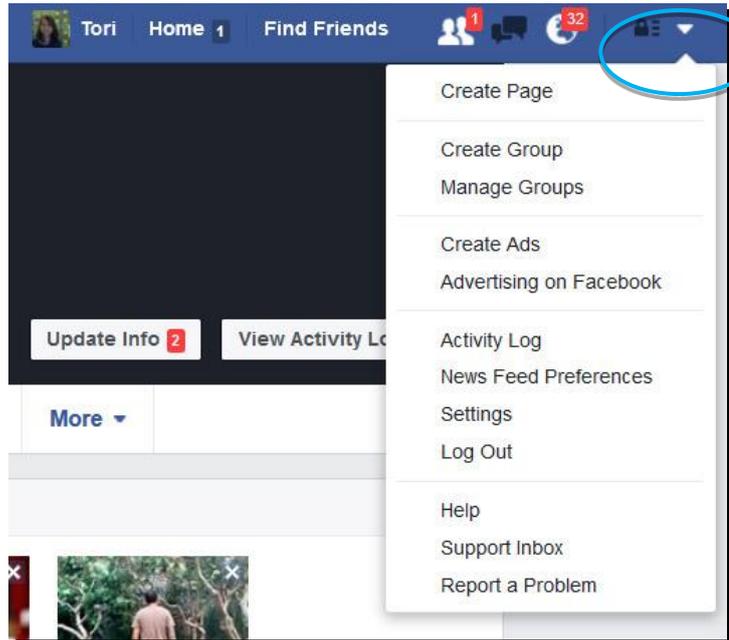
- **Facebook addiction.** While it has many useful applications, Facebook can be a major time waster. How much of life do you want to spend lost in the daily dramas of people you barely know? It is easy to get sucked into reading trivial updates from Facebook friends and checking out people you wish you knew better. Before you know it, the social network owns your personal time clock as well as your privacy. You just may be addicted to Facebook.
- **Facebook owns your data.** Facebook makes clear in its "Terms of Service" that you are surrendering ownership rights to the intellectual property (your updates and photos) that you upload on your page within the world's largest social network.
- **Facebook inadequacy.** When it seems like all of your Facebook friends are having more fun and leading more exciting lives than you, it may be time to unplug from the social network for a while. Best to take a break before Facebook-induced feelings of social inadequacy spiral out of control.
- **Facebook anxiety.** It can get stressful worrying about whether to ignore, reject, or accept all of those friend requests from people you do not even really like. Compound that with people you do like asking you to answer trivia questions, pass along chain-mail quizzes, and attend virtual or real-life events, and the result can be high Facebook anxiety.
- **Facebook overload (FO).** Facebook can overwhelm you with trivial facts about what your 750 "friends" are supposedly doing. And try as you may, you cannot figure out how to tweak your  **News Feed** to make your daily stream of updates anything less than spam. You may be suffering from FO.

Here are other reasons why people deactivate their Facebook accounts:

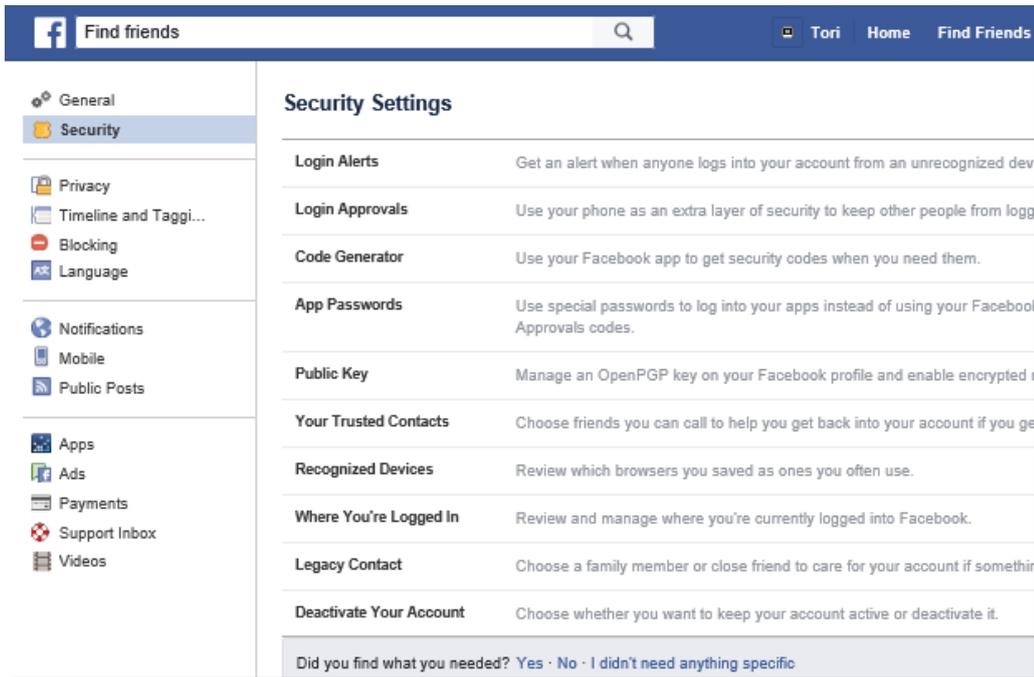
- Some people want to make a fresh start after going through a life-changing moment such as marriage, a relationship breakdown, the death of a loved one, or a career crisis, among others.
- It may be necessary for surviving family members to deactivate the page of a loved one who recently passed away.
- Maybe you are just too busy to maintain your Facebook account due to competing demands on your time.

If, for whatever reason, you decide to deactivate your Facebook account, follow these steps:

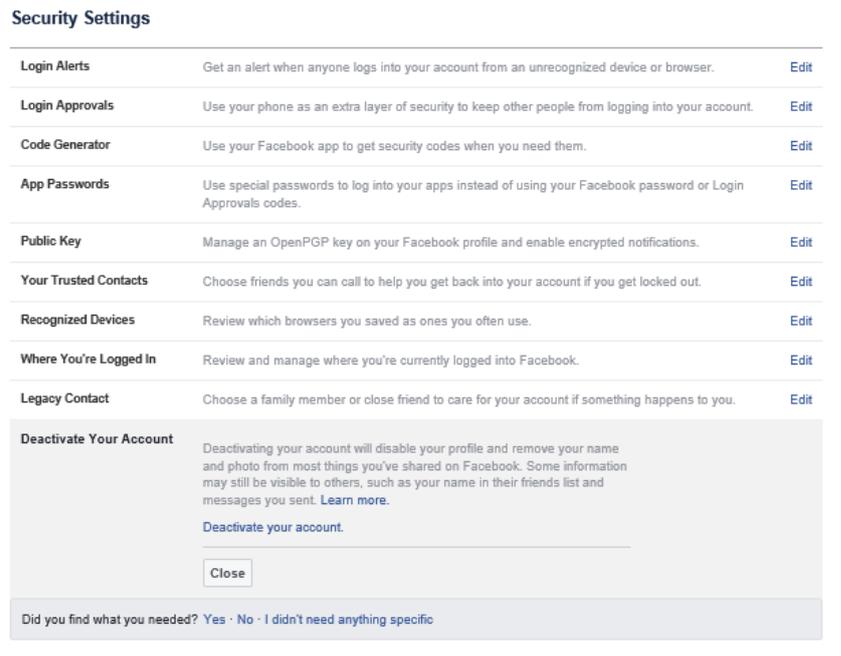
1. Open  **Internet Explorer** by tapping it. Open your Facebook account. Tap  on the navigation bar to make a drop-down list appear. Now tap **Settings**.



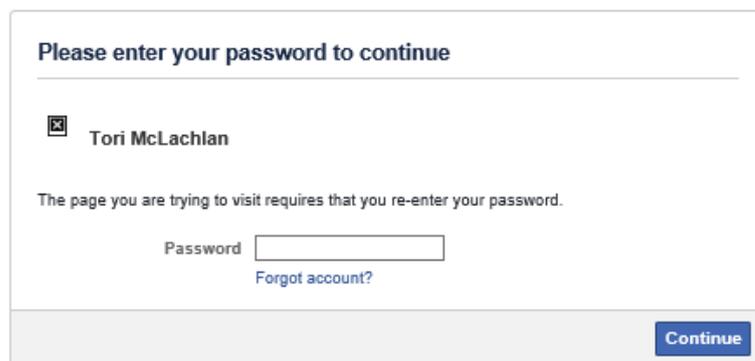
2. This will open the **General Account Settings** page. Tap **Security** to open the **Security Settings** page.



3. Look for and tap **Deactivate Your Account**. Additional options will appear on the page.



4. Tap **Deactivate your account**. This will open a new page.



5. Type your password into the field provided then tap the **Continue** button. Follow the rest of the steps until you receive a confirmation that your account has been deactivated. Congratulations! You now know how to deactivate your Facebook account on a Windows device.

## Chapter 4

# Advanced Users

Advanced users refer to those who have been actively using Facebook for personal and professional growth. In this level of competence, users comprehend Facebook features such as calendars, announcements, classroom news, and other useful features. In this section, you will be exposed to more complicated tasks, including installing educational applications that support Facebook.

### **The Facebook App Center**

The **Facebook App Center** is a place to play games and discover great apps on Facebook. It offers personalized experiences via app recommendations based on your interests, what's new and what the current trends are.

[Lifewire](#) website published in October 2016 the article, "[What you need to know about the Facebook App Center.](#)" written by Tiffany Black. This article explains how Facebook App Center lets users choose apps that can be accessed on Android and iOS devices, or via the mobile web, particularly for Windows devices. These apps then show up in the Facebook mobile app as notifications.

Keep in mind that when you install a Facebook app, you are installing a third-party app. A third-party app is not developed by Facebook. Allowing third-party apps to access your information is your responsibility. When you use an app or link to another website via that app, you grant the website access to your information. Facebook warns you that the risk is yours to take. It is best to research an app first, read reviews, then decide if you trust its developer before installing it. Facebook has a dedicated page for app reviews.<sup>11</sup> You may want to read about an app first before installing it.

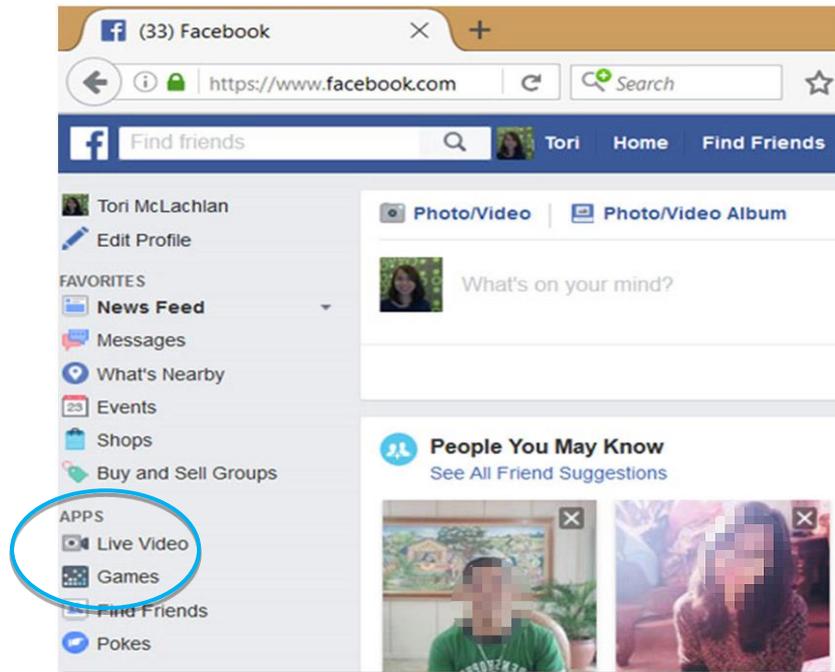
### **How to find the Facebook App Center**

Finding the App Center is easy enough from Android or iOS devices because you only need to open the Facebook app, tap on the menu, scroll down to the **Apps** section then select **Games**. For Windows devices, finding the App Center is only possible when opening Facebook from the mobile browser. To do that, follow the step-by-step guide below.

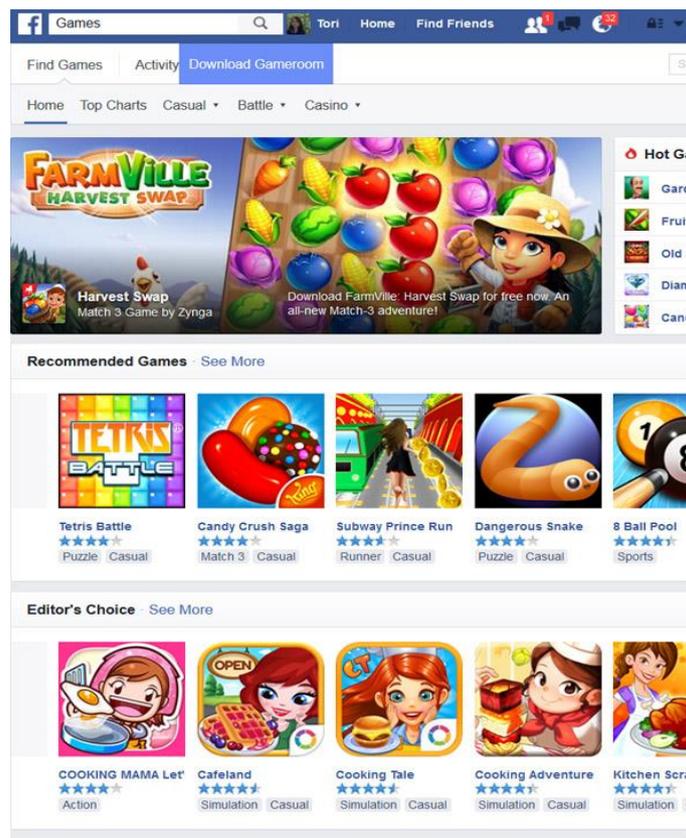
1. Open the mobile browser of your Windows device. It can be Internet Explorer, Google Chrome or Firefox. Go to the Facebook website and log on to your account. You should be in the **Home** screen, where you can see the **News Feed**. On the left side of the screen is a listing of the menu. Look for **Apps** then tap **Games**.

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<sup>11</sup> "App Games Review," *Facebook.com*, <https://www.facebook.com/MobileAppsReview>



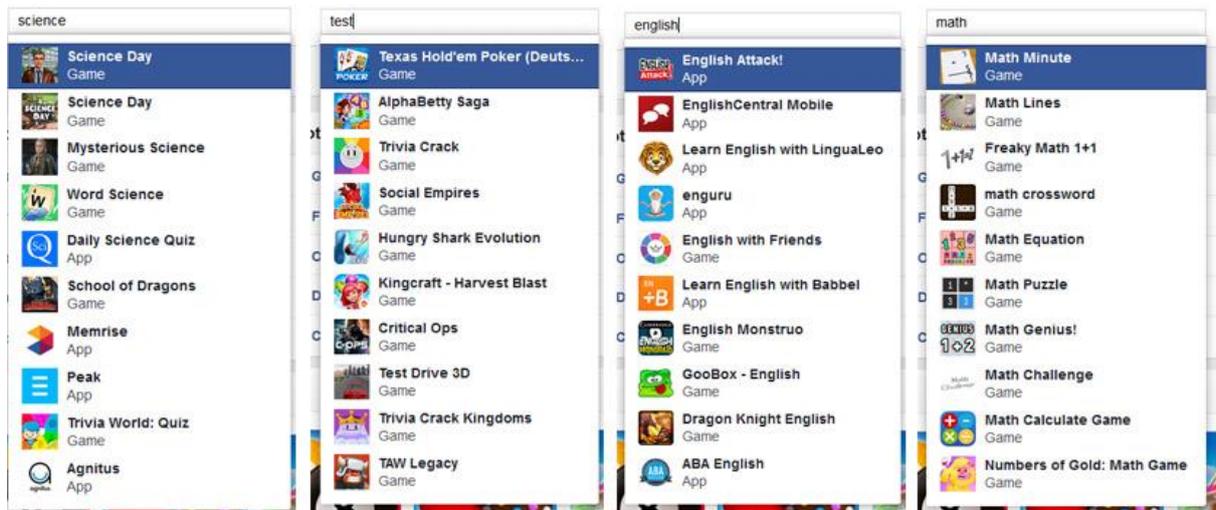
2. The page opens to a selection of games that you can browse and select from based on your interest.



3. Congratulations! You now know how to access the **App Center** from a Windows mobile device.

## How to Search for Educational Apps

A lot of amazing educational apps can be found in **App Center**. To search for these apps, you can type key words on the **Search for games** box and a selection of suggested Facebook apps will appear related to the key word you enter. Some of the key words that you can use are *teacher, student, quiz, test, science, math, English*, and many more. Simply select from the listing that appears as you type the key word then read more about the app before deciding if it's the app that suits your interest and need.



In the web article, [“What You Need to Know about Facebook App Center,”](#) written by Tiffany Black (2016) for [Lifewire](#), it revealed that only well-designed games that are popular are showcased in the App Center. The listing of games are based on such factors as user ratings and engagement. To make it to the recommended listing, apps need to have high user ratings and low negative feedback. Facebook gathers these data to determine their selection.

The games are listed according to the following categories: **Recommended Games, Editor’s Choice, Card Games, Poker & Table Games, Casino Games, Runner Games, Builder Games, Action Games, Board games, Sports Games, Bingo Games, Adventure Games, Slots Games, Trivia & Word Games, Simulation Games, Arcade Games, and Role Playing Games.**

You can also try looking for games based on what is the **Most Popular**, or games that are **Popular Among Friends**, and games that are **Top Grossing**. Simply tap the section on **Top Charts** to avail of these options.

## Useful Facebook Apps for Educators

Over the past few years, Facebook has been entering the realm of education more and more. Many institutions are using the website to publicize campus events. Students, teachers, and administrators use Facebook apps for a wide variety of academic purposes.

[TeachTechTopia](#) published in 2010 an article on the [“Top 25 Facebook Apps for Educators,”](#) which listed apps that you as an educator will surely find useful for teaching lessons and sharing information with students. We reproduced some parts of the article, which presents Facebook apps that might be relevant to you.

-  **SlideShare.** This Facebook app is all about presentations. You can put together class presentations and share with students. A great way to make sure class materials are available and accessible.
-  **Quizlet.** If you want to be able to create flashcards for your students, as well as find helpful resources for test questions, this is a great resource.
-  **Koofers.** You can share tests, quizzes and study guides with students, and you can also use this application to get a breakdown of class stats. Keep up with your students — and get information about how they rate your class — with help from this app.
-  **Quiz Planet.** Create your own quizzes so that you can test students' knowledge. An awesome resource that can help you create learning tools for your students.

The [Digital Trends](#) website also compiled a listing of the best Facebook Apps based on four categories: utilities, productivity, entertainment, and games. The article, aptly titled, [“Best Facebook Apps,”](#) was originally written by Joe Donovan in April 2014. It has been updated since its original publication with contributions from Brandon Widder and Francis Bea. From among their top picks, here are the apps that you might find useful, with the full descriptions as presented in the web article:

-  **Buffer.** The media sharing app that lets you post using multiple social media accounts and simultaneously target a specific audience. The app allows you to automatically stagger posts, whether posting articles or images, so you can add content to a queue and disperse posts throughout the day or week. Moreover, you can share posts via Facebook, Twitter, LinkedIn, and App.net, and even add new updates through email and accompanying mobile apps.
-  **YouTube Tab.** Your YouTube profile says a good deal about you, possibly more than your Facebook profile ever could. Thankfully, the streamlined YouTube Tab allows you to embed a customized YouTube tab on your Facebook page, allowing you to broadcast your entire library of YouTube videos for all your Facebook friends to see. It also sports a bevy of features, including

720p HD playback, thumbnail navigation, a hashtag search, and the ability for others to comment and Like posts akin to a standard status.

-  **Waze.** Need a ride? Wanna carpool? Waze is all about letting you finding and culling rides from your Facebook friend list. The app syncs with your friend list and gives you an interactive map of your friend's location in relation to your current position, and more importantly, Waze lets you know where they're headed with an ETA and live streaming. Furthermore, it informs you of potential toll routes, provides options for private messaging, and allows you to set a pin marking you exact parking location.
-  **App Builder.** Chances are, there are a good deal of apps catered toward helping you manage your Facebook profile or kill time, but what if you have an idea for an app that hasn't made its way into the App Center? Application Builder is designed to help even the most inexperienced app maker create a basic Facebook app, providing a barebones means of creating lengthy quizzes and polls, fan pages, and gifts. It's not overly robust, nor will it likely help you create the next *Mafia Wars*, but it's a start.
-  **Songza.** There will always be a time and a place for a good mixtape, even if the cassette is neatly dead and gone. Songza assembles a digital mixtape based off your mood, acting as knowledgeable concierge tailored toward specific situations. Whereas Pandora acts allows you to build a playlist based on a particular song or artist, Songza showcases an assortment of popular scenarios based on the day of the week and time of day. For instance, a Monday evening playlist might offer a selection of songs fit for cooking, commuting, and working out. Plus, you can browse a diverse selection of categories if you can't make up your mind.
-  **Tetris Battle.** With *Tetris Battle*, an age-old classic [computer game] is reborn. The title revels in the same block-laden gameplay that's been the series' hallmark since the mid-'80s, except this time with a greater emphasis on multiplayer components and an exhaustive selection of pre-populated maps. The matchmaking remains difficult yet satisfying, pairing friends and strangers against one another in a competitive time attack with the sole goal of clearing 40 lines of blocks. Other familiar game modes, such as marathon and sprint, offer a refined twist on the classic game without taking away from the well-known, core gameplay.

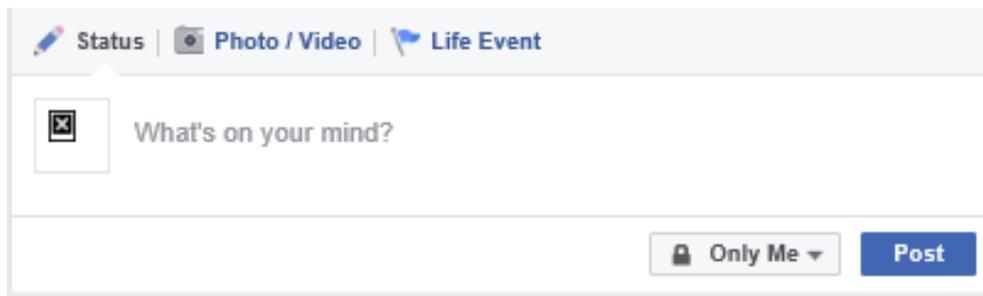
-  **Viber.** Smartphone plans are essential, but they're not exactly cheap. Fortunately, Viber is a freemium solution specifically designed for making calls and sending texts, photos, emoticons, and video messages over 3G or your local Wi-Fi network. You can even participate in groups of up to 100 people, download stickers, and enable push notifications so you'll never miss a message of call even when Viber is turned off. It's available on Android and iOS platforms, with additional support available for both Windows and Mac OS X.

## How to Share Multimedia Content

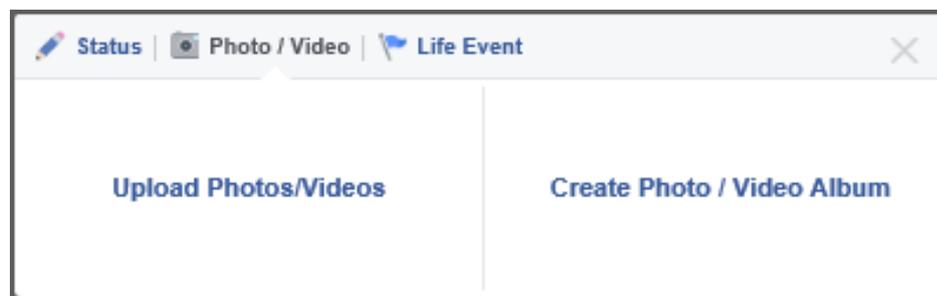
Sharing videos with your students can be an exciting way to promote higher order thinking skills (HOTS). You can use your mobile device to record videos of nature walks for science classes. Upload these to Facebook and share them with your students. Ask them to share their thoughts on preserving natural resources as students. You will be surprised how creative they can get.

In the past, you had to use third-party video apps to share videos on Facebook. That time is long gone. Today, sharing videos on the social networking site is as easy as sharing photos. Unfortunately, that feature is not available on  **Facebook for Windows.** To do that, however, you will need to use your device's Web browser. Follow the step-by-step guide below.

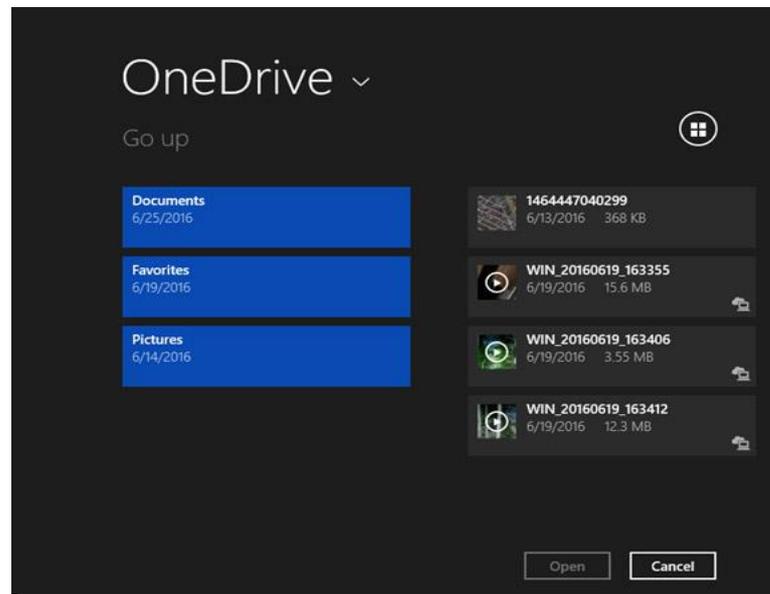
1. Open  **Internet Explorer** by tapping it. Open your Facebook account. Tap  **Photo/Video.**



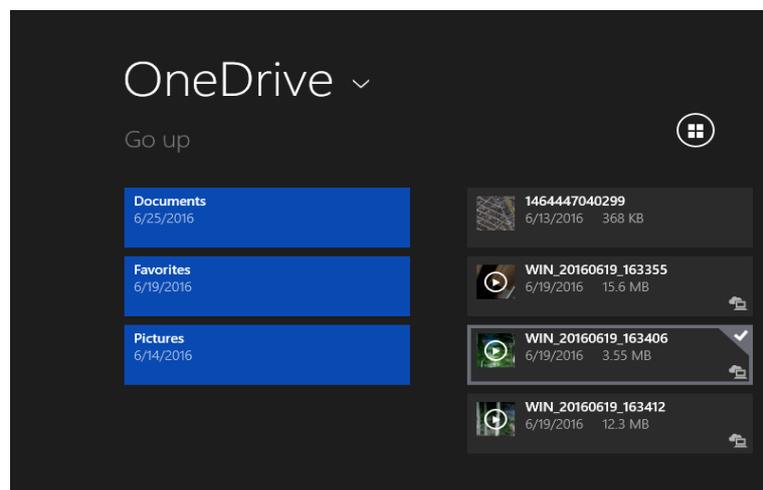
2. This will make a dialog appear.



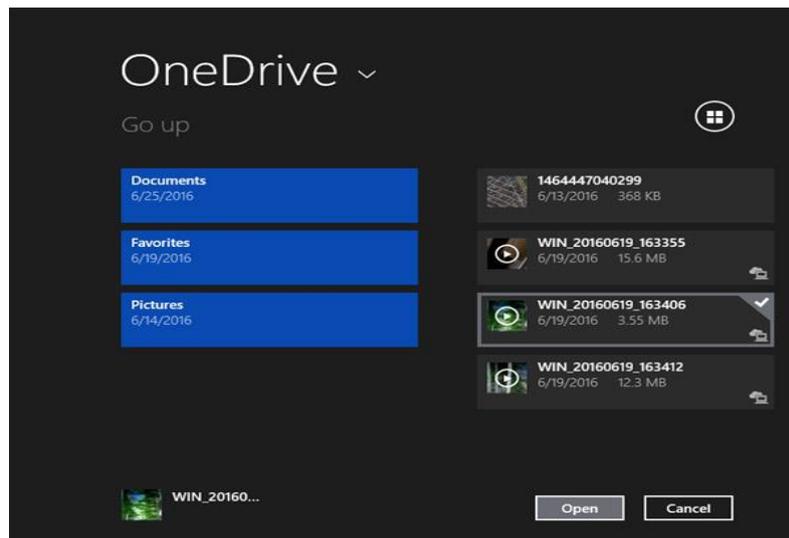
3. Tap **Upload Photos/Videos**. This will let you open a folder on your device where photos and videos are kept. Choose the folder where you want to get the video you would like to upload. In this case, that is the **OneDrive** folder.



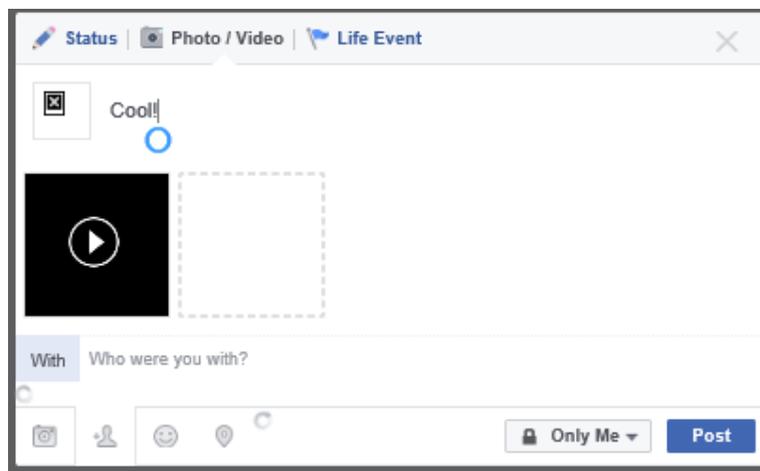
4. Tap your chosen video. It will be marked with ✓ on the upper-right corner, which means it has been chosen for sharing.



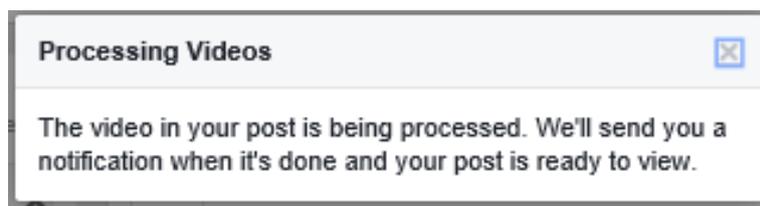
5. Tap the **Open** button. This will upload the video to Facebook.



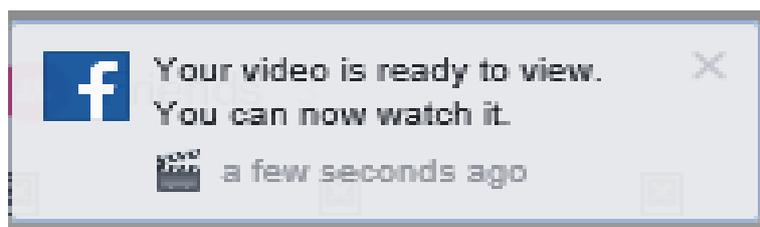
6. Type a short description into the **Say something about this video...** field.



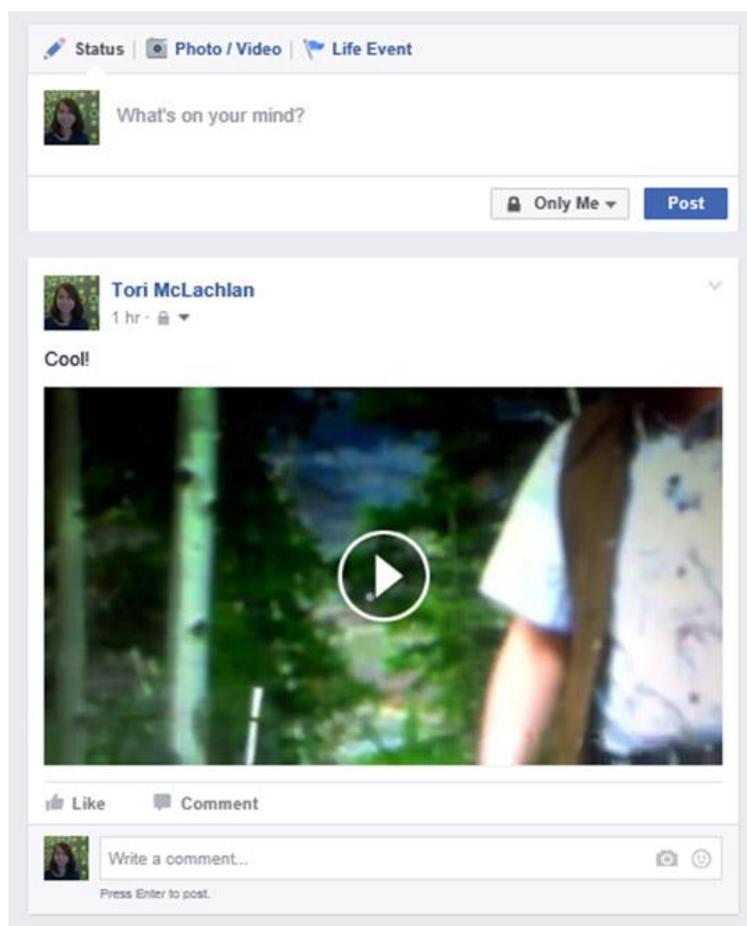
7. Tap the **Post** button. Facebook will process the video for posting.



8. When that is done, you will be notified.



9. You should see the video you posted on  **News Feed** when you open  **Facebook for Windows**.



10. Congratulations! You now know how to post a video on a Windows device.

### ***How to Send Reminders, Announcements, Upcoming Due Dates, and Other School News***

Christopher Villalobos in his 2015 presentation, "[Social and Media Literacy Educational Dilemma.](#)" points out that you can use Facebook to send reminders, announcements, upcoming due dates, or any other campus news. His presentation also included etiquette when using social media such as Facebook. He also discussed the potential use of social media in education and promoting creativity among students.

The following are some ideas lifted from the 2015 article written by Pamela DeLoatch for edudemic.com, "[Every Teacher's Must Have Guide to Facebook,](#)" which can enrich Facebook interactions:

- **Ask students for feedback on assignments and activities.** If you are not sure about a new assignment or activity that you would like to introduce to your class, ask students what they think on Facebook.

- **Set up a Facebook back channel.** For classes that are simply too large to allow every student to participate in discussions, encourage students to communicate through a Facebook discussion wall during class instead.
- **Practice using a foreign language with native speakers.** Use Facebook to connect your students with speakers worldwide and give them a chance to improve their foreign language skills.
- **Encourage online participation.** Bring quiet students out of their shell by asking them to participate in Facebook discussions.
- **Create study groups.** Allow study and project groups to use Facebook for communication.
- **Take class polls.** Need to gather classroom opinions on snack time, movie Friday, or the next book to read? Take a poll on Facebook!
- **Connect with guest speakers.** Use Facebook to track down old students or professionals that would make for great guest speakers in class.
- **Connect with students worldwide.** Facebook is a great way to connect with students anywhere in the world.
- **Discuss classroom ideas with other teachers.** Facebook is great for connecting with not just students but with other teachers, too.
- **Get homework help.** It may be awkward for some students to call a classmate to ask for help with homework. But posting on Facebook is less intrusive. Teachers can get involved as well.
- **Stay in touch with old students.** Stay in touch with old students and find out how they have progressed in their careers after graduating.

## Chapter 5

# Expert Users

Expert users are those who use Facebook for teaching and learning. They use Facebook as a source of instructional materials and their mobile devices as instructional tools. Users in this level should be able to use Facebook to collaborate with peers in their fields of expertise and in the classroom setting. They should also be able to use Facebook to promote HOTS and values.

### ***How to Use Facebook for Teaching and Learning***

Since its inception, Facebook has become the social networking site of choice for students. According to Dr. Erik Moberand<sup>12</sup>, Assistant Professor of Political Science at the National University of Singapore, "Facebook is an integral part of the 'behind-the-scenes' educational experience... Instructors could take advantage of and use Facebook to take part in 'the student space.'" Dr. Moberand has been using using Facebook in "Honours" modules over the past years, and based on his experience, he offers the following ideas that teachers, like you, can do to get started in using Facebook in the classroom:

- **Engage students in discussions.** Dr. Moberand started assigning two students to lead a discussion. These students posted relevant reading materials and put down a description of their plan for the discussion. They engaged in the discussion before the face-to-face (F2F) class. Dr. Moberand then took a few minutes before each seminar to check the discussion on Facebook so he could take the online discussion into the F2F seminars. He also awarded marks to the students who participated.
- **Allow students to easily post and view video clips and pictures.** Facebook allows posting and sharing information, including videos and pictures. He realized that students found these materials easy to relate to. They fostered student interactivity and encouraged posting student-generated content. Dr. Moberand indicated his liking for a clean and simple interface that allowed easy sharing, as a large percentage of students got their materials with simple clicks within their spaces.
- **Bring the learning environment to students' social space.** Dr. Moberand stressed that Facebook increased accessibility and broke down false boundaries. As he moves from the academic space such as the Internet Virtual Learning Environment (IVLE) to the social space, the need for students to move back and forth between academic and social becomes less necessary. In the examples he showcased, he pointed out that most of his class discussions

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<sup>12</sup> Kiruthika Ragupathi wrote "Facebook in Teaching and Learning by Dr. Erik Moberand" in April 2011 where Dr. Moberand's perspectives regarding Facebook were presented.

happened in the middle of the night. These broke down boundaries between the academic and social spaces and moved into the social space of students, which made it easy for him to capture their interest. As the students socialized in their space, they can come across interesting articles that they then immediately post for their classmates to read. Students can easily access Facebook via a mobile device so using the website in class allowed them to participate even while on the move. Dr. Mobrand felt that this would not happen if they were to post in academic spaces such as learning management systems (LMSs). This informality helped students express themselves better.

Read the following articles to know more on using Facebook in teaching and learning:

- ["Using Facebook for teaching, learning, and assessment,"](#) by Sarah Stewart
- ["Using Facebook as a Supplementary Tool for Teaching and Learning,"](#) by Kanda Runapongsa Saikaew, et al.
- ["Facebook Guide for Educators: A Tool for Teaching and Learning"](#)

### ***How to Use Facebook in Class***

Facebook continues to influence students today. Research shows that bridging the gap between work and fun can lead to increased productivity. Blending the two worlds of the students can, therefore, perhaps make school life a little more fun while enhancing the learning process.

However, Facebook can also pose threats, which is why it is essential that you moderate your actions to safeguard your students and your own safety. Note, too, that Facebook requires users to at least be 13 years old to become members. Even then, make sure that young users use the website with parental consent. Some schools and MoEs restrict Facebook use in class. These policies and guidelines should be strictly adhered.

The blogsite "Professional Learning Board" came out with a post on ["Using Facebook in the Classroom,"](#) that listed some tips on how to use Facebook in class:

- **Build a separate teacher page to establish "teacher presence."** Do not mix your teacher profile with your personal page. Your students must friend you as their teacher and understand that there are rules to follow.
- **Create a closed group for your class.** Ensure that you remain positive in this group and praise students' good posts. Appreciate their work and efforts. Use this space to clarify information such as no classes due to bad weather. Guide students and answer queries. You can also squeeze in fun educational discussions.
- **Avoid chatting with students.** Keep everything out in the open. It will protect you against any accusation. If a student sends you a PM, reply via a post. Wish students on their birthdays so they will feel special. Play a few simple Facebook

games with them. These can help you engage with students who do not interact with others much.

Read the following articles for more on using Facebook in class:

- ["How to Create a Classroom Facebook Page"](#)
- ["Using Facebook in the Classroom,"](#) by Juliet and Stephen Heppel

Facebook is an interesting platform for learning. The following are some ideas to make the website a part of projects and assignments:

- **Attend remote lectures.** You can tune in to remote lectures and presentations from around the world.
- **Visit museums and more.** Help your students follow the Pages of local and international museums, art galleries, exhibit halls, and more for enriched learning.
- **Do first hand research.** Let students connect with family members for genealogy assignments, discuss current issues with friends, and more.
- **Play learning games.** Plenty of games, many of which are actually educational, can be found on Facebook. Play crossword, math, and other games as a class reward.
- **Conduct public polls.** Let students poll friends and family by asking simple questions for class.
- **Use apps.**  **Flashcards** and more are great learning tools for your class.

Let students, their parents, and the community share their knowledge on Facebook. They can help with the following:

- **Book reviews.** Ask students to review books that you assigned them to read and share what they learned with their classmates.
- **Extra credits.** Post extra-credit assignments that students can quickly take advantage of.
- **News gathering.** Follow journalists and media outlets to gather news clips that can aid in classroom discussions.
- **Growth documentation.** Whether it is about a potted plant or a caterpillar, let students document growth on Facebook.
- **Twenty-first-century skills.** Use Facebook to teach students to use social media for collaboration, networking, and more.
- **Facebook app.** Computer science students can learn to create their own Facebook app.

- **Student-generated content.** Have students try their hand as content creators by sharing their knowledge and skills.
- **Brainstorming.** Ask students to collaborate and brainstorm with classmates for a project.
- **Scavenger hunt.** Play a scavenger hunt with the class.
- **Book club.** Host a regular book club on Facebook.
- **Resource curation.** Ask students to collect news links, photos, videos, and more for use as information sources later on.
- **Exam practice.** Keep students on their toes and prepared for exams by posting practice tests on Facebook.
- **Reading summaries.** Ask students to post summaries of reading assignments when they are done reading.
- **Campus news.** Ask students to act as news sources as part of a journalism project. They can report on sports or other campus events.

### ***How to Use Facebook to Promote Collaborative Learning***

Collaboration is a working practice where individuals work together to achieve a common purpose in order to reap common benefits. It relies on openness and knowledge sharing, and some level of focus and accountability on the part of every individual involved. Teachers, students, and even parents can get together to collaborate and engage in meaningful discussions on Facebook. The following are some examples on how Facebook can be used for collaboration:

- Pet day can be a little less scary if students with pets that cannot be brought to school (such as pythons or newborn kittens) can still participate by sharing photos of their beloved pets instead.
- Important lectures, slides, and more can be shared and saved on Facebook. These materials can be links to other websites.
- An easy and quick way to fit vocabulary review into study time is by posting uncommon words with their definitions on Facebook.
- Ask students' parents about their habits, favorite animals, and more. You can create and post charts on your class page on Facebook.
- Facebook is a great place to archive class slides, discussions, and more that students can reference if they missed class or need to review.
- You can post educational videos and links to articles related to lessons that are currently being discussed in class.

## ***How to Promote Higher-Order Thinking Skills and Values via Facebook***

MT4T was developed to enhance Southeast Asian teachers' knowledge and skill in using mobile technologies for personal and professional growth, with special focus on developing HOTS. HOTS focus on the top 3 levels of Bloom's Revised Taxonomy of Thinking—analyzing, evaluating, and creating—and have been recognized as essential elements of 21<sup>st</sup>-century learning.

MT4T has a collection of teaching-learning resources that use mobile technologies as tools to encourage HOTS development in both teachers and students by exploring how emerging social media can provide opportunities to foster inquiry, curiosity, discovery, constructive critique, reflection, problem solving, critical analysis, and creative thinking.

One of the main goal of educators today is to teach students how to be critical thinkers. Instead of simply memorizing facts and ideas, students need to engage in higher levels of thinking to reach their fullest potential. Promoting HOTS in school will equip students with the tools that they need to understand, infer, connect, categorize, synthesize, evaluate, and apply information in order to find solutions to new and existing problems.

In 2010, Wanda Reyes, a public relations (PR) teacher in Sam Houston State University, wrote the following in ["AEJMC: Social Media to Develop Students' Critical Thinking Skills"](#):

*"I use content posted on Facebook as I explain course material. In addition to being a tool I use during class so students learn how to apply information, social media such as Facebook allow me to foster student participation by applying collaborative learning. Facebook allows me to create a student-centered and task-oriented environment that facilitates the discussion of theories and course content. The following are three examples of my class exercises using Facebook:*

- **Writing a problem statement.** *When I start discussing the PR process, I have students watch a video I uploaded to Facebook. Before the video, I explain to students how to identify whether a situation represents a problem or an obstacle for an organization. I also give them a handout with questions that will help them analyze the content. Then, I have them watch the video. After they watch it, I give them about 10 minutes to answer the questions and write a problem statement. Once the students finish writing the problem statement, I have them read it to class. Then, I have the students discuss their peers' work.*
- **Public opinion.** *To help students learn how social media content can set the agenda for discussion, I have them analyze news stories about the same issue posted on Facebook. Then I show content related to the news story posted by other Facebook users and have students write an analysis of both the situation and the statements posted. Students then present their analyses to the class and they engage in a discussion. At that point, I become a moderator and students lead the discussion.*
- **Look what I found online!** *After students understand how to apply course material to either traditional or social media content, some of them bring examples to class. When this happens, I let them browse Facebook to view the content and I again become a moderator as the students discuss the concepts I was presenting.*

*Using social media in the classroom has many advantages and, in my experience, I strongly believe that PR students need to learn to use social media from a communication standpoint."*

Kratz Wilkes, in "[Web 2.0 Tools for Teachers,](#)" collected some tips from [Pinterest](#) on promoting higher order thinking skills (HOTS) and values, and among these are the following:

- **A lesson in social media etiquette.** Use Facebook in the classroom as an opportunity to teach students to be safe, polite, and effective when using social media.
- **Take on a classroom cause.** Using Causes on Facebook, students can take on projects that benefit the greater good.
- **Document class trips.** Headed to the zoo? Have your class share the task of taking photos, notes, and more to share a report on Facebook.

- **Writing workshops.** Facebook’s collaborative nature makes it easy for students to participate in writing workshops with peer review and instructor oversight.

Read the following articles for more information on promoting HOTS and values on Facebook:

- [“Teaching Moral Values”](#)
- [“Beyond Social Networking: Using Facebook to Promote Student Engagement, Study Skills, and Critical Thinking,”](#) by Amy J. Marin
- [“Faculty eCommons: Using Facebook to Promote Critical Thinking in Online Classes”](#)

## ***How to Use Video Tutorials on Facebook for Personal and Professional Growth***

Facebook provides opportunities to supplement traditional personal and professional development tools for teachers. Actively using Facebook can let you reach out to peers on the Internet in real time for advice on things such as planning a lesson, overcoming a classroom management problem, or helping students with disabilities. Being connected through social networking sites such as Facebook is a great opportunity for growth. Facebook opens doors to new and exciting opportunities for professional development. It has plenty of available resources for sharing.

The website [teachthought.com](http://teachthought.com) published in 2013 a cross-post from [opencolleges.edu.au](http://opencolleges.edu.au) about [“Ready to Grow? 20 Ways to Improve Your Professional Learning Network.”](#) The article mentions that social networks are based on the theory of connectivism or learning from diverse social webs. Connectivism implies that learning relies on communicating ideas with others. The following are some ways to improve your personal and professional growth using social networking sites such as Facebook:

- **Keep the spirit of collaboration your driving force.** Social networking sites such as Facebook are all about working together. You should be reciprocal and resourceful. Do not think about what you have to gain. First, think about what you have to give. In the process of sharing useful information, your Facebook network naturally grows. Collaboration creates a common ground and allows others to see your interests. Genuine interest builds a solid, authentic network. Social responsibility is the best kind of motivation for establishing a Facebook network.
- **Join a Meetup group.** Meetup groups are common-thread interest groups that meet in the real world. Meetup, coined from “meet” and “up,” refers to meeting in a certain place. Meetup groups can also extend to social networks. Social studies teachers in your district or city, for instance, can create a group to share teaching ideas. Meetups take online networks into the real world.

- **Become a beacon of light.** Social networks such as Facebook rely on openly sharing information. If you know something, share it! It is best to start with a specific interest that can grow to include other topics as time goes on. Become an expert in your field by researching current trends. This will draw a larger following because you can provide an innovative source of information. You can post or repost interesting articles, share free tools, or share interesting videos.
- **Do not be afraid to ask questions.** Collaborating on Facebook is all about learning. But do not ask questions that you can easily research yourself. Try simple searches on TED talks, wikis, blogs, or news articles before posting a question on Facebook. Try to be specific and think how a question may generate interest from others. You may want to refer to an article or research study, for instance, when asking a question. Be specific so you can generate the best answers.
- **Engage newbies.** Newbies are new or first-time Facebook users. It is best to include a mix of newbies, peers, and experts in your network. Having this type of diversity lets you enhance your mentoring skills in keeping with the essence of collaboration.
- **Establish a classroom learning network.** Share your own expertise with other educators. Create a class website or teach students to create their own Facebook pages. You may want to design a classroom project that relies on using one aspect of Facebook. This can be a collaborative project that will allow you to learn new ways to use Facebook.

The following videos show how teachers use Facebook to enhance their personal and professional growth:

- ["Using Facebook to Teach"](#)
- ["Teach & Share: Teaching with Facebook"](#)
- ["Workshop Introduction: Friend, Fan, or Foe? Using Facebook in a Teaching Context"](#)
- ["How to Integrate Facebook into Your Teaching"](#)

Part of MT4T Resource Kit is the e-book on ["An Introduction to Teachers' Personal and Professional Learning Networks for 21<sup>st</sup> Century Learning."](#) Download this e-book for additional tips and resources on how to enhance your personal and professional learning networks. Alternatively, you can start creating or expanding your own network by subscribing to the web forum found on the MT4T website (<http://www.seameo-innotech.org/mt4t/forum>).

This e-book on **Facebook for Teachers** will guide you on how to use the popular social media site both as a teaching-learning tool and as a platform for one's personal and professional enhancement. Found in this e-book are discussions on information privacy, tips and suggestions on how to use Facebook for teaching and learning and how to use it to promote the development of higher order thinking skills in yourself and your students.

SEAMEO INNOTECH invites you to take part in our initiative to equip teachers like yourself with skills and knowledge on technology relevant to education in the 21st century. You may contribute by sending in new resource you find useful online through our MT4T live web forum at [www.seameo-innotech.org/mt4t](http://www.seameo-innotech.org/mt4t). Your support will help ensure that this FREE e-book on Facebook for Teachers will continue to grow and expand.



**Mobile Technology for Teachers (MT4T)** is a project of the Southeast Asian Ministers of Education Organization Regional Center for Educational Innovation and Technology. Learn more about the project, access its FREE resources, and stay up-to-date through the following:

<http://www.seameo-innotech.org/mt4t>  
SEAMEO INNOTECH Reader Mobile app  
<http://www.facebook.com/mt4tproject>