

# MOBILE TECHNOLOGY FOR TEACHERS



## Facebook for Teachers

Android Mobile Devices | 2nd Edition

## **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 (Android / 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 seamlessly 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," *WhatIs.com*, <http://whatis.techtarget.com/definition/Facebook>



## Chapter 2

# Basic Users

Basic users refer to those who have limited or totally no knowledge of Facebook. Teachers who fall into this category will be introduced to the basic features of Facebook, including a step-by-step guide on how to create an account, set up a basic profile, and send a message. We suggest adhering to these instructions in order to effectively use Facebook.

### How to Set Up a Facebook Account

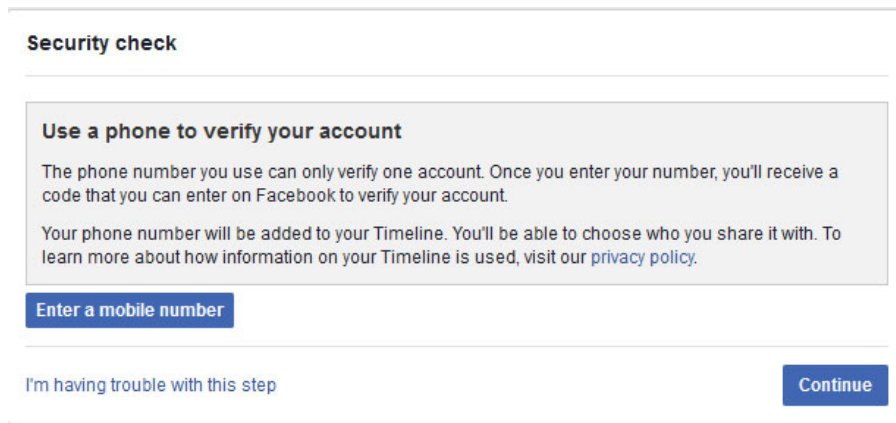
You can create a Facebook account by accessing the web from your personal computer (PC) or your mobile device. You first need to open a web browser (e.g., Chrome, Firefox, Internet Explorer, and Safari) which is the gateway to various addresses or sites on the World Wide Web (including Facebook). Once you have opened the web browser, you may search for the Facebook site and subsequently download the program.

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.

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.



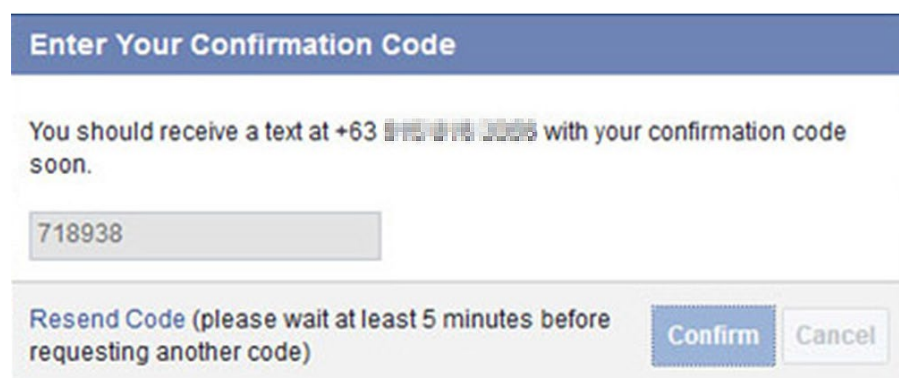
The image shows a Facebook 'Security check' window. At the top, it says 'Security check'. Below that, there's a section titled 'Use a phone to verify your account'. The text explains that the phone number can only verify one account and that a code will be sent to the number. It also mentions that the number will be added to the Timeline and that users can choose who they share it with, with a link to the privacy policy. There is a blue button labeled 'Enter a mobile number'. At the bottom, there is a link 'I'm having trouble with this step' and a blue 'Continue' button.

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



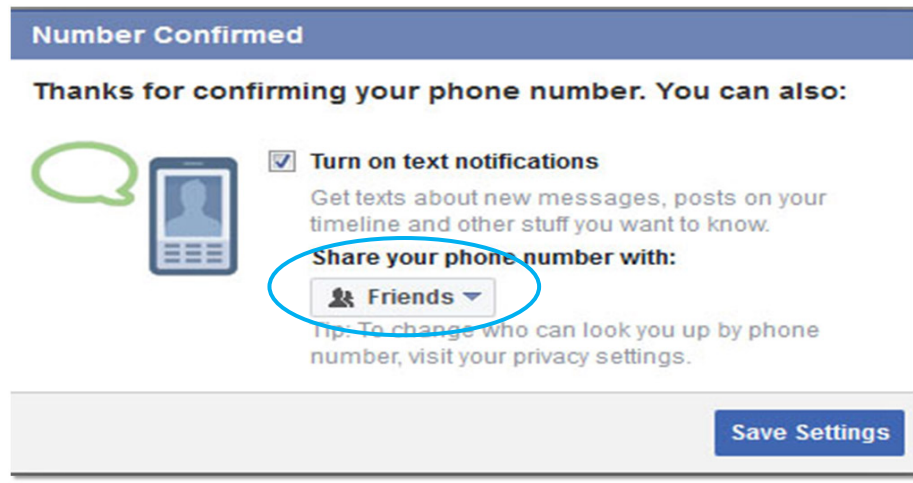
The image shows a Facebook 'Confirm Your Number' window. It has a blue header with the title 'Confirm Your Number'. Below the header, there is a 'Country code' dropdown menu set to 'Philippines (+63)'. Next to it is a 'Phone number' input field containing '9158193356'. Below these fields, there is a 'Confirm number by' section with a radio button selected for 'Sending me a text'. There is also a link to the privacy policy. At the bottom right, there are two buttons: 'Continue' (blue) and 'Cancel' (white).

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

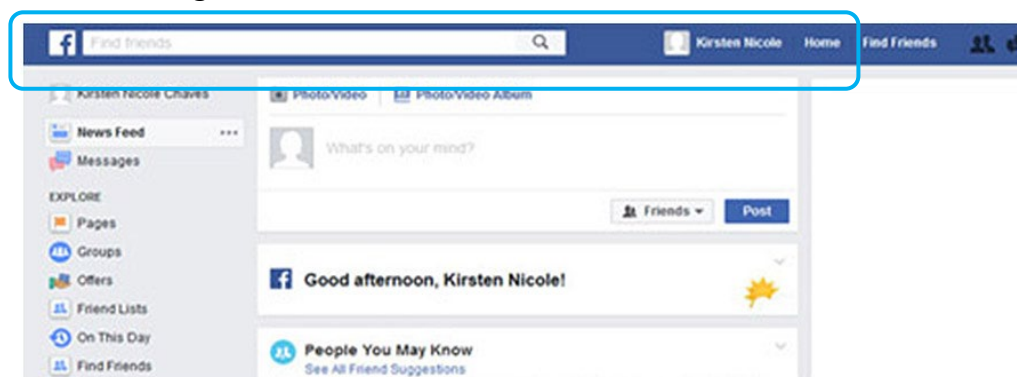


The image shows a Facebook 'Enter Your Confirmation Code' window. It has a blue header with the title 'Enter Your Confirmation Code'. Below the header, there is a message: 'You should receive a text at +63 9158193356 with your confirmation code soon.' Below this message is a text input field containing the code '718938'. At the bottom, there is a link 'Resend Code (please wait at least 5 minutes before requesting another code)' and two buttons: 'Confirm' (blue) and 'Cancel' (white).

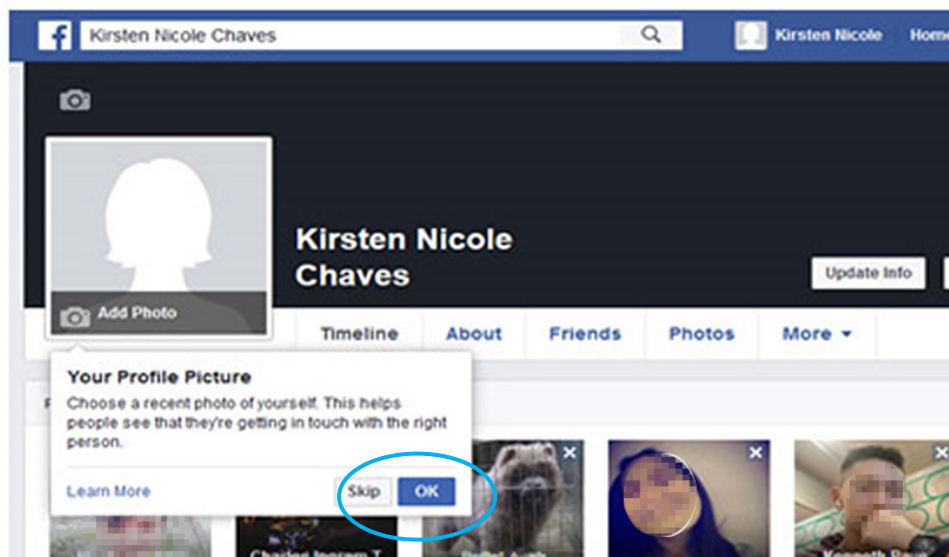
5. After confirming the number, you need to click the **Save Settings** button to complete the sign-up process. **Before** this, however, you have the option to **Turn On Text Notifications** if you want to be informed about new messages and posts on Facebook. You also have the option to determine who 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. At the top part of the page 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.

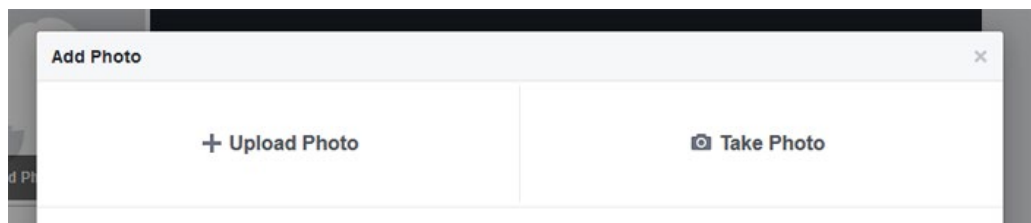


7. Click your name to open the profile page. You need to add **Your Profile Picture** to help people identify you faster in Facebook. Click **OK** to add a photo.

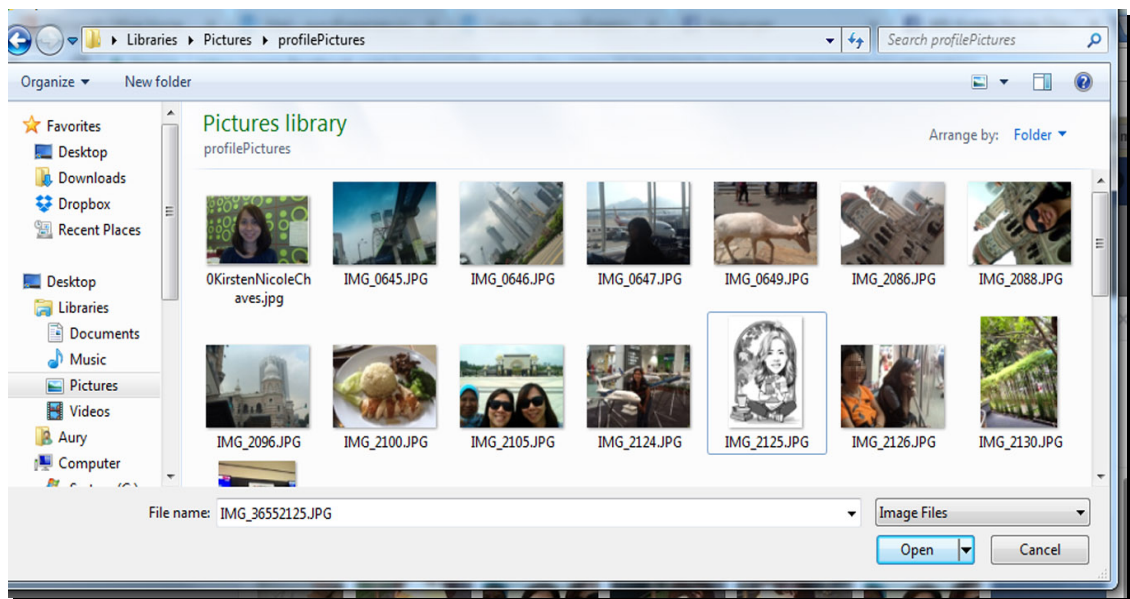


You have two options to add a photo: **Upload Photo** or **Take Photo**. "To upload" means to transfer or transmit data from one system to another (usually from your PC to an internet server).

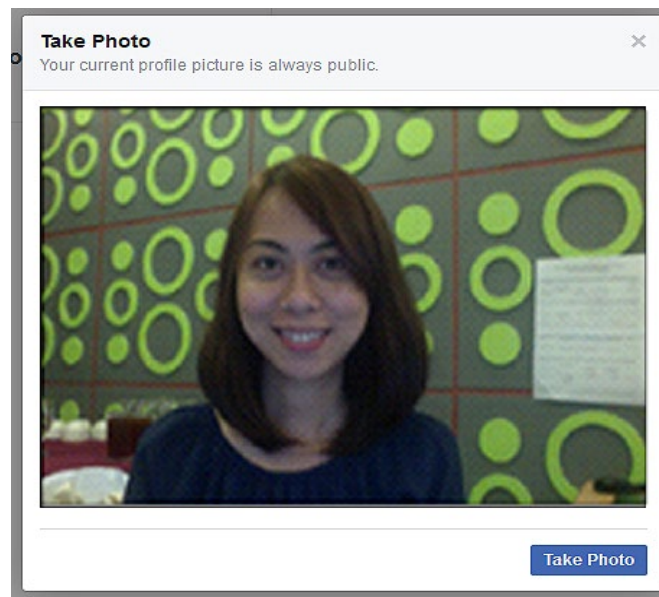
- **Uploading a photo.** To upload a photo from your PC, click the + **Upload Photo** button. A window that shows the files saved on your PC will open.



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. Then click the **Open** button. This will upload the photo to Facebook.

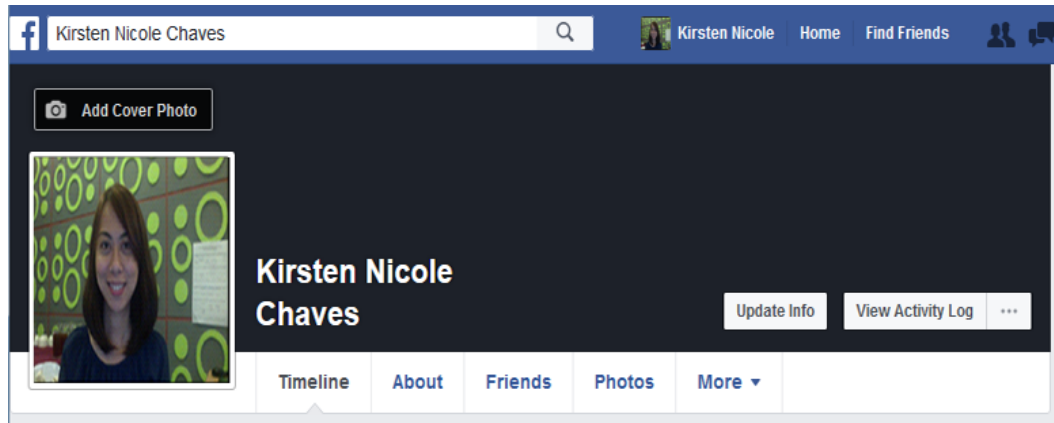


- Taking a photo.** To take a picture using your PC's built-in camera, click the **Take Photo** button. This will activate your PC's built-in camera. Note that you will see a security warning seeking your explicit permission to give Facebook access to your PC's camera. Just click the **Allow** button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

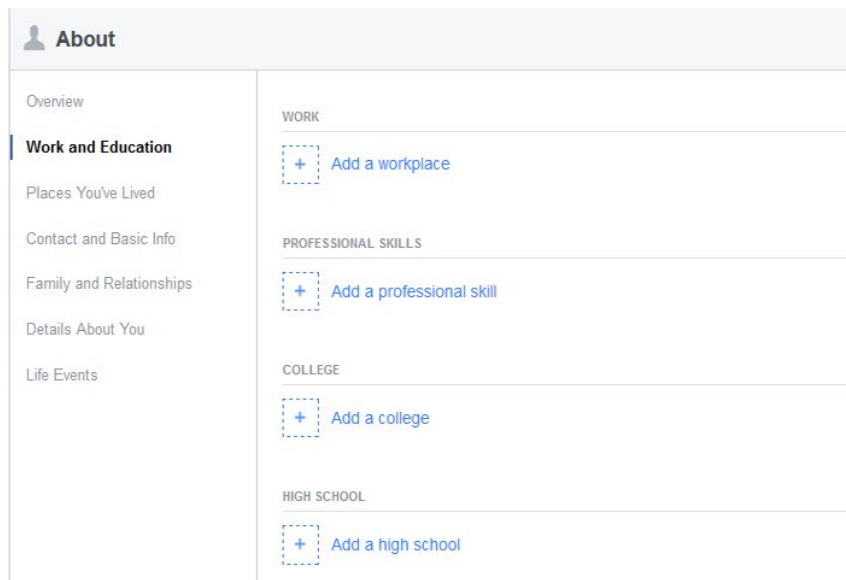


You will see yourself on-screen. To take a picture, click the **Take Photo** button. You can retake your picture by clicking the **Retake Photo** button. Once you are satisfied with your photo, click the **Save** button. This commands Facebook to use the picture you took. Your picture should appear in the empty frame at the upper left corner. To enhance your Facebook page, you

may 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.

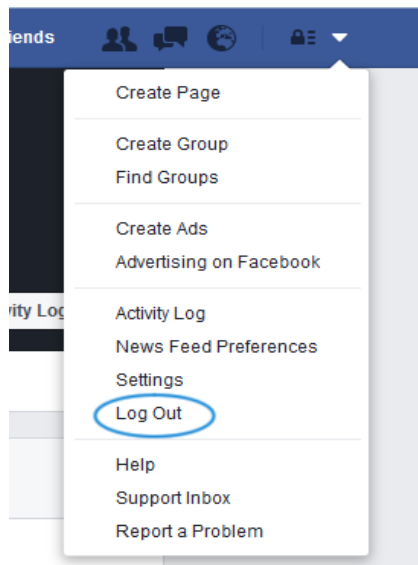


You have an option to complete your profile information. This will help your family, friends, and colleagues to find your account, connect with you, or get updated on your current location and activities. If you opt for this, click the **Update info**. You will see the **About** page. Here, you can add information about your workplace, professional skills, the college or university you went to, and other personal information.




You now have a Facebook account with profile photo and information that family, friends, and colleagues can access. 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. Make it a habit to always log out every time you end your Facebook session.




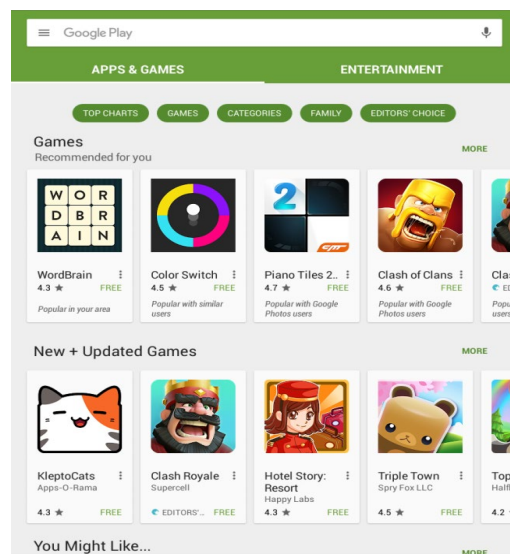



## How to Install the Facebook App

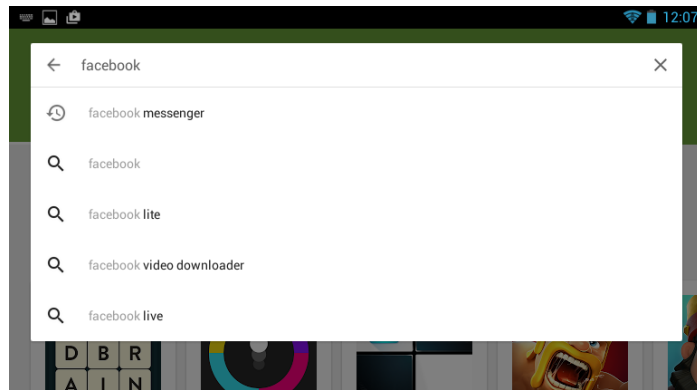
You can install the Facebook app on virtually any mobile device running Android, iOS, or Windows Phone. Note that we used an HP 8 tablet running Android 4.2.2 for all of the sections in this e-book. Note, too, that the instructions for installing the Facebook app will vary, depending on the device you are using.


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

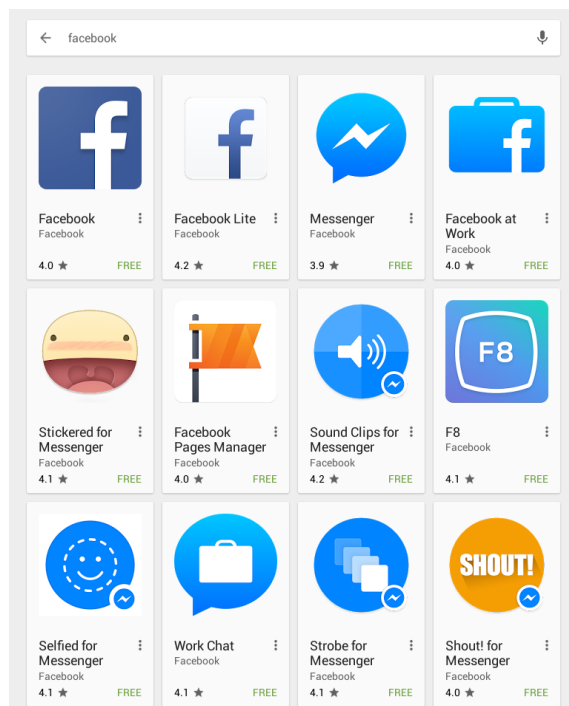
1. Open your Android device and select  **Play Store** to access **Google Play**. This is the official app store of Android devices where apps can be downloaded onto your mobile device, either free of charge or for a certain fee.




2. Type "facebook" into the  **Google Play** field. This will let you find any app in **Google Play**. A list of suggestions will appear below.

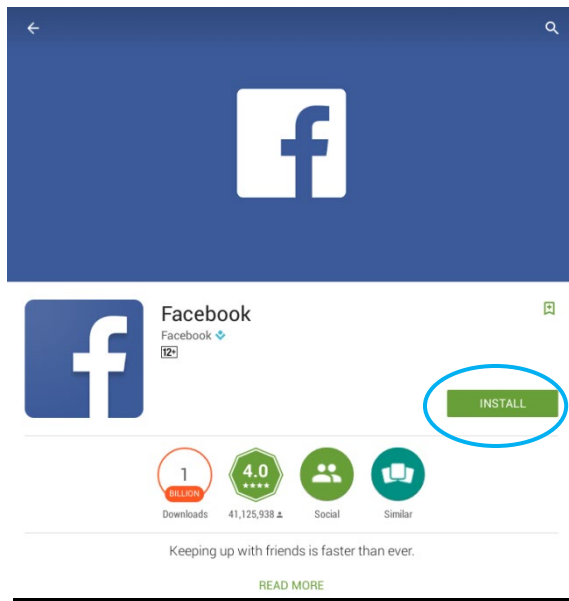


3. Tap  **facebook** from among the choices on the list. This will open a page where you will see all of the apps related to your search.

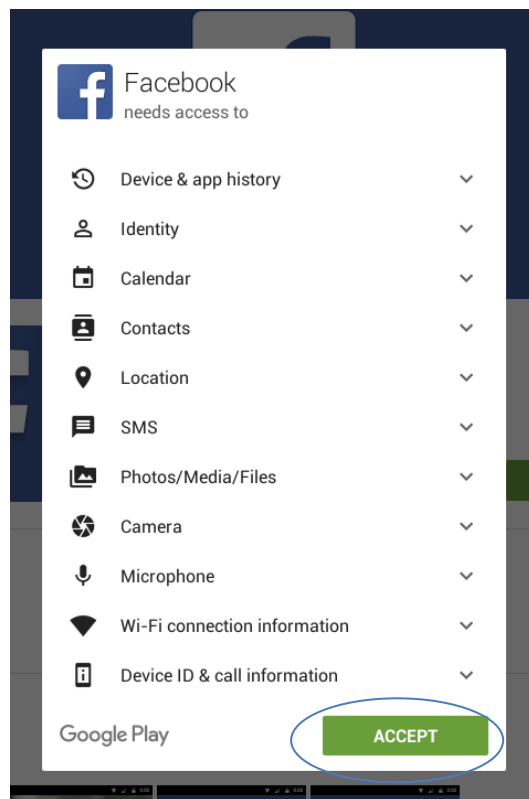


4. Tap  **Facebook**. This will open the **Facebook** page on **Google Play**. Look for and tap the **Install** button to download the app.



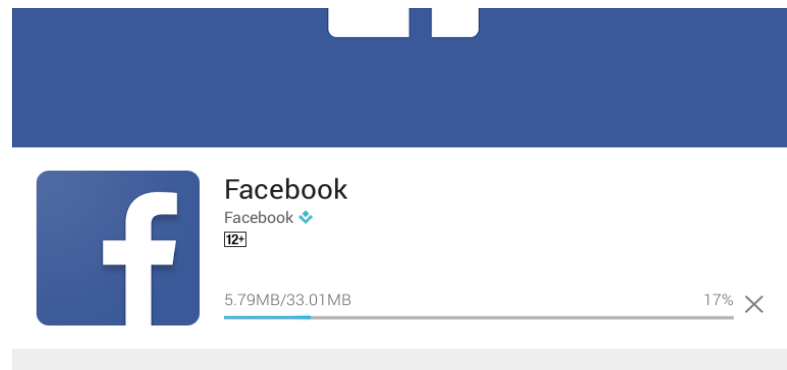



5. You will be prompted to grant Facebook permission to access certain information stored on your device to make the app properly run. Tap the **Accept** button.

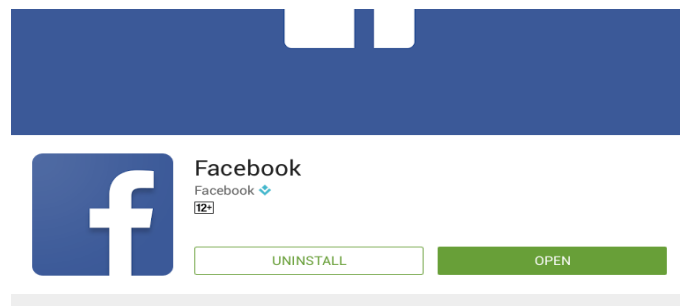


6. The download process will start. To download means to copy data from a server or another system onto your device. This process will let you access Facebook from your device. The process may take some time, depending on the speed of

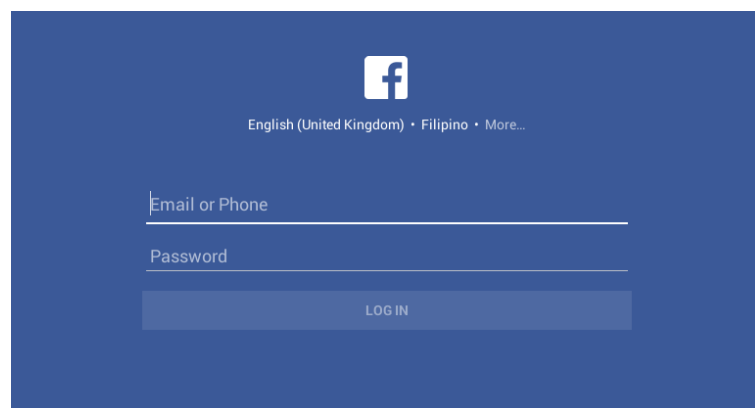
your Internet connection. You can track the progress of the download on the page.




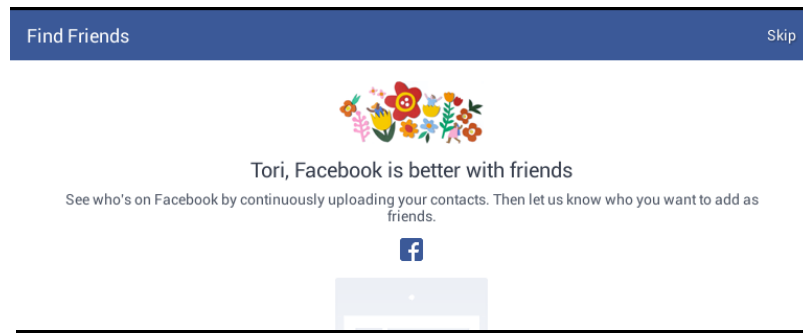
7. Your download is done when you see the **UNINSTALL** and **OPEN** buttons on the page. Tap the **OPEN** button to launch  **Facebook**.



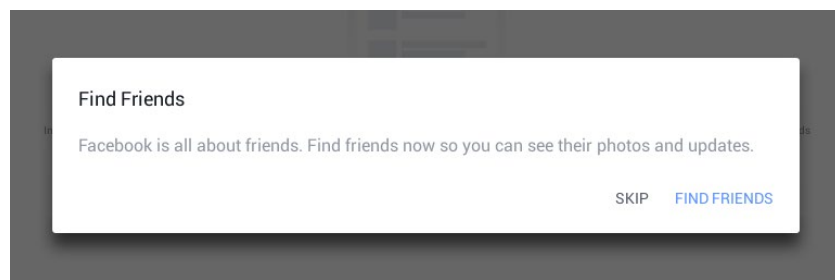
8. You should see the Facebook **Log In** page. Type your username and password into the **E-Mail or Phone** and **Password** fields, respectively. Your username refers to the e-mail address you used to sign up for a Facebook account using a PC. Tap **LOG IN** when you are done.



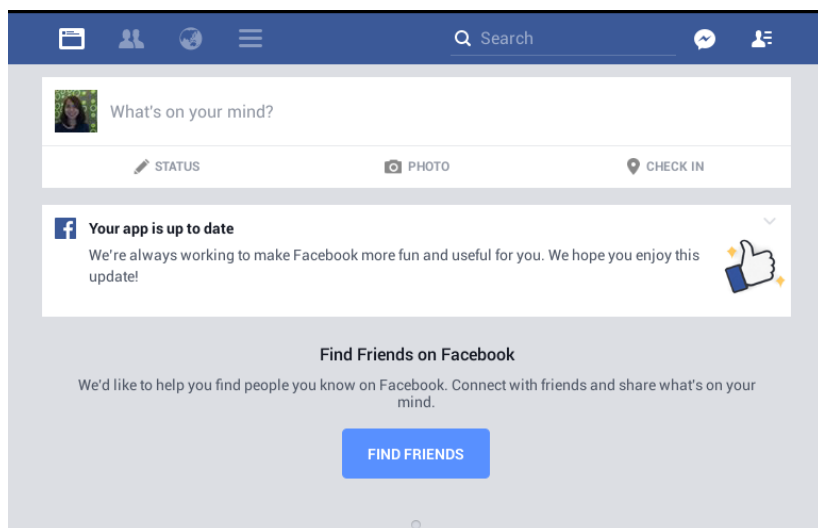
9. Since this is the first time that you are using  **Facebook**, you may be prompted to do something else. Otherwise, logging in should be pretty straightforward. You may be asked to find friends on Facebook. For now, just tap **Skip located at** the top-right corner of the page.



















10. A pop-up window will appear confirming if you wish to continue your chosen action. Just tap **SKIP**.



11. You should now see your Facebook page. You will gain familiarity with Facebook as you progress along this e-book. For now, congratulations! You successfully installed and logged in to **f Facebook** on your Android 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.



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 your particular location at a certain time. Note that to be able to use this, you must allow Facebook access to your location, that is, you must turn on location services
 <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 can be accompanied by pictures or videos.

Posting a status update is akin to informing 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


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

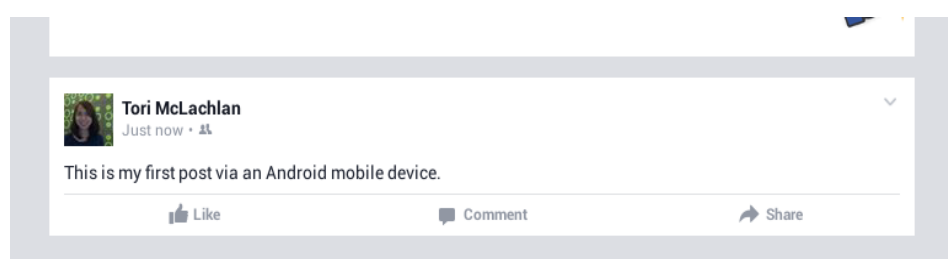
comment on a statement, idea, photo, or event posted by a Facebook friend. It can be a reaction to something you read online or seen on television. It can be a description of a recent activity you were part of, a personal reflection on a newsworthy incident, or an opinion on a certain topic. It can simply 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 is a status update.


The basic settings for sending a Facebook post on Android, iOS, and Windows Phone 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.

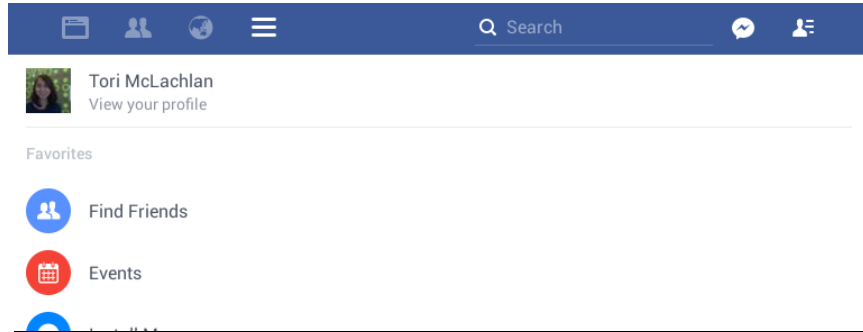
1. If you have logged out you need to log in again to  **Facebook**. If you are still logged in to the app, you can forego this step. Your device may remember your username and password, in which case you only need to click **Log In**. You should see  **News Feed**. Look for and tap  **STATUS**. Posting a message on Facebook is the same as posting a status update. This will open a page where you can type your message.
2. Note that your profile picture has automatically been included. In the field **What's on your mind?** type the sentence, "This is my first Facebook post via an Android mobile device." Tap **POST** to command Facebook to post your message on your page.



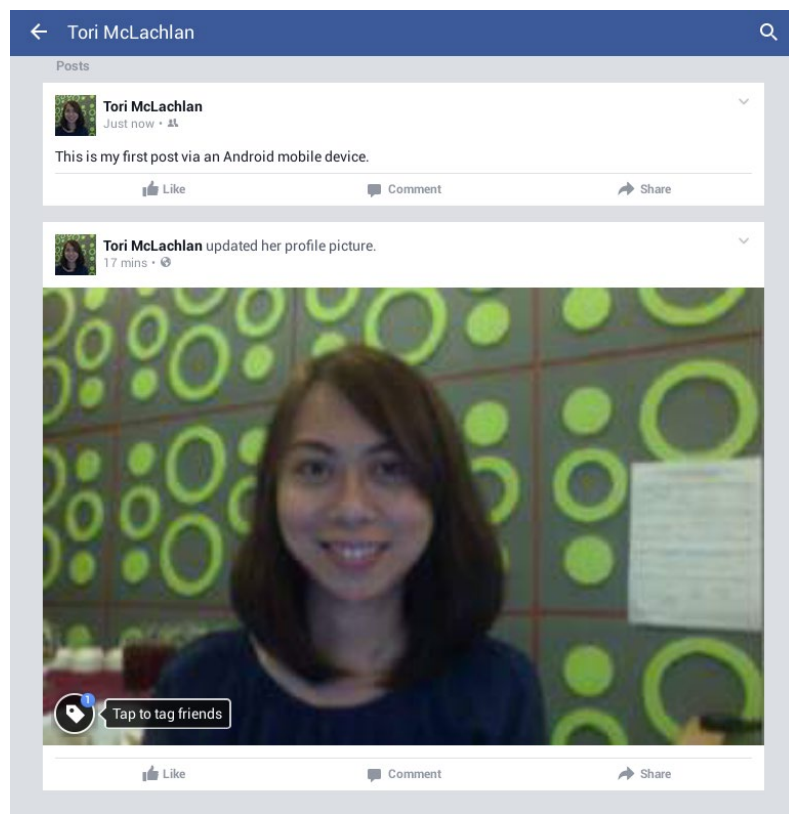
3. Congratulations! You now made your first Facebook post using your Android device. You can immediately view this in your  **News Feed**.



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.





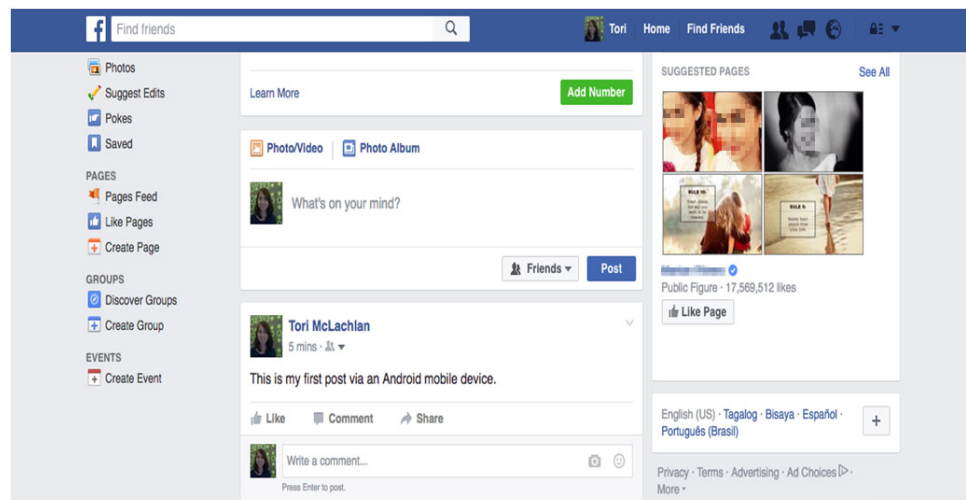
5. Tap your name. Your **Timeline** will open. Scroll down to **Posts** to see your status update.



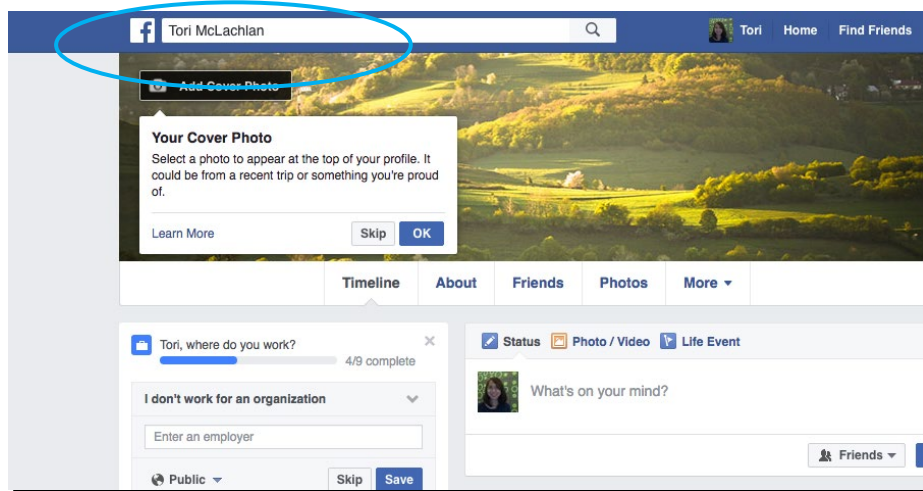
6. Congratulations! You now know how to access your **Timeline**.


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

1. You can also check your Facebook page using a PC. 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 on a PC.



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.



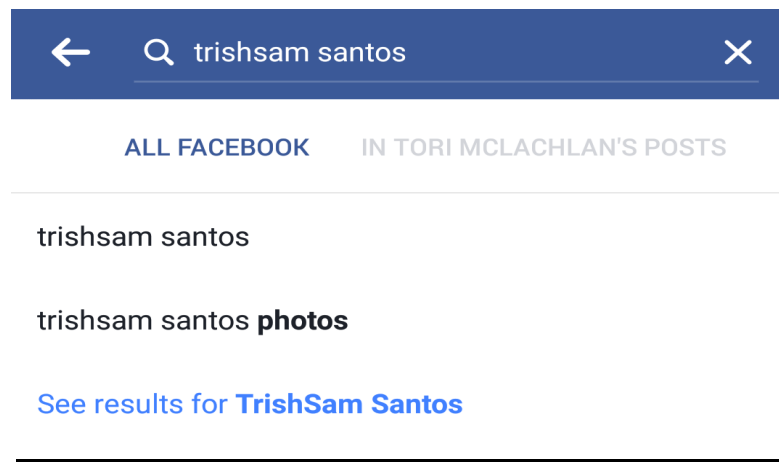
3. Congratulations! You now know how to access  **News Feed** and **Timeline** via a web browser.

## How to Add a Friend

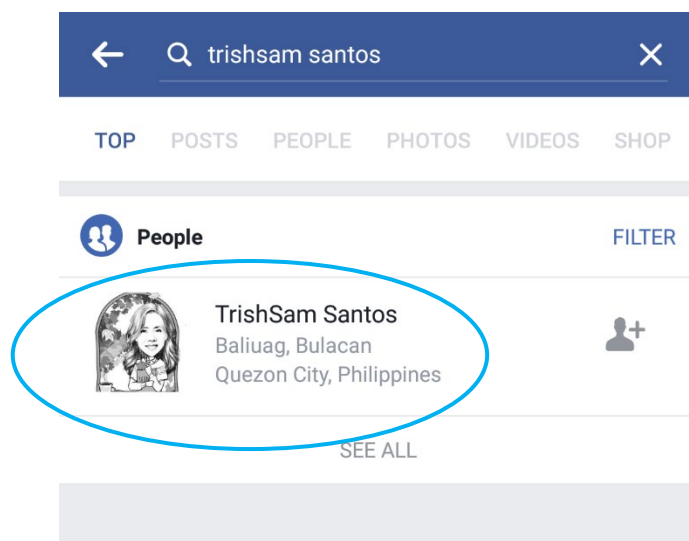
As a social media platform, Facebook's main purpose is to let users communicate with people they know. On Facebook, you call people you know "friends" even though they can be family members, relatives, colleagues, and even professional acquaintances.

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, follow the step-by-step guide below.

1. Open **f Facebook** by tapping it. Tap 🔍 **Search** on the **Navigation** bar. This will open the 🔍 **Search** page. Type the name of the friend you want to add into the 🔍 **Search** field. Note that suggestions will appear as you type.

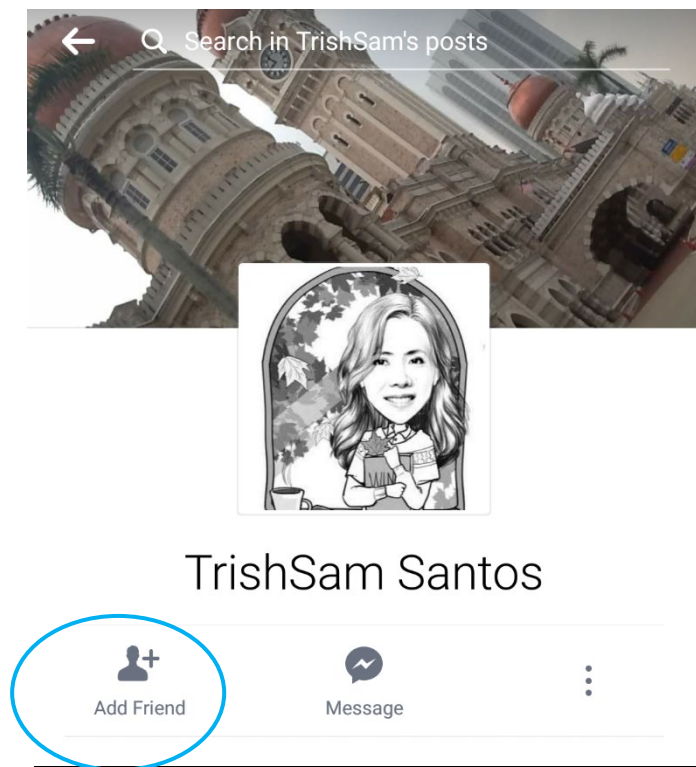


2. Tap your friend's name from among the suggestions that appeared. This will take you to his or her Facebook page.

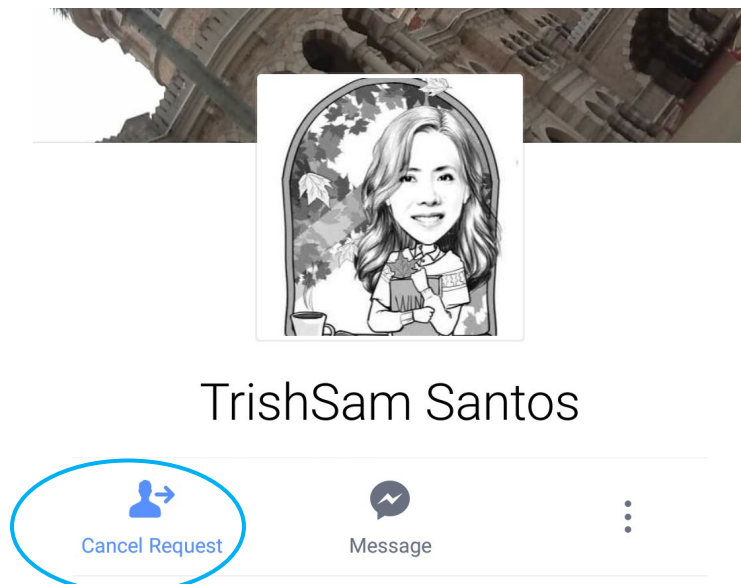


3. Tap **+ Add Friend**. A pop-up message will appear, telling you that your friend request is on its way and that you can add more friends while waiting to get confirmation. For now, you can choose to close this page by tapping on the **X** button.






4. Note that **👤+ Add Friend** changed to **👤➔ Cancel Request**. This also means a request was sent to your friend and is awaiting confirmation. You can cancel your request by tapping **👤➔ Cancel Request**. Once your friend accepts your request, you will receive a notification.







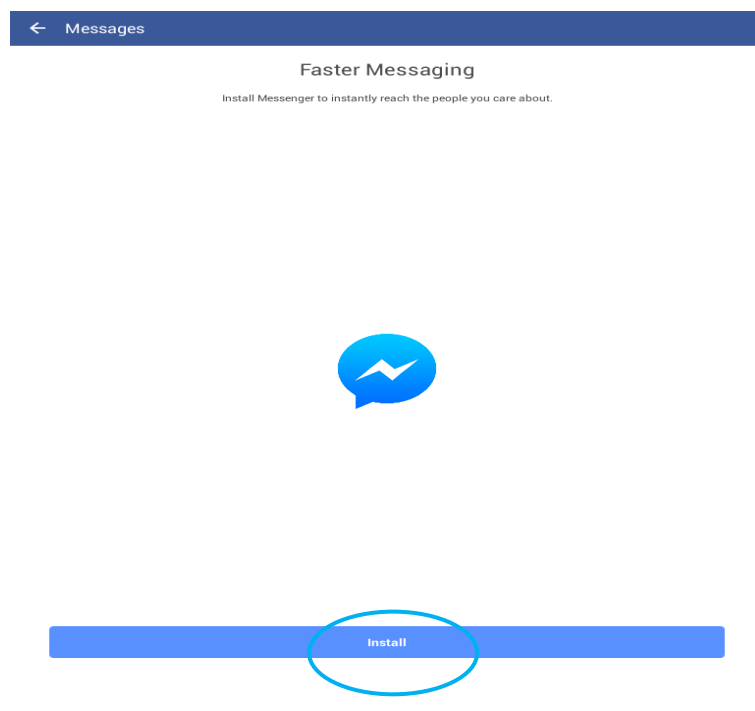
5. Congratulations! You now know how to add a friend on **f Facebook**.

## How to Send a Private Message

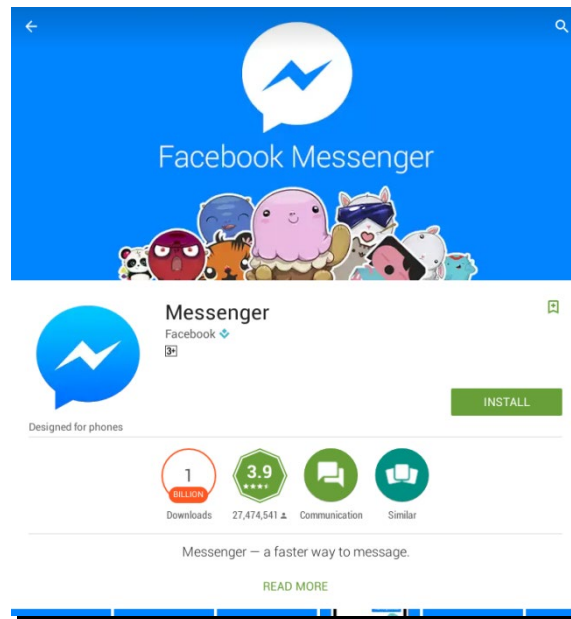
Earlier, you learned how to post a status update on Facebook. Sometimes, however, you may wish to send a message to only one person or a small group of people. A message sent exclusively to a friend is a PM. Only the intended recipient can read a PM. This is a lot different from a post or status update, 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**. To send a PM, follow the step-by-step guide below.

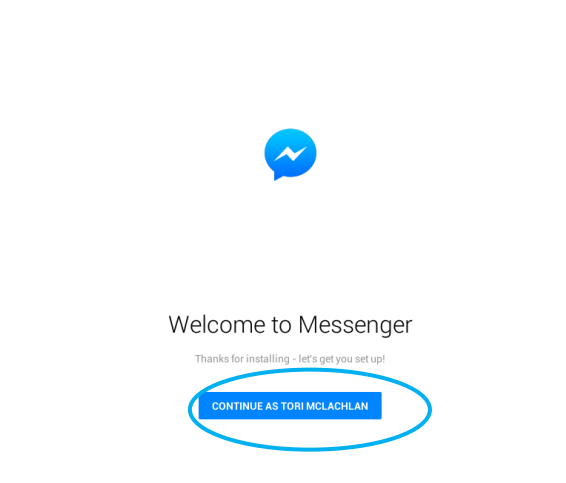
1. Open  **Facebook** by tapping it. Go to  **News Feed**. Look for and tap . This is the **Messages** icon. In the past, you could send a PM straight from  **Facebook**. Now, you need to install a separate app to do this. Just tap the **Install** button on the page that will open.



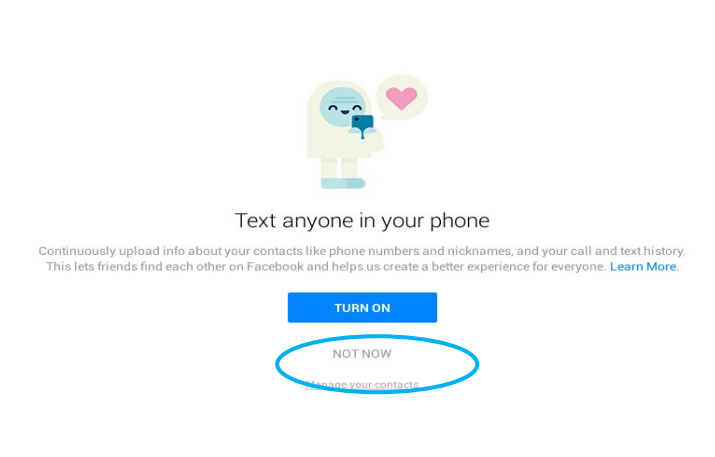
2. You will be taken to the  **Facebook Messenger** page on **Google Play**.



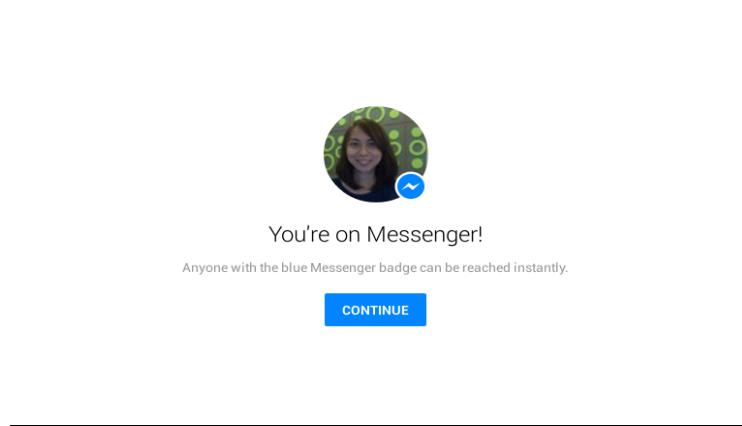
3. Install  **Facebook Messenger** the same way you did  **Facebook**. Open it when the installation is done. This will open  **Facebook Messenger**. Tap the **CONTINUE AS {YOUR NAME}** button to continue. This will log you in.




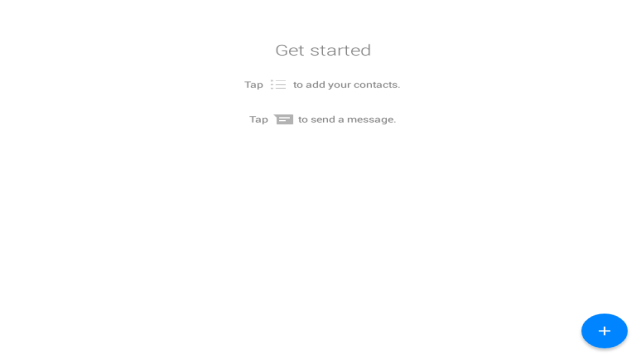
4. Once logged in, you will be asked if you want all of the contacts on your device to be added to it. Tap **NOT NOW**. Do the same for the next page. Tap **SKIP** on the pop-up window.




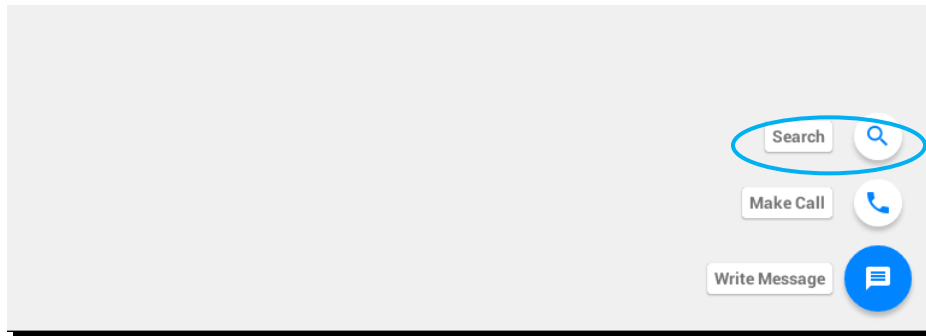
5. You are now on  **Facebook Messenger**. Tap the **CONTINUE** button.



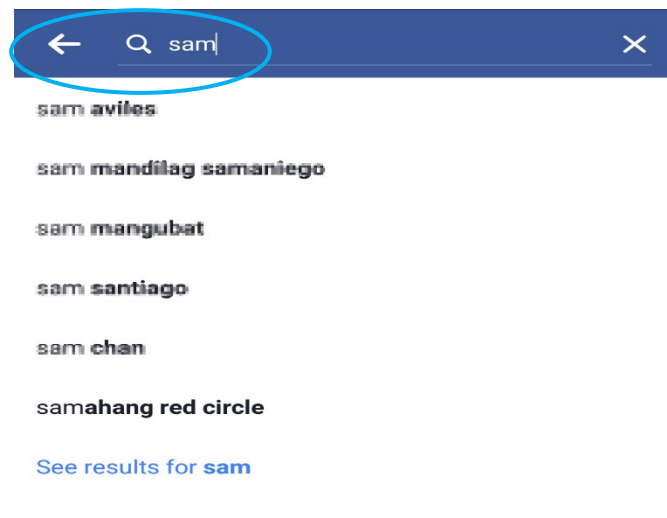
6. You should see the **Get started** page. Tap . This will open a page where you have options to choose from.



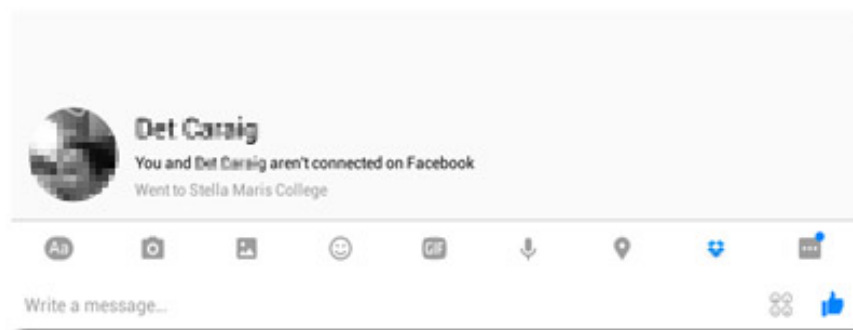
7. Tap **Search**  to open the **Search** page.



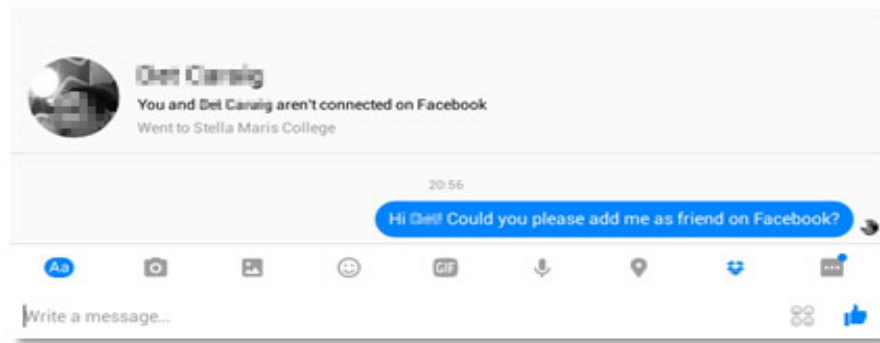
8. Type your intended recipient's name into the **Search** field. Note that a list of suggestions will appear as you type.



9. Tap your contact's name to send him or her a PM. This will open a chat window.




10. Tap **Aa** to type your message to your friend. The virtual keyboard will appear. You can begin typing your message into the **Write a message...** field. Then tap **➤** to send your message.

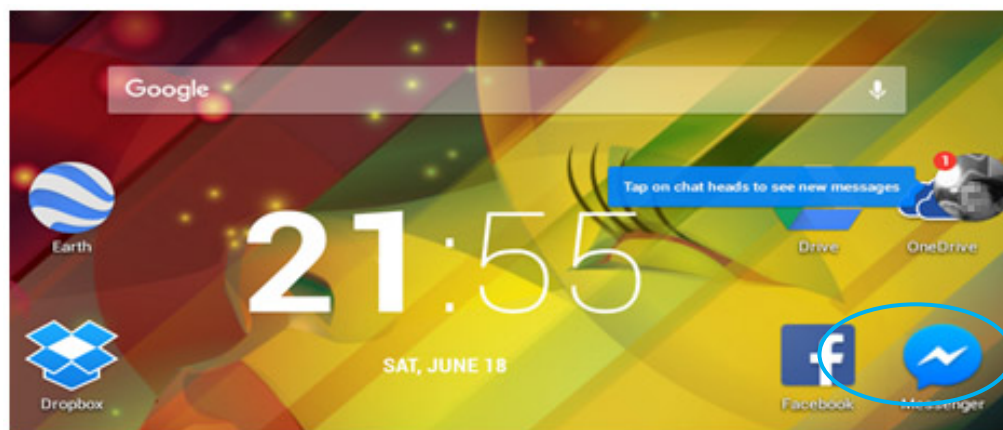


11. Congratulations! You just sent your first PM to a friend using an Android device.

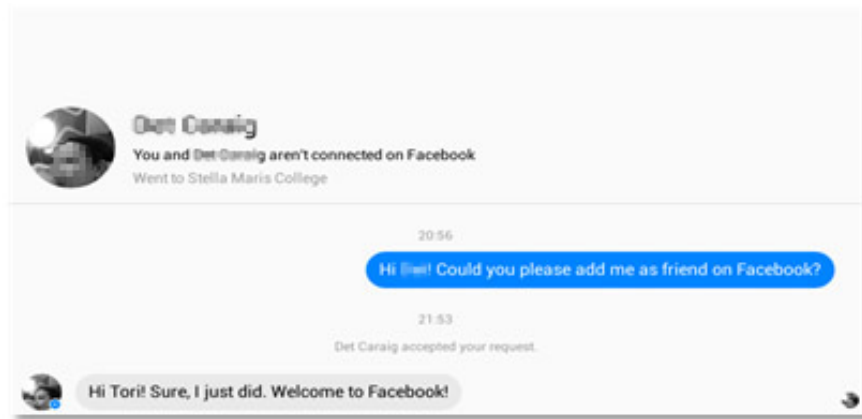
### ***How to Reply to a Private Message***

When you receive a PM and you wish to reply, follow these steps:

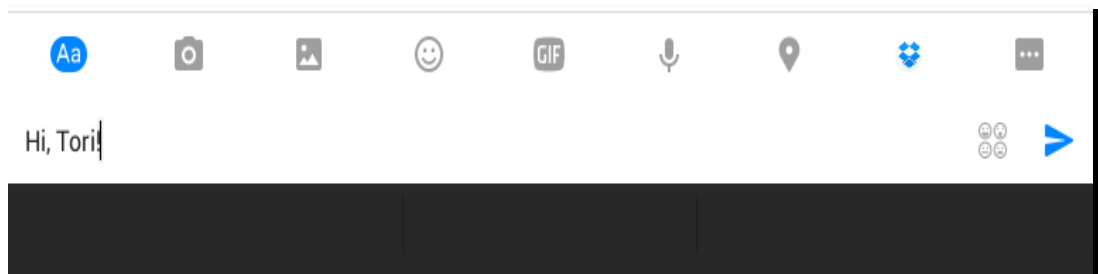
1. Facebook will notify you every time you receive a PM on **Facebook Messenger**. Note the red number on top of . That means you have an unread PM. Tap it.



2. The new message will appear in a chat window. Note that all of your chat messages with that contact are saved on the window. This is called a message thread.



3. To reply, tap **Aa** then type your response into the **Write a message...** field. Tap ➤ 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.

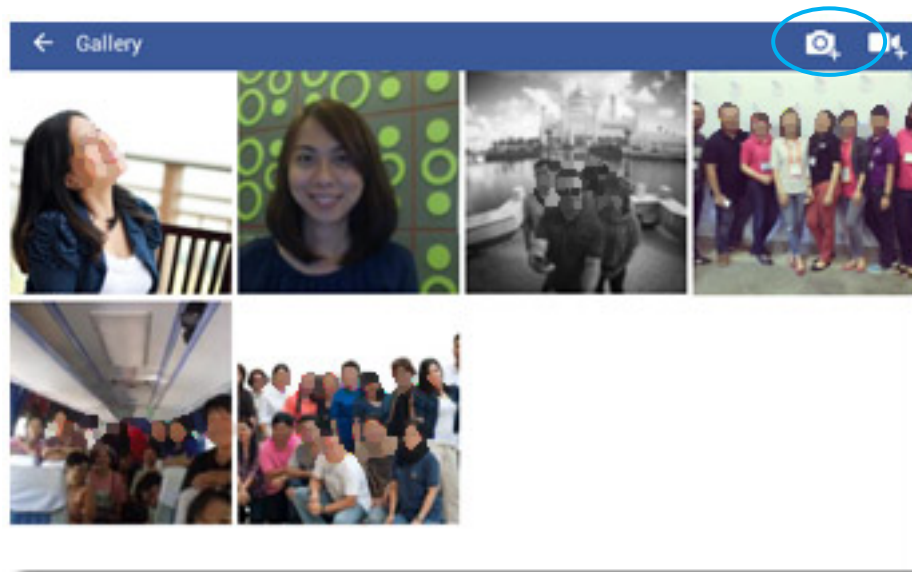
## ***How to Share a Photo***

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 personally know.

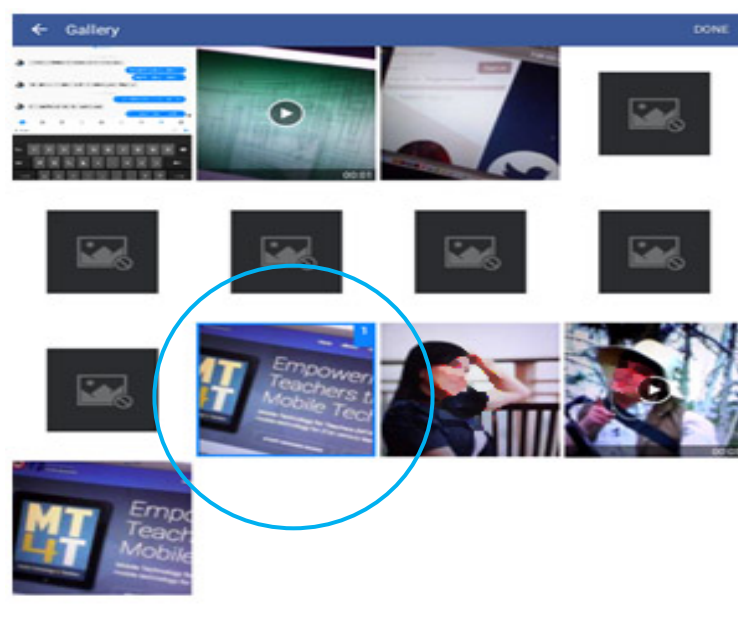
You can share photos and videos with your students to enhance teaching and learning. You can, for instance, share photos you took during a field trip to the zoo that your students were really excited about. You can even ask them to share the photos they took or comment on the photos you shared. This 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 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  **Facebook** by tapping it. Make sure you are in  **News Feed**. Tap  **PHOTO**. This will open your device's gallery where all of the pictures you saved are stored.





2. Tap a photo that you want to upload to Facebook. Note that the photo will be highlighted with a blue margin and a number on the top-right corner. This indicates it has been selected for upload. Tap **DONE**. This will paste the photo to a message window.

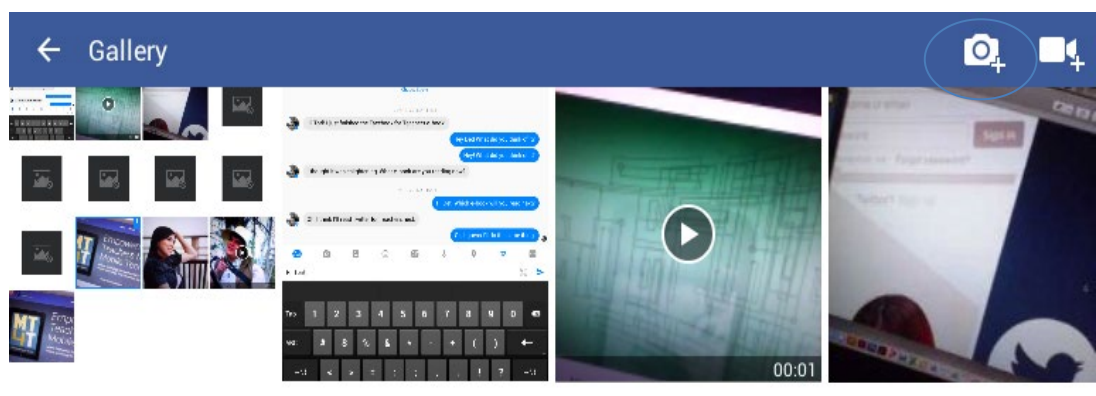





3. Type a short description of the photo you want to upload into the **Say something about this photo...** field. Then tap **POST** to share the photo. It should appear on your  **News Feed**.




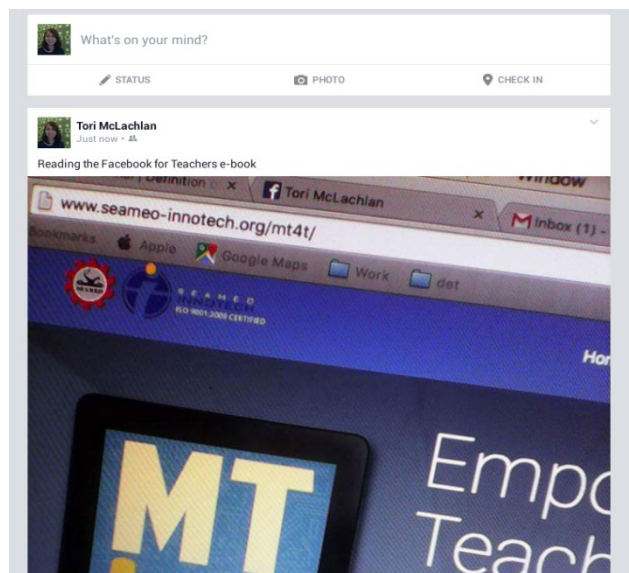
4. Congratulations! You successfully shared your first photo on Facebook via an Android device.
5. You can also take a photo from your device and share this on Facebook. To do that, tap  **PHOTO**. You should see the gallery, too. But this time, tap  to take a fresh photo. This will open your device's built-in camera.



6. Take a photo. Then tap . Note that this will automatically be added to a message window.






7. Type a short description of the photo you want to upload into the **Say something about this photo...** field. Then tap **POST** to share the photo. It should appear on your  **News Feed**.

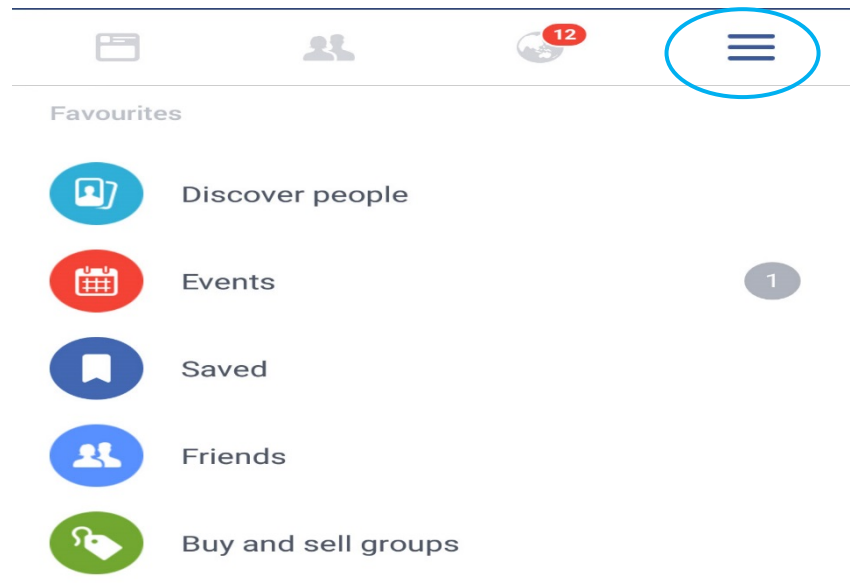


8. Congratulations! You successfully shared a freshly taken photo on Facebook using your Android device's built-in camera.

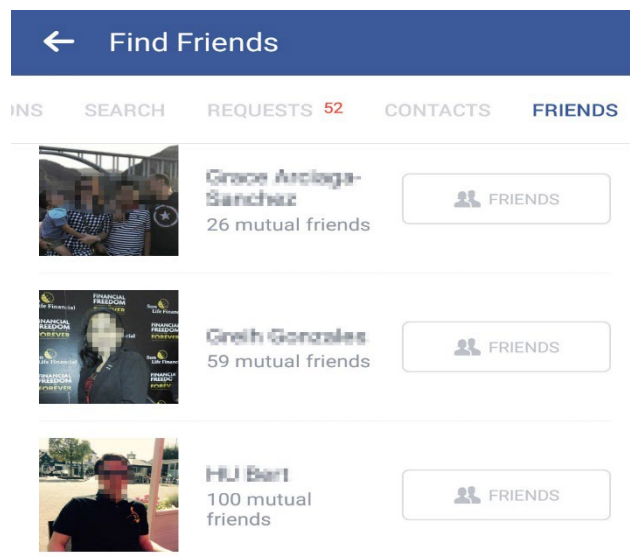
## How to Like a Photo

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  **Facebook** by tapping it. Tap  to open a menu. Scroll down then tap  **Friends**. This will open your **Friends** page.










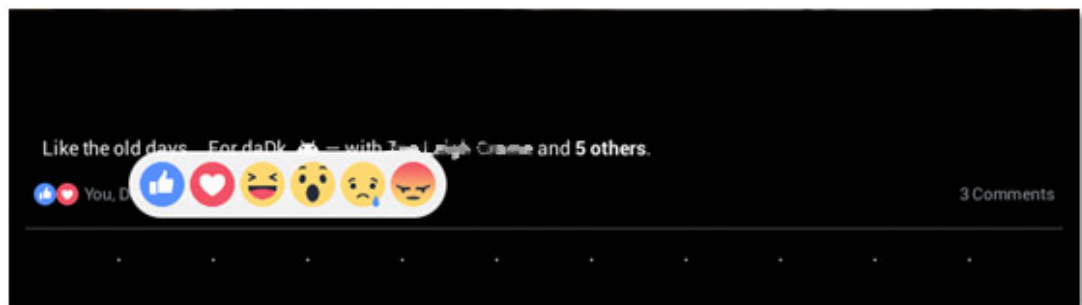
2. Tap the name of a friend whose page you would like to see. This will take you to his or her Facebook page.





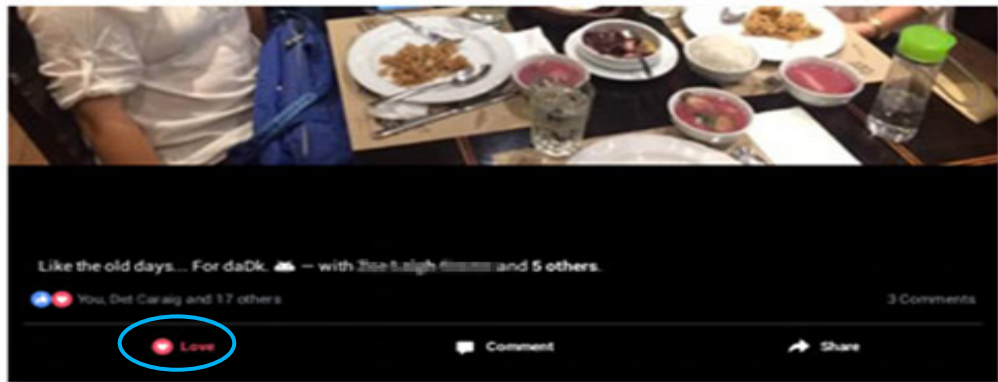
3. Look for and tap a photo under  **Photos** to open it. This will open in a new window.







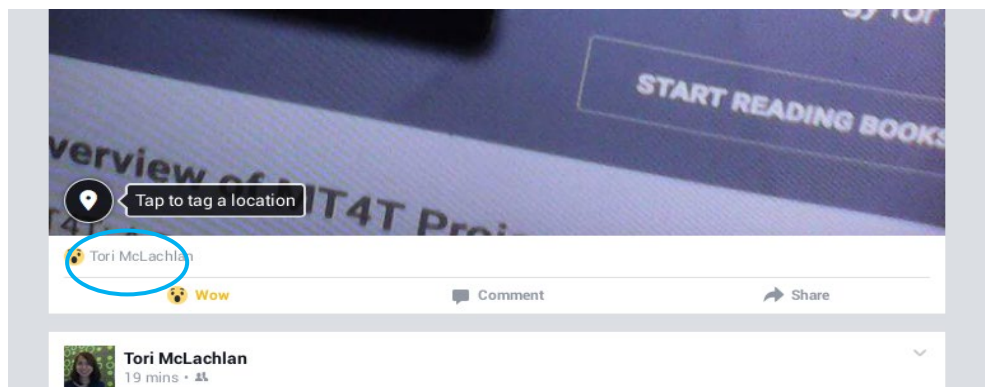
4. Look for and tap  **Like**. This will make several reactions appear. Choose  **Like** if you like it,  **Love** if you love it,  **Haha** if it makes you laugh,  **Wow** if it surprises or amazes you,  **Sad** if it makes you sad, and  **Angry** if it angers you.



5. Choose your reaction to the photo. In this case,  **Love** was selected so you will note that the  **Like** changed into your chosen reaction. That tells your friend that you loved the photo. Notice that it changed color, too.




6. You can also like a photo that appears on your  **News Feed**. Look for  **Like** under a photo that you want to react to. Long-tap  **Like** so you can choose from among the available reactions. In this case, we chose  **Wow**. That tells your friend you were awed by his or her photo. Notice that it changed color, too.



7. 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 friends of your friend 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. Tap  **SHARE PHOTO**. Choose a photo you would like to share then tap **DONE**. If you are sharing a group picture, Facebook has facial recognition features that allow it to identify the people in your group of friends who appear in the photo.





2. If you wish to tag the people appearing in the photo, just move the pointer to the appropriate image and choose the name. You have the option of tagging all or a select number of images. When you are satisfied, tap **DONE**. The photo will appear both on you and your tagged friend's Facebook pages. Tap **POST**. The photo is now published on your profile page and on  **News Feed**. Allowing people to tag you in photos gives others—even those who you do not personally know—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.



3. 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 space where people with similar interests can come together for discussions and knowledge sharing.

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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>

- **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**.
- **News Feed.** This is a list of updates on your Facebook page. 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.<sup>4</sup>
- **Private message.** This is similar to a private e-mail or chat message. It is sent via  **Facebook Messenger**. A PM can include text, images, and other files.
- **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. 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**.<sup>5</sup>
- **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 of 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](#)," states that one of the most fundamental rules of social networking etiquette is to carefully consider whom you friend or connect with on social networking

<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>



sites such 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 apps, events, chat sessions, and cause invitations you will receive. And these 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

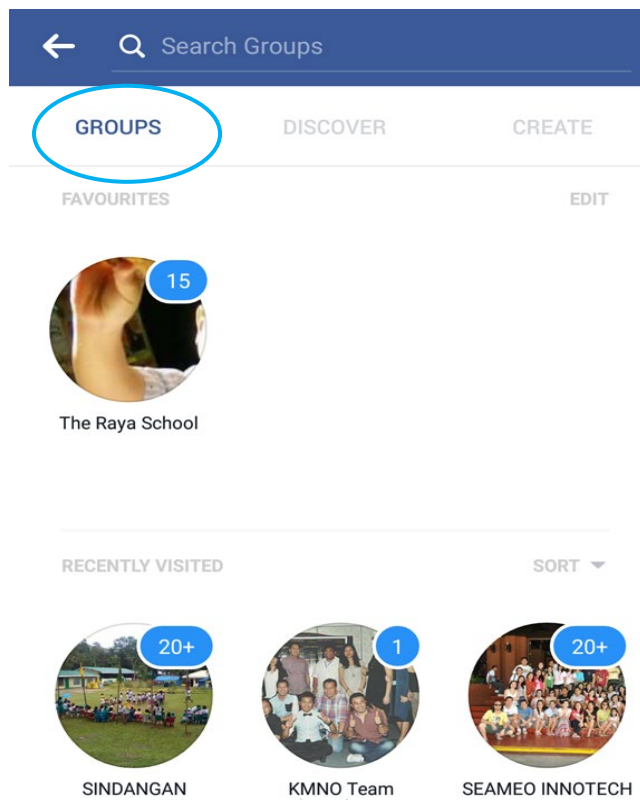
# Intermediate Users

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.

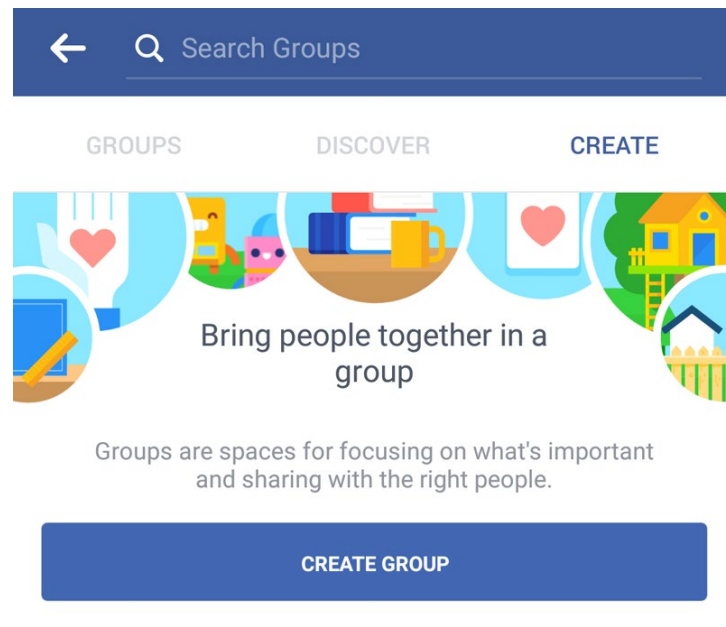
### How to Create a Group

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.

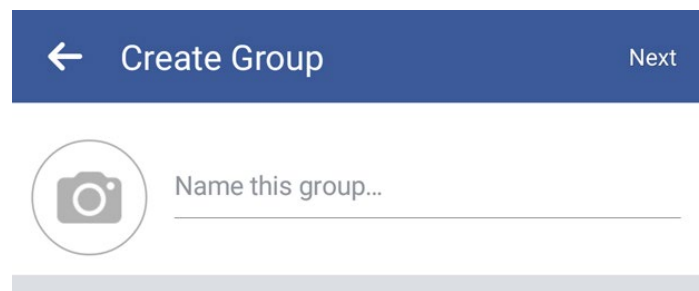
1. Open **f Facebook** by tapping it. Tap **≡** to open a menu. Scroll down to **Groups**, tap it then tap **Create**.




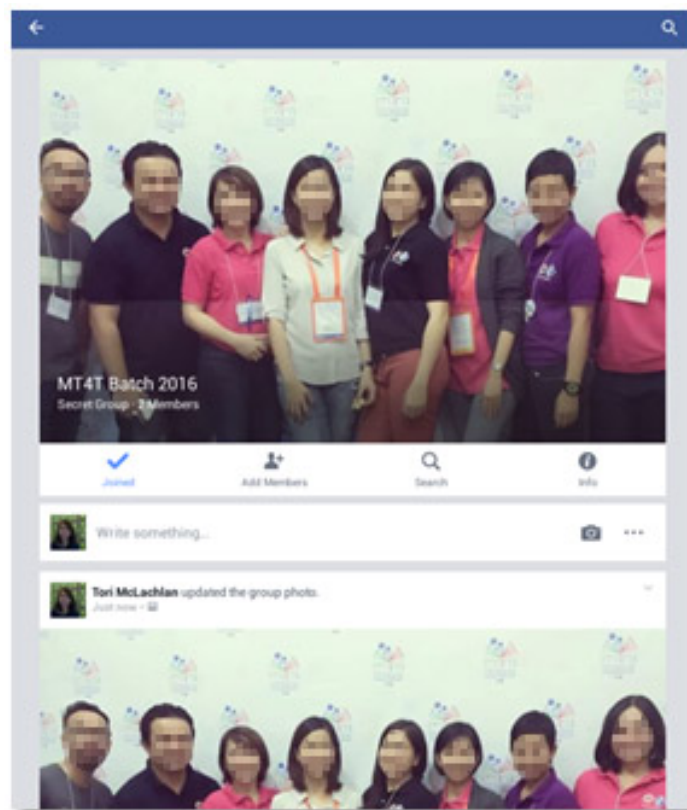
2. A page will open that contains a brief description of what “groups” are on Facebook. Now tap **Create Group**.




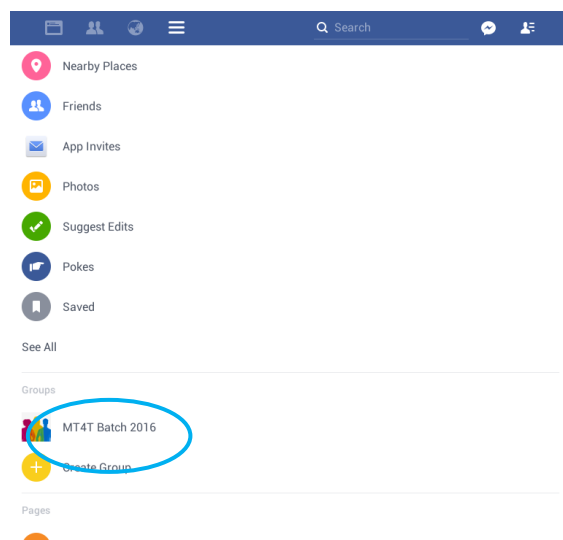
3. Type a name for your group and select the names of all of the friends you want to include in the group. Note that their names will appear under the group's name.



4. You can add a group picture, too. Just tap  if you wish to do this. Then tap **Next**. You will be asked to set a privacy setting for your group. Choose **Public** if you want anyone to see it, its members, and their posts. Choose **Closed** if you want everyone to find the group and check its members but prevent nonmembers from seeing the posts. Choose **Secret** if you want only members to find the group and see its members' posts. We chose **Secret**. Then tap **Create**. You will be taken to the newly created group's page.



5. You can see its name, creator, and members on the page. You should be able to see its name under **Groups** when  is tapped.



6. 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 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 the 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](#)

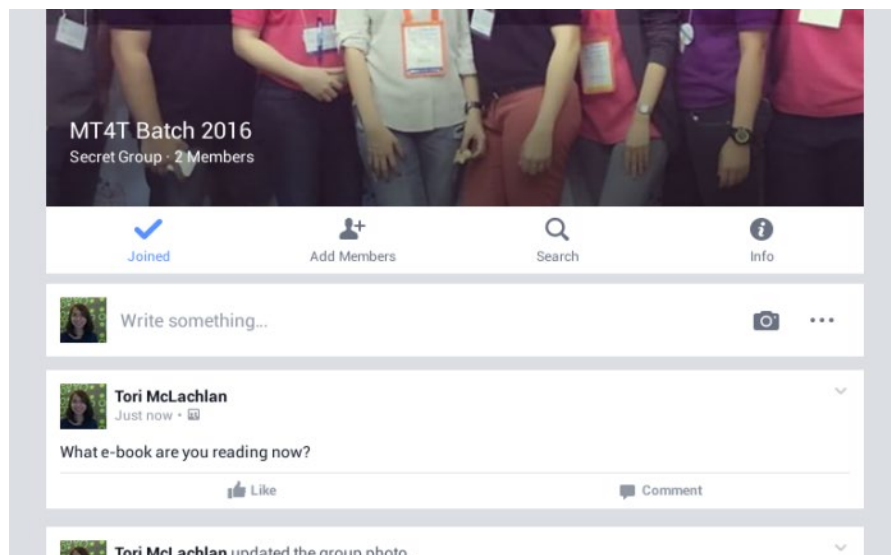
## How to Send a Group Message

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 **f Facebook** by tapping it. Tap **≡** then tap the group's name under **Groups**. This will open the group's page. Tap **Write something....** This will open a message window.



2. Type your message into the **What's on your mind?** field. Then tap **POST**. You will now see your group message on your page.



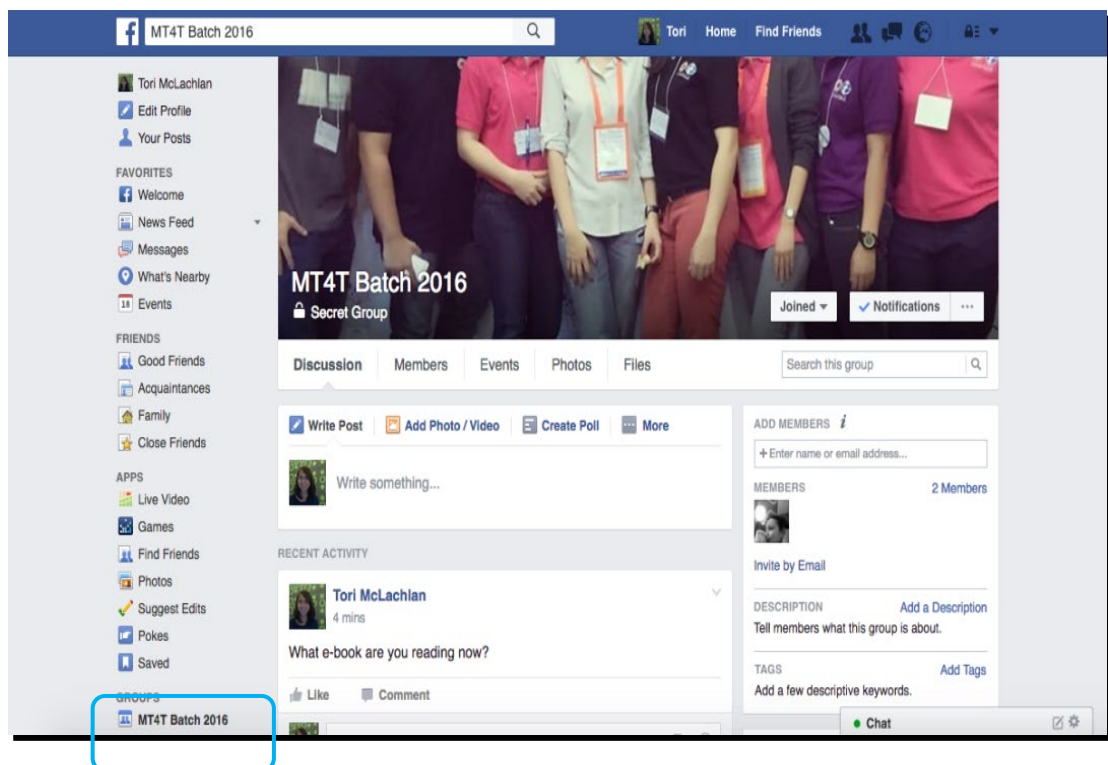
3. Congratulations! You now know how to post a group message.

## How to Upload a File for a Group

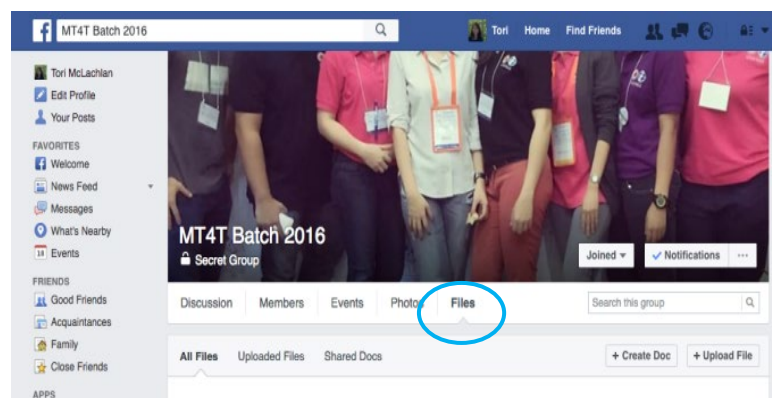
One of the great features of a Facebook group is that you can upload and share files with its members at the same time. You can upload any type of file (JPG, PNG, DOC, PDF, etc.) to a group page, except executable (EXE) and music (MP3, etc.) files. You can

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 are much easier to do on a PC. To do that, follow the step-by-step guide below.

1. Log in 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.

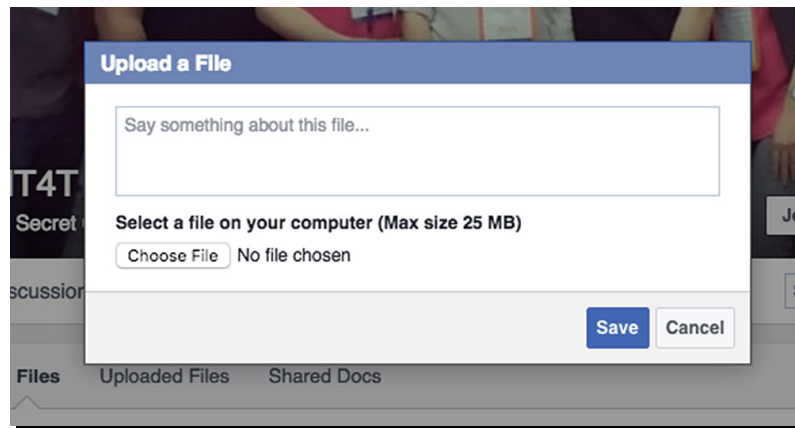


2. Look for and click **Files**. This will open the **All Files** window.



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.




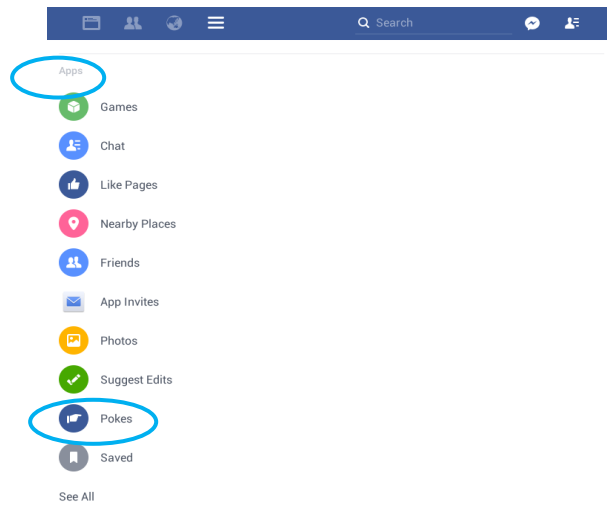
5. Congratulations! You just uploaded your first file on your Facebook group page. Note the three buttons next to it—**Download**, **Preview**, and **Upload Revision**. You can click the **Download** button if you want to download the file. Click the **Preview** button if you want to just view the file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


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

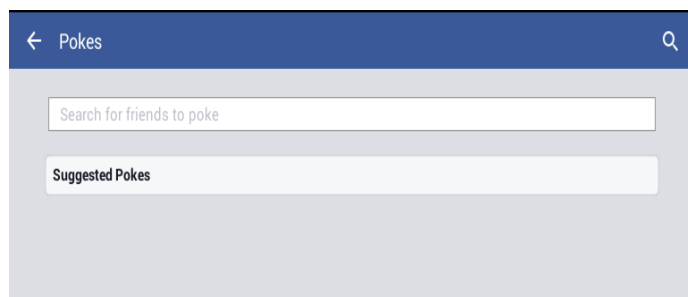
Pokes is a Facebook feature that lets you get the attention of a certain friend who has not, for instance, sent you a message for quite some time. You can use it for various purposes such as saying hello. You can also poke someone whom you are not friends with to tell him or her to look at your page 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 is not public. To poke someone on Facebook, follow the step-by-step guide below.

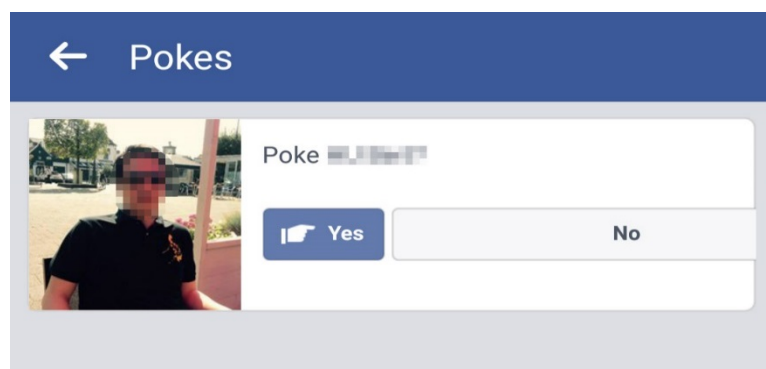
1. Open **f Facebook** by tapping it. Tap  then scroll down to **Apps**.




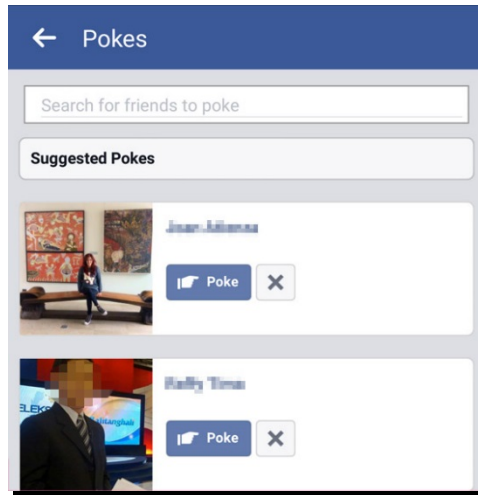
2. Tap  **Pokes**. This will open the **Pokes** page where you can search for a friend to poke. Sometimes, suggestions will appear here, too.



3. Type the name of a friend to poke into the **Search for friends to poke** field. Suggestions will appear as you type. Tap the name of the friend you would like to poke from those suggested. You will be asked to confirm if you would like to poke him or her.



4. Tap the  **Yes** button. You will be notified that your friend was poked.







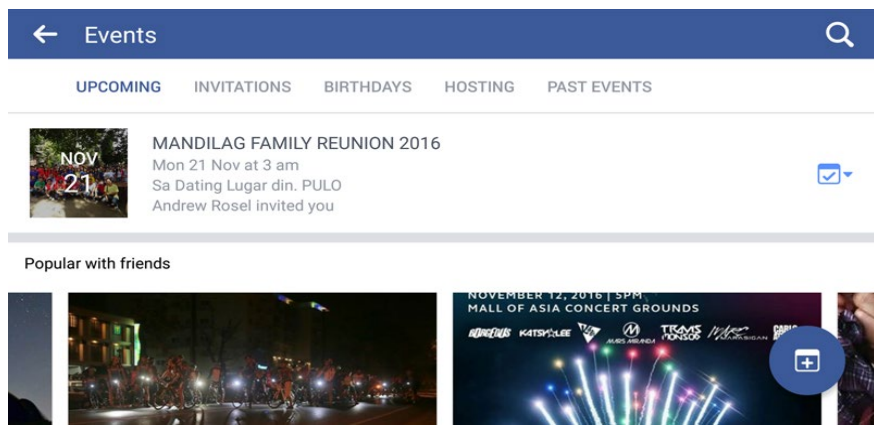
5. Congratulations! You now know how to use Poke.

## ***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.

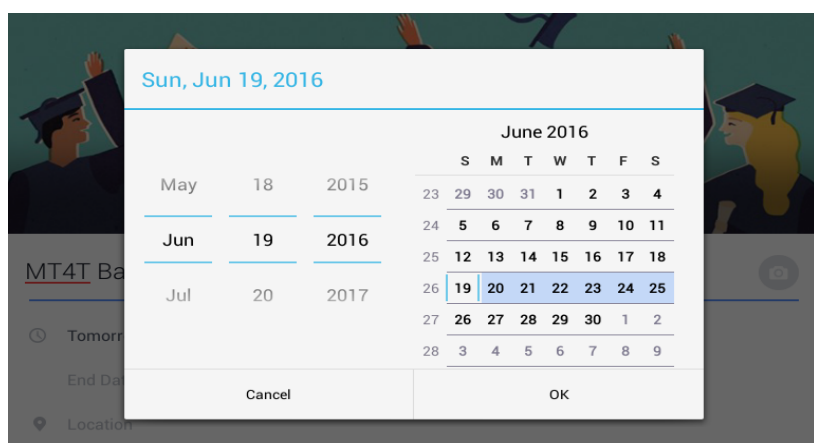
Facebook Events lets the members of a group know about upcoming events they may be interested in or organize their own social gathering. Events require an event name, network, host name, event type, start time, location, and a list of invitees. They can be public or private in nature. Private events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


1. Open  **Facebook** by tapping it. Tap  then tap  **Events**. This will open the **Events** page. Tap  to open a page where you can fill in the event details.

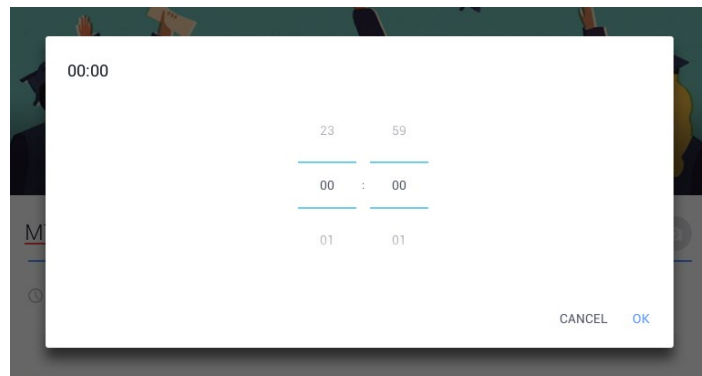


2. Type the name of the event into the **Event name** field. Add a photo by tapping . We chose a theme.

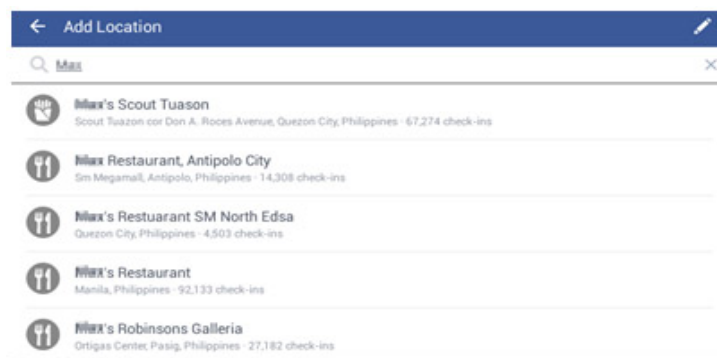
3. Tap the start date. This will open a calendar where you can choose the event's date. Tap **OK** when you are done.



4. Tap the time beside . A pop-up window where you can choose the time will appear. Choose the time then tap **OK**. Do the same thing for the end date and time. Indicate if invitees can bring guests or not.




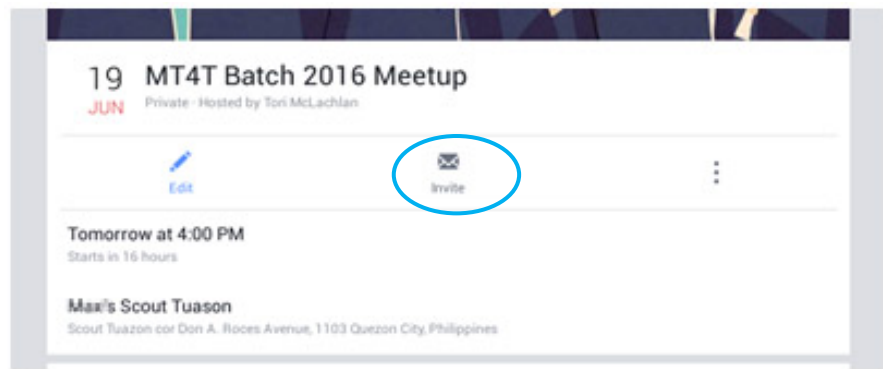
5. Tap **Location** to enter the event venue. This will open a page where you can search for the event venue's address. Type its name into the **Search for places** field. Note that suggestions will appear as you type. Choose the location from the list provided. It will be added to your invitation.




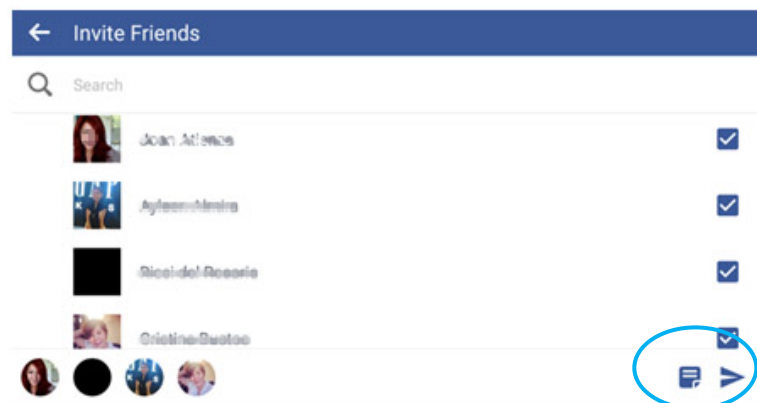
6. Tap **Create**. This will publish the event.



7. Tap  **Invite**. This will open the **Invite Friends** page.



8. Tap your invitees' names. Then tap  to send your invitations. You can check out the number of people you invited on the event page.



9. Congratulations! You now created your first event on an Android device.



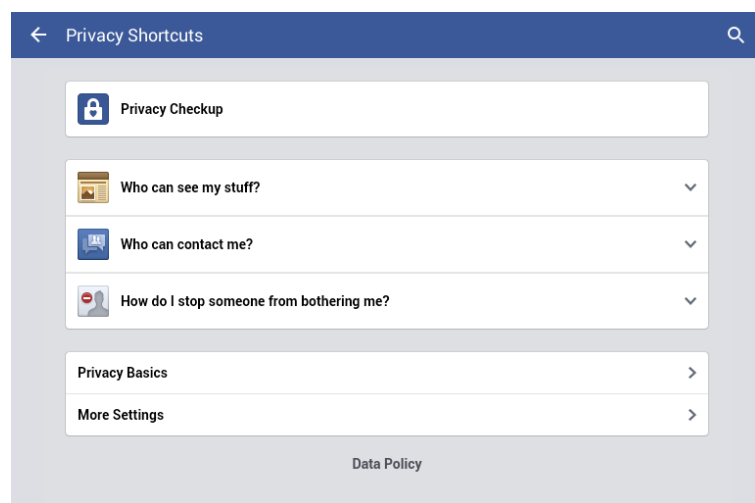
## How to Block and Unblock a User

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.

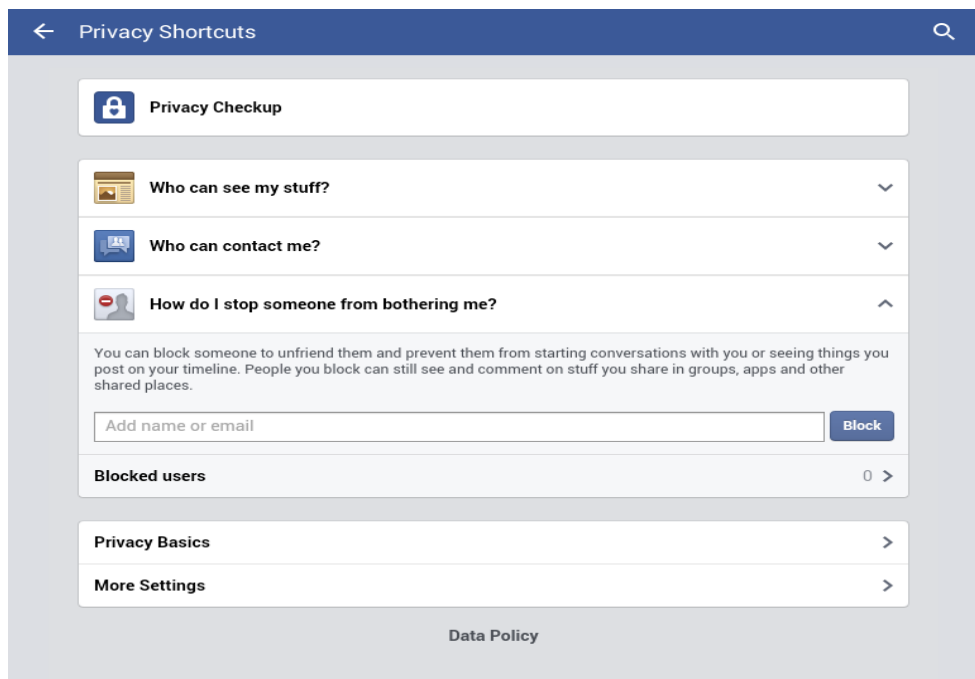
Blocking someone on Facebook entirely removes your account from that person's account. He or she will not be able to find you even if he or she searches for you. This is one of the tools you can use to safeguard your privacy. You can restrict someone's access to your posts on Facebook. Blocking someone 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.

To block and unblock a user account, follow the step-by-step guide below.

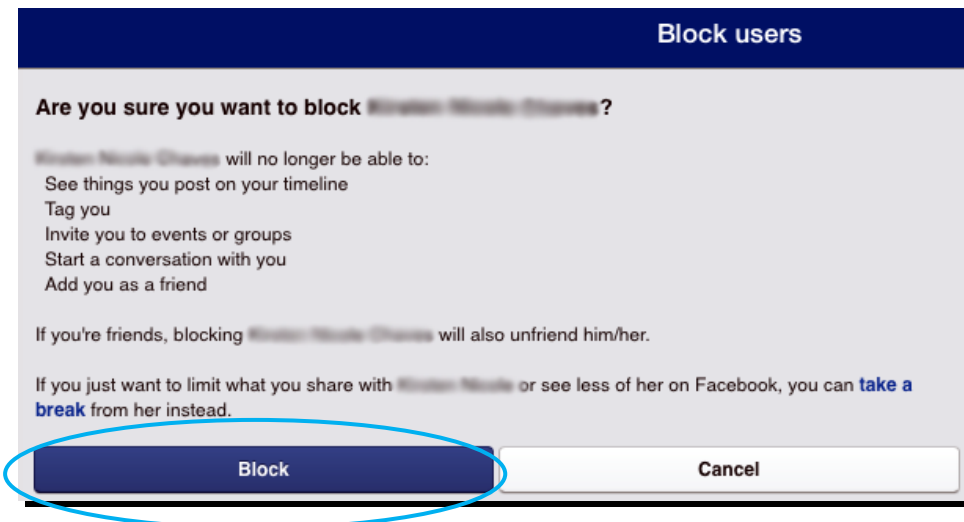
1. Open **f Facebook** by tapping it. Tap **≡** then scroll down to **Help & Settings**. Tap **🔒 Privacy Shortcuts**. This will open the **Privacy Shortcuts** page.



2. You can change your account's privacy settings here. You can, for instance, control who can see your pictures, posts, and other stuff; limit who can contact you; and even stop someone from accessing your account. To block a Facebook user, tap **👤 How do I stop someone from bothering me?** A drop-down list will appear.



3. Type the name or e-mail address of a person you want to block into the **Add name or email** field then tap the **Block** button. You should see a list of Facebook users with the same name. Choose the person you want to block and tap the **Block** button beside that person's name. A window will open that lists down the consequences of blocking that person. Consider all these and if you are really decided, tap the **Block** button.



4. You should see that the name of the person you blocked is now listed under **Blocked users**. This means that person can no longer see your posts, messages, and status updates, nor can the person tag you, invite you to events/groups, start a conversation with you, and add you as a friend.



5. In case you change your mind, you can unblock the person by tapping the **Unblock** button beside the person's name. This will let Facebook know you want to change your decision to block that person. Facebook will ask you to confirm your decision. Tap the **Unblock** button if you are certain about this.

6. You should see a yellow banner telling you that you unblocked the user. Note that his or her name is no longer on the list of **Blocked users**. Wait 48 hours for unblocking to fully take effect. Remember that it is easy to block a user but it will take a few days to unblock him or her.

7. Congratulations! You now know how to block and unblock a user.

## ***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 February 2004<sup>7</sup> as a social media platform, 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 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:

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

<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>

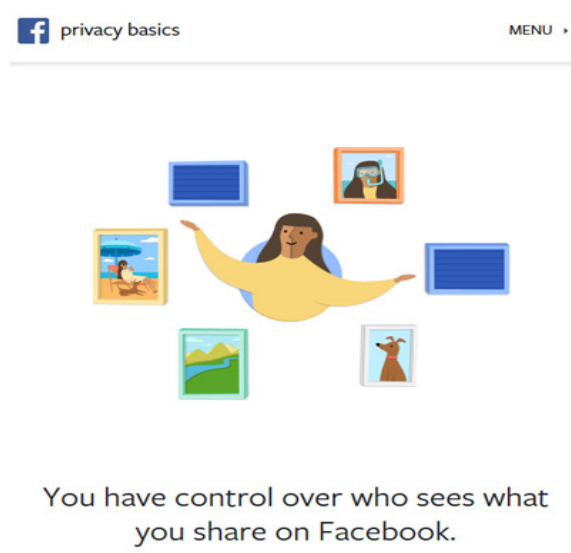
<sup>9</sup> Kashmir Hill, "Some Scolding, No Fines For Facebook After Irish Privacy Investigation," *Forbes*, <https://www.forbes.com/sites/kashmirhill/2011/12/21/some-scolding-no-fines-for-facebook-after-irish-privacy-investigation/#2d529f483023>

<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/>

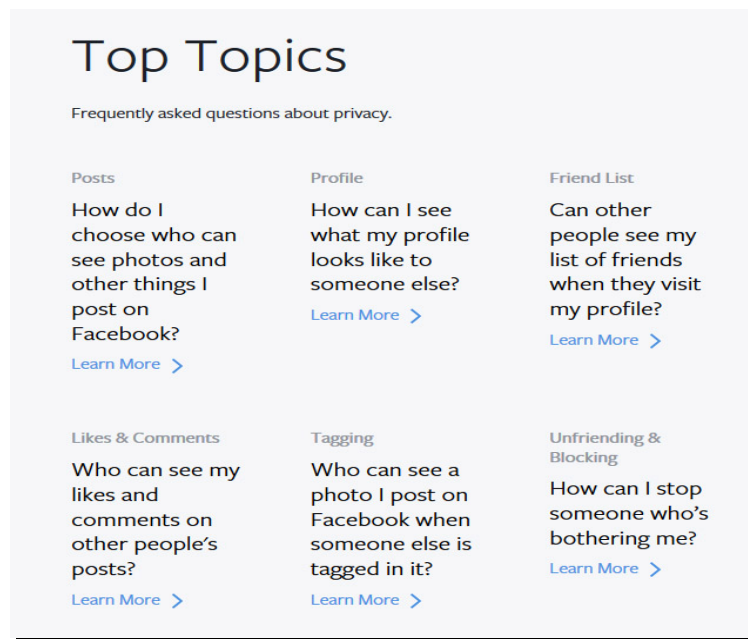
*"People share their most valued moments on Facebook, and we want to make tips and tools clear and accessible whenever you need them. Privacy Basics gives you tips for things like securing your account, understanding who can see posts and knowing what your profile looks like to others. This is part of 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

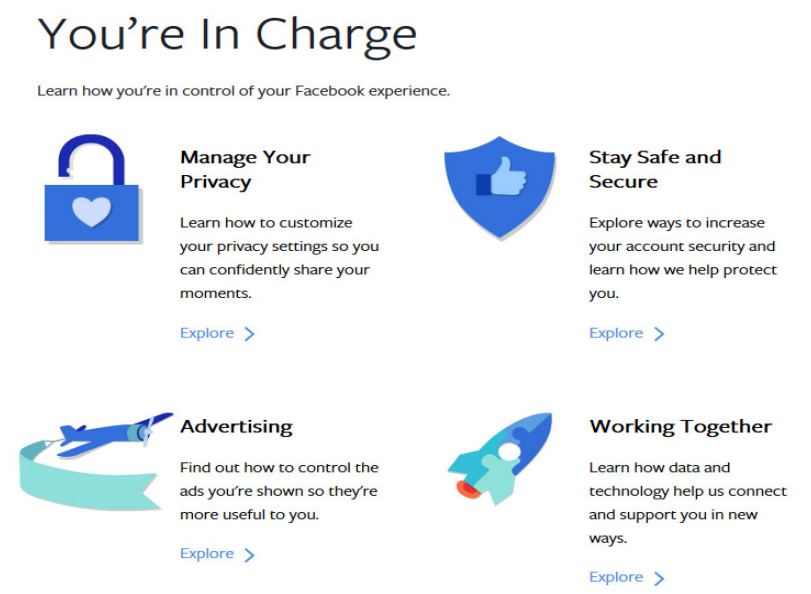
Facebook's Privacy Basic is like a one-stop shop of most of the things that you need to learn and understand about your Facebook account. Complete with colorful graphics and simple instructions, much of what is discussed in this e-book can also be found here. The good thing is that this section is always 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>



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.



- **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 >](#)

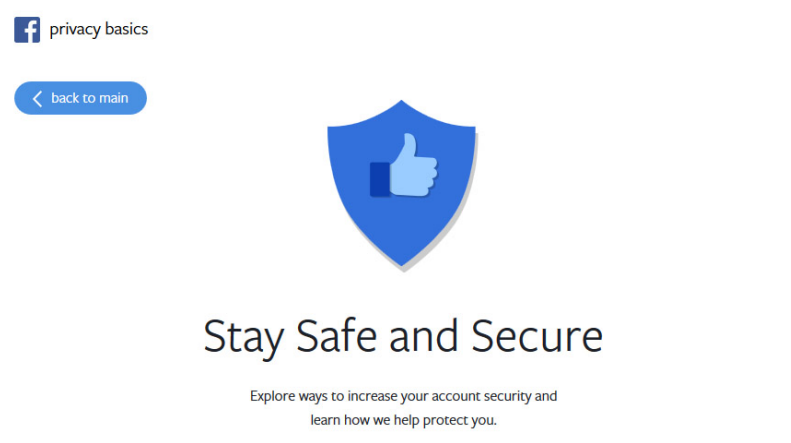
The following are the list of topics that should enable you to understand better how your Facebook account works in terms of privacy. Just tap on **Learn More** under a particular topic to start reading and gaining some understanding.

-  **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.

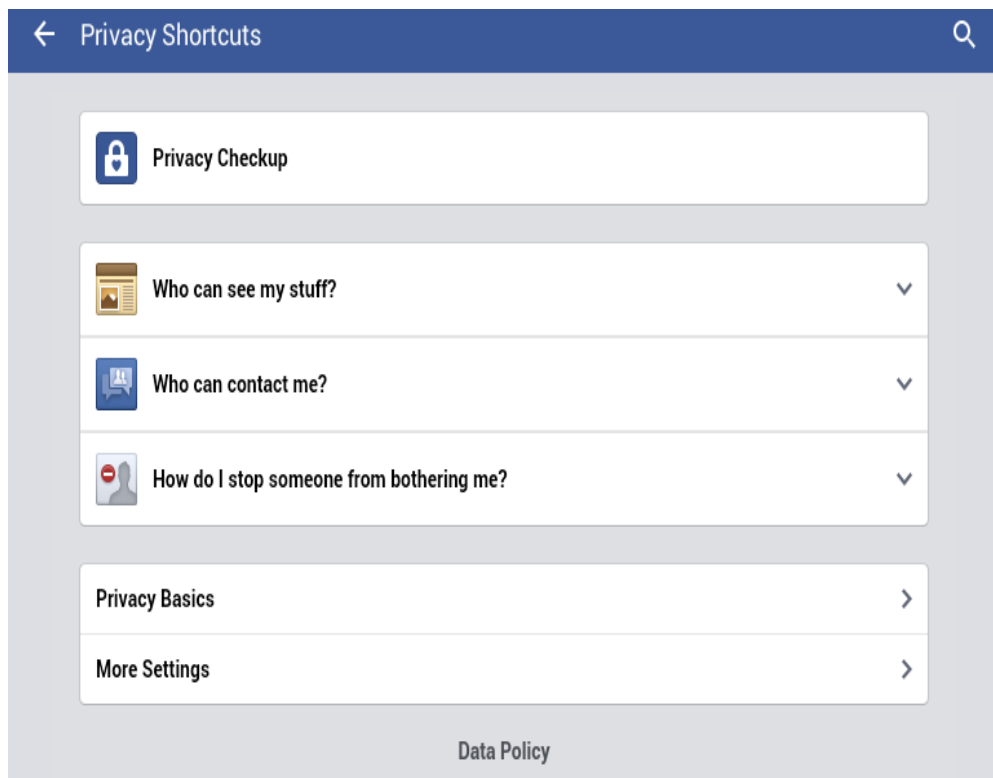
At the bottom of this list, you should find a button that says, **Take the Security Checkup**. Tap on this button to review your current security settings and modify this if you wish. Note that this feature is currently available only if you're accessing Facebook on a computer or if you have the latest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

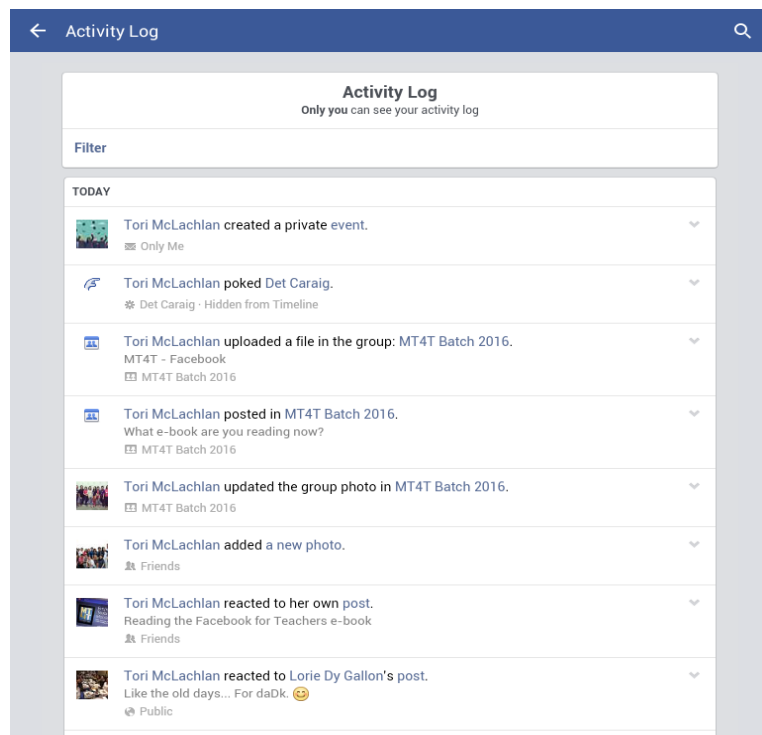
The website "Make Use Of" published on January 1, 2013 the article, "[Make Sure You're Secure with Facebook's New Privacy Settings](#)," which presented a complete guide to Facebook's privacy settings. Written by Yaara Lancet, the article explained how Facebook had made it easier for all to be more responsible 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 menu is giving you the ability to easily block someone. If someone is bothering you, simply enter his or her name into the field  **How do I stop someone from bothering me?** Find him or her, then block him or her from accessing your account.
-  **Activity Log.** This section records all your activities while on Facebook. Arranged in chronological order, you will be able to review all your actions as regards the posts you made, posts you reacted to or commented on, posts you have been tagged in, and so on, as far back as the time you first created your Facebook account. By clicking on **Filter**, you can modify what you want to see under this section. This makes it much easier to review 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 example, when you review the posts or photos that you have been tagged in, you may decide to **Hide from Timeline** so it won't appear on your timeline, or **Report** so it will be removed entirely on Facebook.





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, party photos and flip comments can come back to haunt you. There are also real-life stalkers on Facebook that can pose danger to you.
- **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.

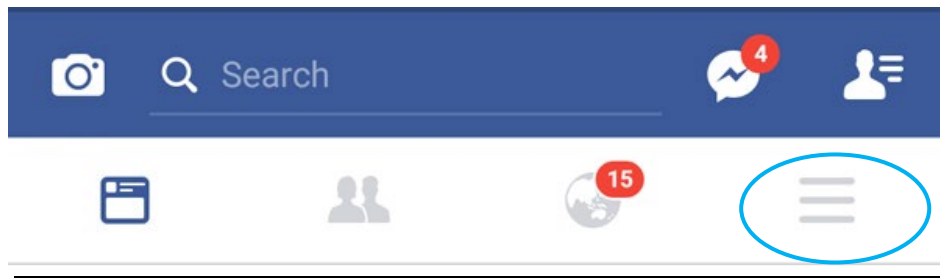
Here are other reasons why people deactivate their Facebook accounts:

- 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.

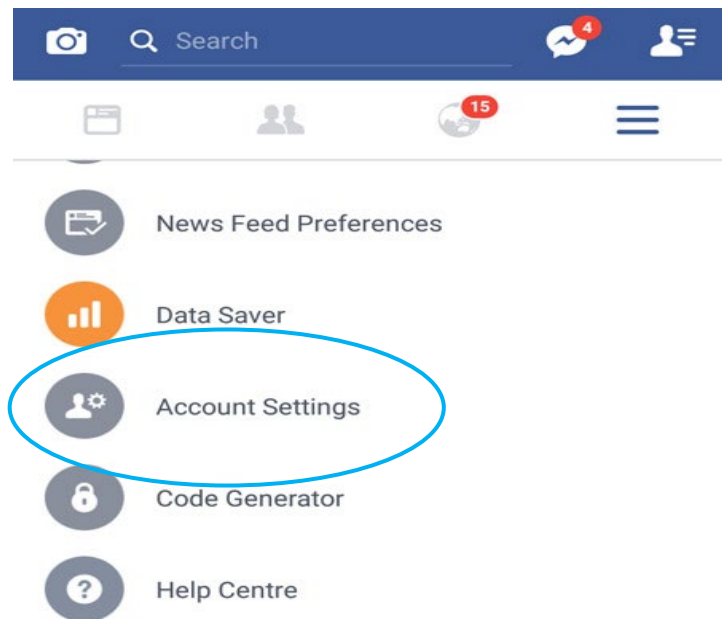
- It may be necessary for surviving family members to deactivate the page of a loved one who recently passed away.
- Maybe you are just too busy to maintain your Facebook account due to competing demands on your time.

To deactivate your Facebook account, follow the step-by-step guide below.

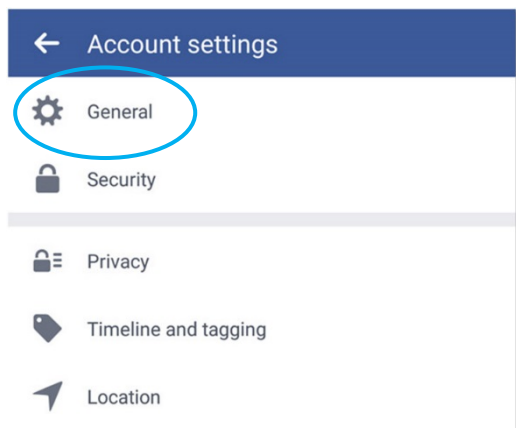
1. Open **f Facebook** then tap **≡** found at the upper right-hand corner of the screen of your device. This will open the **Settings** page.



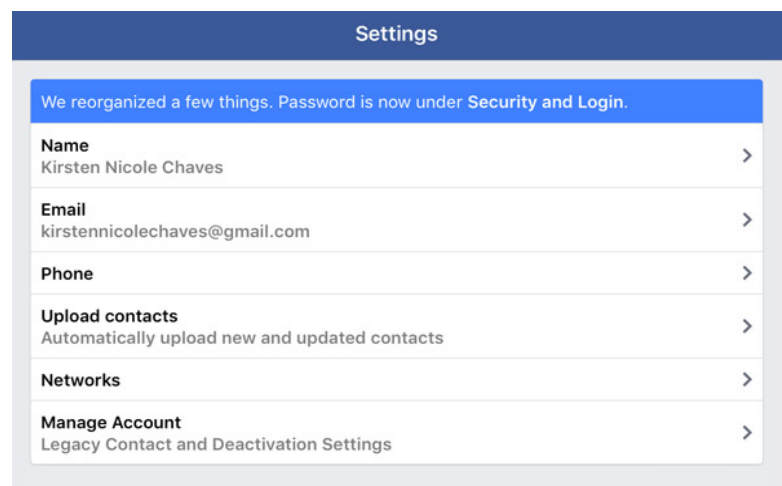
2. Once inside **Settings**, scroll down to look for **Account Settings** then tap it to access the page.



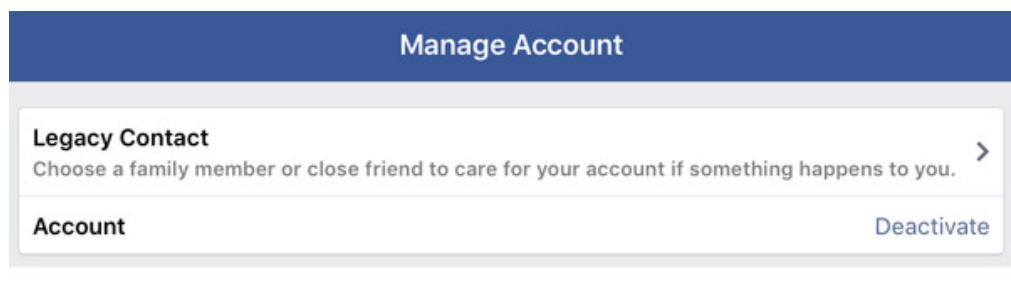
3. Under **Account Settings** you should see **General**. Tap on it.



4. Inside **General** page, you will see at the bottom the **Manage Account** section. Tap on this to access the **Legacy Contact and Deactivation Settings**.



5. Right across **Account** is the **Deactivate** link. You should take the time to think about the pros and cons of deactivating your account. Once you have decided to deactivate, tap on the link to deactivate your account. You need to wait for 48 hours for this to take effect.






6. Congratulations! You now know how to deactivate your Facebook account.

## Chapter 4




# Advanced Users

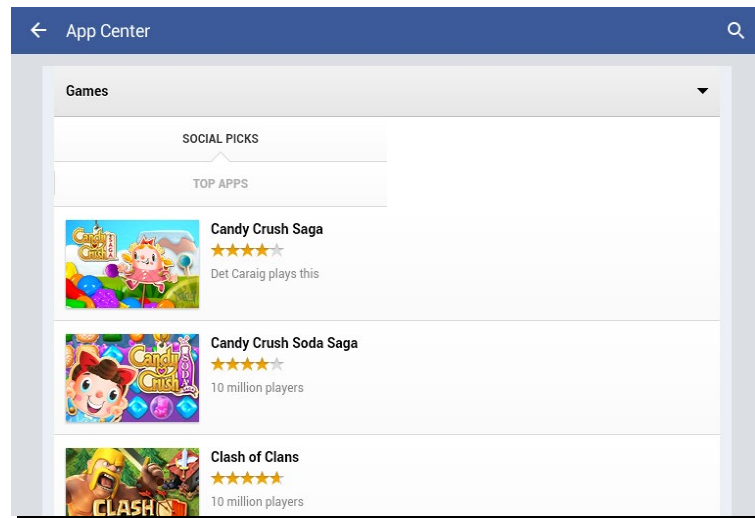
Advanced users refer to those who have been actively using Facebook for personal and professional growth. In this level of competence, users comprehend Facebook features such as calendars, announcements, classroom news, and other useful features. Those that fall into this category will be exposed to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



### *How to Use the App Center*

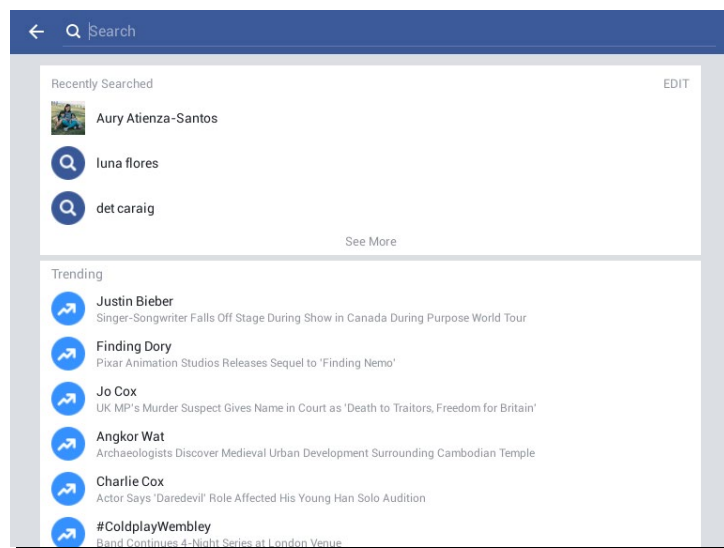
**App Center** was designed to offer users personalized experiences via app recommendations based on the apps you and your friends use. If for instance, you like word games, **App Center** will recommend gaming apps that may interest you. Facebook will know you like games based on the apps you always use. Using **App Center** is the same as using  **Google Play** on Android,  **App Store** on iOS, or  **Microsoft Store** on Windows Phone.


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. Research an app first, read reviews, then decide if you trust its developer before installing it. Facebook has a dedicated page for [app reviews](#). You may want to read about an app first before installing it. To use **App Center**, follow the step-by-step guide below.

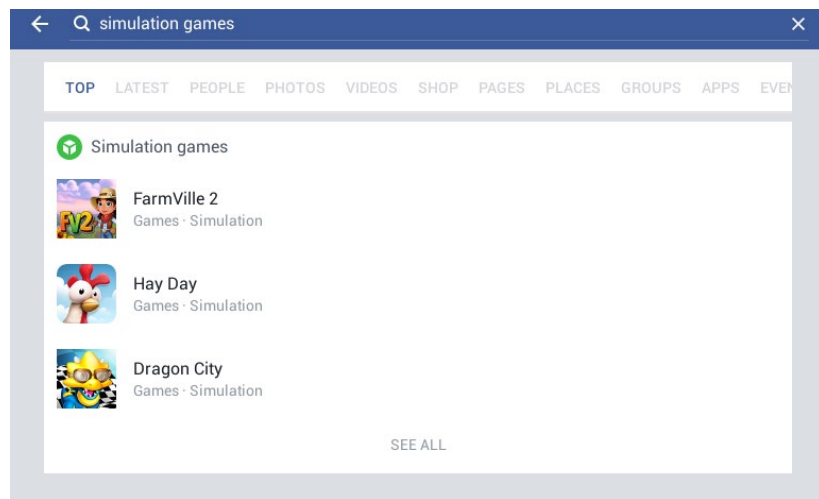
1. Open  **Facebook** by tapping it. Tap  then tap  **Games**. This will open the **App Center** page.




2. Note the variety of available apps. To search for an app, tap . This will open the  **Search** page.








3. As an example, let us search for a simulation app. Type "simulation games" into the **Search** field and click the icon . (note that suggestions will appear as you type). **Tap SEE ALL** to see the detailed list of results.



4. Scroll through the apps and tap one that interests you. Read its reviews first before installing it. After determining its safety, install it the same way you did  **Facebook** earlier. Open the app and play the game. Congratulations! You now know how to use **App Center**.

## ***What Facebook Apps Are Good for Learning?***



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. Jeffrey A. Roth and his colleagues compiled some Facebook educational apps<sup>11</sup> including the following:

-  **Flashcards.** Create flash cards to help you study.
-  **Rate My Professors.** Find out what other students think of professors before you register for their classes.
-  **SlideShare.** Create presentations to send to students with this slideshow app.
-  **Calendar.** This calendar app from 30 Boxes lets you organize your days, set reminders, and share your schedule with others.
-  **Zoho Online Office.** You can keep all of your documents online and even share them with classmates, students, and colleagues.

<sup>11</sup> Jeffrey A. Roth, "Facebook Apps for Education," *Global Education Conference*, <http://www.globaleducationconference.com/profiles/blogs/facebook-apps-for-education>









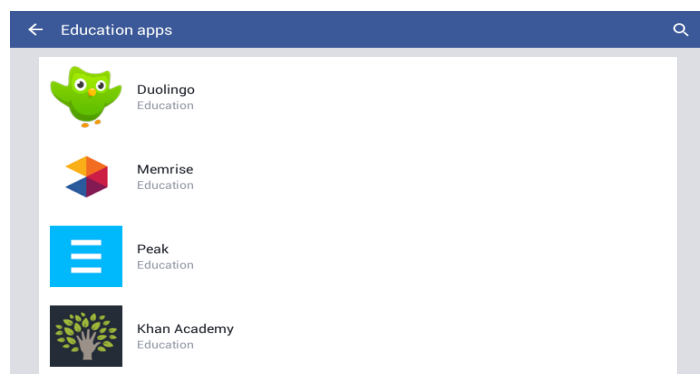
Brian Jenkins, in ["Awesome Facebook Apps for Educators,"](#) published by [TeachHUB.com](#), also recommends the following apps:


-  **Quizlet.** This handy tool is one of the largest and fastest-growing flashcard websites. Over 1 million registered users uploaded tens of millions of flash cards to it. Flash card sets are available for a variety of topics, including standardized test preparation, languages, math, and science.
-  **Quiz Monsters.** Students create their own quizzes with this very popular app.

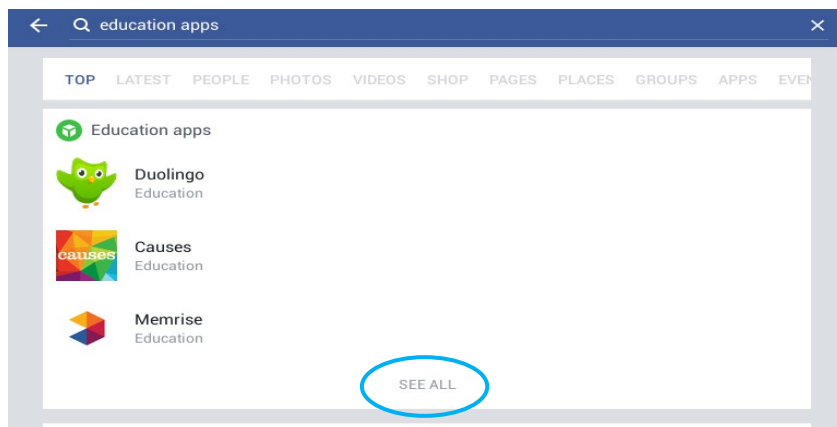
## ***How to Search for Educational Apps***

A lot of amazing educational apps can be found in **App Center**. **App Center** offers all of these under the category, "education," to make it easier to locate them. To find an educational app on **App Center**, follow the step-by-step guide below.

1. Open  **Facebook** by tapping it. Tap the button , then tap  **Games**. This will open the **App Center** page. Note the variety of available apps. To search for an app, tap . This will open the  **Search** page. Type "education apps" into the  **Search** field. Note that suggestions will appear as you type. Tap the top result, "education apps." This will show you a list of results.



2. Tap **SEE ALL** to see the detailed list. Scroll through the apps and tap one that interests you. Read its reviews first before deciding to install it. After determining its safety, install it the same way you did  **Facebook** earlier. Open the app and use it.






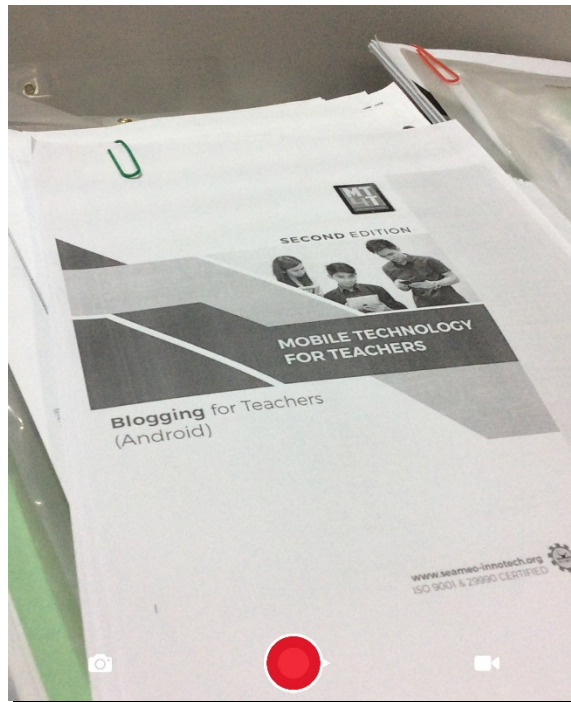
3. Congratulations! You now know how to search for and use educational apps on Facebook.


## ***How to Share Multimedia Content***

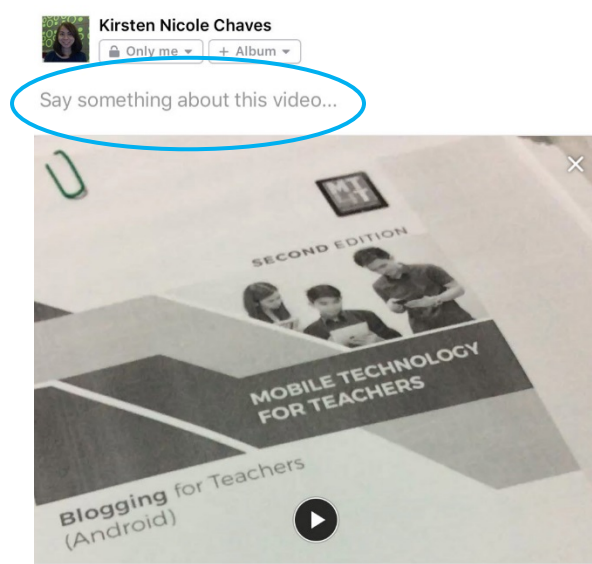
Sharing videos with your students can be an exciting way to promote HOTS. You can use your mobile device to record videos of nature walks for science classes. Upload these to Facebook and share them with your students. Ask them to share their thoughts on preserving natural resources. You will be surprised 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. To share videos on Facebook, follow the step-by-step guide below.

1. Open **f Facebook** by tapping it. Tap the . This will open your gallery. Tap  to record a video. Tap the red camera button to start and stop recording. Then tap  to add it to your post. You can also opt to share a video that is saved on your device, just tap to choose the video like you would a photo.



2. Type a short description of the video on the field **Say something about this video...** then tap **POST**. It may take some time for the video to be uploaded to Facebook. But, once done, you should see it on  **News Feed**.



3. Videos shared on Facebook automatically play when users scroll through them. Congratulations! You now know how to share a video on Facebook.

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

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

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

- **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 to send suggestions through Facebook.
- **Set up a Facebook back channel.** Teachers handling large classes can engage students and promote class participation by encouraging them to post in a Facebook discussion wall during classes/in real-time.
- **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.** Connect with students anywhere in the world through Facebook.
- **Discuss classroom ideas with other teachers.** Connect and discuss ideas or viewpoints with teachers from other institutions.
- **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 as well as their own professional development. 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. In a document written by Kiruthika Ragupathi in April 2011, titled ["Facebook in Teaching and Learning by Dr Erik Mobrand."](#) it presented the perspectives of Dr. Mobrand, an Assistant Professor of Political Science at the National University of Singapore regarding Facebook as "an integral part of the 'behind-the-scenes' educational experience." According to Dr. Mobrand, instructors could take advantage of and use Facebook to take part in what he called "the student space." Dr. Mobrand also shared his experiences with using Facebook in "Honours" modules over the past years and suggested the following ideas for you to get started:

- **Engage students in discussions.** Dr. Mobrand shared that he assigned two students to lead a class discussion. These students posted relevant reading materials and described their discussion plan on Facebook. They then engaged fellow students in an online discussion before the actual class. Dr. Mobrand checked this Facebook discussion and brought over the discussion into the face-to-face (F2F) seminars. He awarded marks to students who participated in the online discussion.
- **Allow students to easily post and view video clips and pictures.** Facebook allows posting and sharing of information, including videos and pictures. Dr. Mobrand realized that students found these materials easy to relate to. They fostered student interactivity and encouraged student-generated content. Dr. Mobrand indicated his liking for a clean and simple interface that allowed easy sharing, as a large percentage of students retrieved their materials with simple clicks within their spaces.
- **Bring the learning environment to students' social space.** Dr. Mobrand stressed that Facebook increases accessibility and breaks down false boundaries. Moving learning from academic space such as the Internet Virtual Learning Environment (IVLE) to social space such as Facebook blurs the lines

between what is academic and what is social for many students. In the examples he showcased, Dr. Mobrand pointed out that most of his class discussions are conducted in the middle of the night, emphasizing the fluidity between academic and social spaces, which has made it easier to capture students' attention and interest. On the part of students, they are encouraged to post interesting articles for their classmates to read. The ease with which they access Facebook via a mobile device also allows them to participate even while they are on the move. Dr. Mobrand feels that all these would not have been possible had he posted in academic spaces such as learning management systems (LMSs). This informality has 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, make school life a little more fun while enhancing the learning process.

Facebook use can also pose threats, which is why it is essential that you moderate your actions to safeguard your own and your students' 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 to.

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 how 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 help them prepare 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 the practice of getting individuals to 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 of 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 a special focus on developing HOTS. Higher order thinking skills 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 twenty-first-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 goals 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 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,"](#) it was mentioned 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>