JW Library Tutorial Curriculum

About the JW Library Tutorial

This curriculum can be used by anyone who will be teaching a class using the accompanying **JW LIBRARY TUTORIAL**. The tutorial has three lessons and exercises that teach navigation, downloading & highlighting skills for the JW Library app. Before the class, students should be given a copy of the tutorial and be reminded to have the app already installed on their device.

The **JW Library Class Program** can be used as a template when creating a class schedule. Five to ten minutes can be used at the beginning of the class to provide an overview of the library. The recommended timing for each lesson is 15 to 30 minutes of which five to ten minutes should be reserved for the exercises and two to five minutes for the review. All the material, including breaks can be covered in 60 to 90 minutes. If students need more practice time or explanations after the class, refer them to online resources at JW.org.

Audience

The information provided should benefit those who have basic smartphone, tablet or desktop computer skills. Students should be comfortable using a touch device or mouse. Experience using the JW Library app is recommended but not required.

After Completing the Tutorial

After completing this tutorial, students should be able to use JW Library to:

- Find scriptures, publications, videos and audio files
- Use History and Bookmark features to navigate
- Use the Search feature to locate scriptures and information in publications
- Use the download options available for app resources (publications and media)
- Download resources in different languages
- Use the highlight feature to mark publications

Prerequisites

Before attending this course, students should have:

- A device that supports the JW Library app (**Check:** http://www.jw.org/en/online-help/jw-library/)
- A device with a screen no smaller than 4 inches
- 1GB of free space on their device or an installed SD Card. (16GB recommended)

Lesson 1: Navigation   (15 – 30 Minutes)

This lesson explains how to locate scriptures, publications and videos in the JW Library app. If time allows, use official instruction videos from the JW.org web-site that demonstrate how to use the Search, Bookmark and Home features. Use the review session to get information from students as to how they intend to use the information for meetings, personal study or Bible Studies. Provide suggestions when appropriate and if time allows. If possible have the students perform exercises immediately after the related topic is discussed.

Topics   (10 – 15 minutes)
Home (Menu Button / Navigation Drawer) Bookmarks History Search
Exercise 1: Navigation   (5 - 10 minutes)
Navigate to the Daily Text Use the Bookmark feature Use the History feature Use the Search feature
Review (2 - 5 minutes)

After completing this lesson, students will be able to:
- Use the Bookmark feature
- Navigate to different publications
- Use the History feature
- Use the Search

Lesson 2: Downloading Files   (15 – 30 Minutes)

This lesson explains how to download publications and videos. Options for downloading files in different languages and updating file versions are also discussed. If time allows, use official instruction videos from JW.org that demonstrate how to download Bibles and publications. Use the review session to get information from students as to how they intend to use the information for meetings, personal study or Bible Studies. Provide suggestions when appropriate and if time allows. If possible have the students perform exercises immediately after the related topic is discussed. If you understand the topic, provide recommendations on using alternative media, such as SD Cards, to store downloaded video and audio files.

Topics   (10 – 15 minutes)
Video Files
Language & Version Files
Recommendations
Exercise 2: Downloading Files   (5 - 10 minutes)
Download different versions of the Bible
Download the video "What Happens at a Bible Study?"
Download the same video in a different language
Manage downloaded files
Review (2 - 5 minutes)

After completing this lesson, students will be able to:

- Download publications and videos
- Download publications in different languages
- Locate and delete downloaded files

Lesson 3: Highlighting and Notes   (15 – 30 Minutes)

This lesson explains how to highlight information in publications. If time allows, use official instruction videos from JW.org that demonstrate how to use the Highlighting and notes features. Use the review session to get information from students as to how they intend to use the features for personal study and meetings. Provide suggestions when appropriate and if time allows. If possible have the students perform exercises immediately after the related topic is discussed.

Topics   (10 – 15 minutes)
Highlighting Notes
Exercise 3: Highlighting and Notes   (5 - 10 minutes)
Highlight answers for Watchtower study Modify highlighted answers for Watchtower study Add personal notes to a Watchtower article Make changes to your notes
Review (2 -5 minutes)

After completing this lesson, students will be able to:
- Highlight text in any scripture or publication
- Change or delete existing highlights
- Create and modify personal notes

Note: After Class Training

Students who wish to learn more should be directed to the JW Library tutorials on the JW.org website. The video tutorials are divided into easy-to-follow tutorials that are based on specific features. Having two devices can be advantageous when doing this, using one to play the video or read the instructions and another to actually walk through the recommended exercises. Another option is to print out the instructions and then follow the steps on the intended device. Encourage students to learn one skill and become comfortable with using it before trying to learn a new feature.