Welcome to the Getting Started with Facebook Tutorial. If you are completely unfamiliar with Facebook and you would like to begin to use Facebook for classroom projects, this tutorial is for you. We will begin by creating a Facebook account and learning the quick basics that will help you navigate and make full use of Facebook.

We start by opening your preferred internet browser and going to www.facebook.com. You will know you are in the right place if your screen looks like this.

You will begin to fill out the basic information needed to join Facebook. Facebook will ask you for your first name and your last name, enter your real first and last name now, you will be able to change your display name once you have set up your account.

Once you have entered your first name enter your last name. For the sake of this tutorial, the name entered above is short for Tutorial and Project. Facebook will not allow you to enter a name that doesn’t seem real to the program which is the reason for the abbreviation.

Now we will move on to entering an email address to be linked to your Facebook page. Make sure that it is accurate and you have access to the email account. Once you have created your Facebook account, you will be asked to verify your Facebook account through whatever email you entered before you can edit your page and before you can search for friends. You will be able to set privacy settings to hide your email from public view once you have completed the creation of your Facebook account.

Now we must create a password. Make sure that it is something you can remember and includes a mixture of upper and lower case letter, numbers, and symbols.

Indicate your Sex by using the provided drop down box.
Facebook Tutorial Transcript

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Indicate your birthday month by using the designated drop down box.

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Enter the day of your birth by using the designated drop down box as well.

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Last enter your birth year using the designated drop down box. Your birthdate can also be set to private and hidden from public view once your account is created.

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Now that all information is filled in, click the green “Sign Up” button to continue.

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At this point Facebook will ask you to enter a security code in order to continue. Carefully, enter the code in the designated text bar. If you cannot make out the provided code, reset and receive a new code by clicking the link labeled “Try another text”. Once your security code is entered continue by clicking the green “Sign Up” button.

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The next page that will come up is the “Find Friends” page. If you have your entire class saved within live system, you can automatically import your class list to be your Facebook friends. I would recommend having each student create an educational Facebook page to keep it appropriate for classroom usage. You can continue by either importing your class as a group or just clicking the link “Skip this step”. You will also be able to search your students individually by name, or informing them of your name and having them search for you.

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This will bring you to Step 2 of the account creation process, Profile Information. You can identify any affiliations you wish to have. For example, if you are alumni of VSU or want to show that you are employed by VSU, you may do so by beginning to type the University’s name and then selecting one of the options from the drop down box.
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Repeat the same process for each section. Keep in mind whatever information you enter into the box will be displayed publicly on your Facebook page unless you change your privacy settings once your account is created. Once desired information is entered, click the blue “Save & Continue” button. If you do not wish to add any information, just click the word “Skip” located directly next to the “Save & Continue” button.

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At this point you can set your profile picture. You can do this by taking a picture of yourself with your webcam or uploading a personal previously taken photo from your computer. Click your option and follow the directions for your preferred way of posting your profile picture. You can always add a profile picture later and you can change your profile picture whenever you would like. With that said, you may skip this step by clicking the word “Skip” located to the left of the “Save & Continue” button. After you make your decision wait until your profile picture is visible and click the “Save & Continue” button.

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We can now begin to set up your profile page. At this point you can add a profile picture if you have not done so already, or enter any information that you wish to visible on your profile page. Simply follow the steps on your home page. Your home page should look similar to this screen, if it does not, click the Home tab located at the top left of the screen to navigate your way to you home screen.

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Realize the more information you edit in your in your home page the more complete you profile page will appear. To check what your profile page looks like, click the “Profile” button located in the top right side of the screen directly to the right of the “Home” tab. Your profile page should look similar to this screen.

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To add groups that you like and link them to your profile, find the search bar located at the top of your screen and type in whatever group, organization, or club you are interested in. At the bottom of the drop down box you will see a tab for more results. For example, when Valdosta State University is searched this is what shows in the drop down box. If you do not already see what you are looking for, click “See more results”
After clicking “All Results” tab, you will see a list of results that are related to your search. By clicking “Like” you are linking your profile to the group and you can “Like” as many groups as you want.

The next step is to add any friends you wish to have by typing name into the search bar the same way that you searched for the group. You can also click the “Find Friends” button. If you are wanting to friend specific people or your entire class, you should ask them to friend you. This way, you only have to accept their requests; you do not have to search for them.

When you get a Friend request, this means that someone has searched for you and would like to be your Facebook friend. If you ask your students to find you on Facebook they will send you a friend request. You will know if you have a friend request because your friend request icon, located in the top left of your profile, will show the number of requests that you currently have. Click the “Friend Request” icon to continue.

Once you click the icon, you can then see who is asking to be your friend on Facebook. At this point you can accept or deny them by clicking “Confirm” to accept, or “Not Now” to decline. Accept all members of your class and anyone that you would like to be able to see your page, deny those who you do not wish to have access to your Facebook page.

Now that you know how to set up a Facebook account, search interests and friends, and accept and decline friends. You can now begin take the next step in learning how Facebook can be used in an educational setting. Thank you for watching! And don’t forget to check out the other tutorials on how Facebook can be used in the classroom.