



Basic Technology Literacy Skills

To be a successful distance learner with an online course, you will need some basic technology skills. Look through the following list prior to the course beginning to see if you have the necessary skills to be a successful distance learner.

Technology Skills:

- Be able to log on and log off the Internet
- Find and use a Search Engine
- Find homepage for the Iowa Learning Online class management system and other websites as assigned by instructor
- Run an applications from a disk or CD
- Run an applications from the website
- Open / Send email attachments
- Attach files to messages
- Observe rules on online courtesy and style (netiquette)
- Observe copyright rules
- Use toolbar and menus to access information

What to do if you don't have these technology skills? If there are only a couple of skills you don't have, ask your student coach or your school's technology instructor to help you. If there are several skills that you don't feel capable of performing, talk it over with your student coach and decide if you can master the technology skills needed to be a successful distance learner.