



Basic Technology Literacy Skills

Half the battle for students who are new to online education is often understanding how to use the technology, that is, the hardware and software used to deliver web-based education. Here is a list of skills with which you should be familiar before the first day of classes. If there is anything that you are unfamiliar with or don't understand, contact your student coach or the school's technology instructor for help.

Students should be able to:

- Find and open a web browser on your computer (Firefox, Explorer, Safari, etc.)
- Find a web site and navigate around it
- Find the Iowa Learning Online Moodle home page
- Find and use a search engine (Google, Yahoo, etc.)
- Find the CD/DVD drive on your computer and play a CD or DVD
- Compose, send and respond to an email
- Upload and download files
- Use toolbars and menus to navigate around a software application like Moodle, Word or Excel
- Use a word processing application, such as Microsoft Office Word

In addition, students should observe:

- Rules regarding online courtesy and style (netiquette)
- Copyright rules when copying or downloading content from the Internet
- Their schools policies with regard to acceptable use of technology