



Module 1: Basic Computing (Computer Hardware, Operating Systems and Basic Word Processing)

Check the skills you feel confident performing:

- Identify and understand the significance of common computer components. (CPU, Monitor, Keyboard, USB, external devices)
- Manage digital files: create, save, rename, move, copy and backup and transfer them digitally.
- Use either the Mac or Windows Operating system to access programs, create content, gather information, and interact with other users.
- Manipulate text between programs (cut, copy, paste)
- Effectively use more than one computer program at a time in a workflow. (Example: extracting text and/or images from one program or resource and using it in another)
- Create a basic, one-page document for use in an educational context which includes different styles of text, content derived from another program or resource, and has a least one image or graphic included. (Example: student handout, newsletter, poster or notice).
- Back up their files to a secure location (flash drive or online backup)

Module 2: Communicating Online (Websites and Email)

Check the skills you feel confident performing:

- Use the FirstClass email system to send, receive and manage email.
- Send, receive and manage email attachments.
- Create and maintain a basic one-page website for their classroom or department.
- Use their website to communicate with their school community. (Posting information and documents as an alternative to paper-based communication)
- Use a variety of effective strategies when using the internet for research.
- Be able to teach effective internet research skills to their students.

Module 3: Collaborating Online (Blogging, Media Awareness and Information Literacy)

Check the skills you feel confident performing:

- Use the FirstClass email system to collaborate with education staff and students. (Conferences, Instant Messaging, Shared Calendars)
- Create collaborative online communities using FirstClass or another online service.
- Use online writing to develop and enhance student literacy. (blogs and wikis)
- Teach students safe and ethical use of online resources, services as well as media.
- Teach students Information Literacy Skills (see this resource for more information).



STaRT ICT Essential Skills Competencies for Educators

Each of the workshops listed below take approximately 1.5 hrs to complete. These workshops are currently being offered after school. Schools who would like to schedule one or more of these workshops for their staff should contact one of the STaRT Education Trainers. A more detailed list and description can be accessed at www.start-education.com.

Workshops to Support the Completion of Module 1

Essential Skills 1.1	All About Computers - An Introduction
Essential Skills 1.2a	Intro to the Macintosh Operating System
Essential Skills 1.2b	Intro to the Windows Operating System
Essential Skills 1.3	Creating Professional-Looking Documents with MS Word

Workshops to Support the Completion of Module 2

Essential Skills 2.1	Introduction to AbbyNet (FirstClass)
Essential Skills 2.2	Creating a Basic Website with AbbyNet (FirstClass)
Essential Skills 2.3	Internet Search Techniques for Students and Teachers

Workshops to Support the Completion of Module 3

Essential Skills 3.1	Getting the Most out of AbbyNet (FirstClass)
Essential Skills 3.2	Using Interactive Online Writing (Blogging)
Essential Skills 3.3	Information Literacy and Web Awareness