

# Essential Student Tech Skills

A guide for teachers compiled by John R. Sowash | August 2017

photo by K. Jarrett

Before you can use technology as an instructional tool, you must help your students develop basic technology skills. This is a list of the most basic technology skills that students must master. This is not meant to be an exhaustive list of skills, but the most fundamental skills that must be taught early in the school year.

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# Elementary Students

## Basic Computer Knowledge

- Keyboard awareness (space bar, enter key, search key)
- Identify key parts of a computer
- Getting devices in / out of cart
- How to carry / protect device (1:1 program)
- Plugging in headphones / adjusting volume

[Printable Keyboard Template](#)  
[Computer Terminology Bingo](#)

[Tips for early elementary teachers](#)

Checkout the [Chromebook Classroom](#) for more tips on helping students use Chromebooks!

## Mouse / Trackpad Skills

- Move mouse
- Left click
- Right click
- Click and drag

[Mousercise](#)  
[MiniMouse Games](#)  
[Voxel Building Blogs](#)  
[Letter Tracing](#)

## Logging In / Out

- Type the @ symbol
- Enter username / password
- Keep passwords private
- Log out

[Log in card template](#)  
[Podcast: Chromebook with Elementary students](#)  
[Class Login challenge](#)  
[Color code your keyboard](#)

## Google Classroom

- Open up Google Classroom
- Select a class
- Open an assignment
- Submit an assignment

[Students guide to Google Classroom](#)  
[First day activity: Elementary photo book](#)

## Other Skills

- Scan a QR Code
- Use voice search
- Use Voice typing in Docs
- Take a picture with the webcam

[ScanQR Chrome App](#)  
[How to use voice search](#)  
[How to access Voice typing](#)

## Classroom Management / Digital Citizenship

- Getting device in / out of cart
- Making sure device is plugged in for charging when in cart.
- Walking with device
- Keeping passwords private

# Middle School Students

## Basic Computer Skills

- Getting devices in / out of cart
- How to carry / protect device (1:1 program)
- Right click
- Two finger Scroll
- Click and drag

For tips and ideas on managing Chromebook carts or 1:1 program, check out my book, [The Chromebook Classroom!](#)

## Logging In / Out

- Logging in quickly
- Keep passwords private
- Log out

[Class Login challenge](#)

## Google Classroom

- Join a class
- Submit an assignment
- Send a private comment
- Attach / upload a file to an assignment
- Create a blank Google Doc / Sheet / Presentation / Drawing

[Students guide to Google Classroom](#)

[How to teach your students about Google Classroom.](#)

[First day activity: Selfie trading cards](#)

## Google Chrome

- Bookmark a page
- Install an app or extension
- Uninstall an app or extension

[Bookmark a page](#)

## Google Drive

- Access the "Explore" tool
- Add / reply to a comment
- Share a document as "can comment" with a classmate.
- Use the webcam to insert a picture into a doc
- Insert a hyperlink

[Explore in Google Docs](#)

[Add / reply comment in Docs](#)

## Classroom Management / Digital Citizenship

- Getting device in / out of cart
- Making sure device is plugged in for charging when in cart.
- Walking with device
- Keeping passwords private
- Expectations for beginning of class

# High School Students

## Basic Computer Skills

- Getting device in / out of cart
- How to carry / protect device (1:1 program)
- Finding downloaded files
- Adjust basic settings like Wifi, volume, and keyboard language
- Load media from a flash drive, phone, or digital camera.
- Taking a screenshot.
- Recording a screencast.

[Class Login challenge](#)

[Finding downloaded files](#)  
[Important Chromebook keys](#)  
[Chromebooks system settings](#)

[Screenshot on a Chromebook](#)  
[Screencastify](#)



## Google Classroom

- Join a class
- Submit an assignment
- Send a private comment
- Post a public comment
- When to use private vs. public comments
- How to attach / upload a file to an assignment
- How to create a blank Google Doc / Sheet / Presentation / Drawing
- How to view all of your assignments
- How to adjust your notification settings
- How to review and manage classwork through the mobile app.

[How to teach your students about Google Classroom.](#)

[First day activity: One surprising thing](#)



## Google Chrome

- Bookmark a page
- Install an app or extension
- Uninstall an app or extension
- Manage tabs (re-order, pin, tear off)
- Split screen
- Make a short url
- Organize Chrome Apps

[Bookmark a page](#)  
[Manage tabs](#)

[Split Screen on a Chromebook](#)  
[Goo.gl URL extension](#)

[Organize your Chrome Apps](#)

## Google Drive

- Access the “Explore” tool
- Share a document and folder
- Use the webcam to insert a picture into a doc or presentation.
- Access Drive add-ons
- Add / reply to a comment

[Explore in Google Docs](#)

[Install add-ons](#)

[Add / reply comment in Docs](#)



## Classroom Management / Digital Citizenship

- Appropriate comments (substantial, helpful, relevant)
- Appropriate device usage
- Keeping passwords private
- Expectations for the beginning of class