

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 programs, 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](#)

[Screen shot 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 beginning of class