Computer and other Digital Literacy Assessments and Lessons <u>and</u> a short list of adult basic skills (including ESL/ESOL) instruction apps

A books and apple icon below indicates a website suitable for adult learners as well as teachers or tutors.

Digital Literacy Skills <u>Assessments</u>

 Northstar Digital Literacy Project
A free, online digital literacy assessment (Note: for access to the aligned curriculum, training in using the assessment, and ability to award a certificate there is a fee. This varies depending on the number of users and number of sites.)
The Northstar Digital Literacy Project defines basic skills needed to perform tasks on computers and online. The ability of adults to perform these tasks can be assessed through online, self-guided modules. Included are basic computer digital literacy standards and modules in six main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, and Word Processing (Word). When individuals pass the assessments <u>at approved sites</u>, they can obtain the Northstar Digital Literacy Certificate. This provides a credential for employment. There is no cost to complete the online assessments.

- **http://digitalliteracyassessment.org**
  For "safe" websites and security online, scroll down to the "2) Internet Basics" module, questions 11-16.

Massachusetts Technology Self Assessment Tool (TSAT)
This assessment enables teachers to assess their own technology proficiency in a range of areas including: Computing and Society; Digital Tools and Collaboration; Computing Systems; Computational Thinking;

Student Internet and Computer Skills Survey
A quick tool for teachers to assess adult learners' computer and internet skills by David J. Rosen.

 Teknimedia, specifically Total TekAssess
A commercial website that has a good reputation for well-designed adult-oriented technology curricula, including basic computer, Internet and email, word processing, spreadsheets and presentation skills curricula.

- http://www.Teknimedia.com and
- https://www.teknimedia.com/html/adult-education.html

Digital Literacy <u>Instruction and Practice</u>
These are links to online and/or downloadable direct instruction or teacher lesson plans to help adults to be comfortable and competent in using computers and the Internet. Also included are a list of adult literacy and ESL/ESOL instruction apps.

DART "The DART curriculum provides the foundation that **lower-level English language learners** need to recognize and type the wide variety of characters required for most online passwords. The curriculum focuses on teaching students the skills necessary to accomplish eight major "milestones" on the way to successfully creating and logging in and out of an online account." Ashly Winkle, moderator of the LINCS Integrating Technology community.

Digital Learn
Free digital learning tools and lessons (6 mins.to 22 mins.) from the basics to refreshers, many have been newly added or updated.
- http://digitallearn.org/learn
  - Online Fraud and Scams: a series of four activities on recognizing and handling online scams

Essential Skills for Internet Use
TR Leger Adult Literacy and Employment Preparation Program (Canada) 74-page student curriculum on using the Internet.
- Essential Skills for Internet Use

Everyone on
Free Basic Digital Literacy Training and other services. *Everyone on* collaborates with libraries and nonprofits to advertise free computer and Internet courses at over 8,000 training sites across the country. Call 1-855-EVRY1ON or use the web address below:
- http://everyoneon.org,

Excel Easy
Free tutorial on how to use Excel spreadsheet features that includes an Introduction to the website, Basics, Functions, Data Analysis and VBA ((Visual Basic for Applications), the name of the programming language of Excel. This could be used as part of a class on Excel or, for some, as a self-tutorial.
- http://www.excel-easy.com/

GCF Learn Free
Free, online videos, mobile apps and web-based instruction. Frequently updated.You have to register, but it's free and quick.
- http://www.gcflearnfree.org/
  GCF Learn free Online safety resource
  - https://www.gcflearnfree.org/topics/onlinesafety/

Google's Applied Digital Skills Curriculum v

A free, project-based video curriculum that includes video lessons for adults such as **Digital Tools for Everyday Tasks,** Make your life more efficient by communicating through email, using internet search, and creating document; **Research and Writing** Research on the Internet, evaluate sources, draft and publish a document; and **Manage a Project with Digital Tools.** Plan a team project, track its progress and costs, and prepare a summary report. This curriculum offers free video-based lessons that cover topics such as: job search, resume writing, budgeting, business planning, communication, and more.

- https://bit.ly/2JkNKFZ or https://applieddigitalskills.withgoogle.com/en/apps?gclid=CjwKCAjw6djYBRB8EiwAoAF6oT_CBAdY3ELGAEYJHZs584devsKJngYn1t1822fu4Rgp2tQC4Lh2NhoCeRoQAvD_BwE

Home and Learn

Beginner level computer courses and tutorials from a U.K. website.

- http://www.homeandlearn.co.uk/index.html

Keystrokes to Literacy

Book by Antonia Stone to help teach basic literacy and keyboarding skills simultaneously

- https://www.amazon.com/Keystrokes-Literacy-Computer-Learning-Beginning/dp/0844206792

Learn My Way

An introduction to digital literacy skills for adult learners.

- http://www.learnmyway.com/

Learning Ladder

- http://www.learningladder.org

  For Early Childhood Educators, in childcare centers or home childcare settings who are new to using computers

  Part 1 Using the Mouse

  Part 2 Using the Keyboard

  Part 3 Running Programs

  Part 4 Word Processing Basics

  Part 5 Using the Internet

Mouse Skills Practice

- https://docs.google.com/document/d/1pr8Qkrbci2jQc_9IrKxfNEC3KqKTaLvS191RvWhVpDo/edit?usp=sharing

Teknimedia specifically http://www.teknimedia.com/html/courses.html
This is a commercial website that has a good reputation for well-designed adult-oriented technology curricula, including basic computer, Internet and email, word processing, spreadsheets and presentation skills curricula.

- http://www.Teknimedia.com

The Digital Homeroom
Basic level ESL Digital Literacy resources developed for the St. Paul/Minneapolis area, but may also be useful for basic ESOL/ESL classes elsewhere.

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