



Digital Literacy Skills: Practical and Functional Skills

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Digital Literacy Skills: Practical and Functional S



Practical and Functional skills are paramount when it comes to being digitally literate. people have an inherent knowledge when it comes to using technology. This may be true, how and functional technology skills to be skipped over in the classroom. Many students feel comfortable also need to learn the basics and can use technology independently. By integrating ICT skills practice their practical and functional skills and become more competent using technology with users.

Technology must not stay in the hands of the teacher, but allow the students to use an technologies. Many teachers do not feel competent when it comes to their own digital skills but more, use their knowledge to your advantage, maintain control of the classroom and ask assistance your creation, the method of output is the only thing that has changed. Engage in training with of IT skills, there are a range of instructional videos, courses and guides online that can also help comes to technology.



Begin by giving students a short lesson on starting up their device, be it a tablet, PC or laptop. turn the device on and off, show them the functions of the keyboard, help them find the task- let them engage with different applications on the device. This can take a number of lessons, the different parts of the devices and their uses. There are a number of ways to make this mo using games, word-searches or quizzes to ensure they know the names of the different parts controls, mouse, keyboard, trackpad, etc.)

Generally speaking, basic computer skills start with being able to identify the hardware and u The next step would be to help them with using their device – being able to use a touch scree take their time with this and that is something that will be mastered in time and does not hav continue with their lessons and will accumulate different skills along the way. Typing skills can games online, again this is something that will be improve over time. At the end of each lesso with closing down each application that have been using and turning off the device correctly.

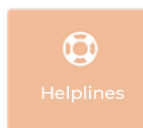
Developing functional skills in students can be as easy as allowing them to explore technology run into difficulty. Start with simple games, getting them to practice their typing and mouse/touch applications on their device like drawing or writing. **Remember that to develop digital literacy students to work creatively, collaboratively and critically.** This means that they need varied tasks for them to ensure they are progressing appropriately.

Tips for Teaching and Learning

- **Always ensure that you have checked that the technology you will be using is working.** Is the application or game the student might be using, will they need a password, or need to be signed in? Will students be able to sign-in at the same time or will this cause delays? Perhaps, sign each student in at the start. Check the website you are using in advance, you may need to enable pop-ups or cookies or something similar. It is best not to be surprised so check first.
- **If you do not have enough devices think about creating a buddy system where students share devices.** This can also allow peer mentoring opportunities for the learners.
- **If you do not have access to technology, think about going to a local library.** Make arrangements in advance and get permission from the library first.
- **Ask yourself where your students will save their work,** can you provide an online storage option or save work onto a USB stick.
- **Talk to your students about copyright and plagiarism,** ensuring that their work is properly referenced and assets are referenced unless stated otherwise.
- **Avoid the temptation to correct every mistake when it comes to your students work.** Encourage them to get out the programme or application and learn from their mistakes.

Training and Support for Teachers

[PDST Technology in Education](#) provides courses and other continuing professional development for teachers to help with the integration of ICT in the curriculum and help develop e-Learning in your school.



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