

Computer Skills for Teachers

Note for head teachers/administrators:

Here is a detailed list of the computer skills your teachers need to know. The skills are organized into levels and the levels are ordered by importance.

Each skill is written as a concrete task so that teachers can demonstrate when they've mastered each skill. To keep a record of which skills have been mastered, you can print this list and check off (or initial) next to each skill after the teacher has shown you s/he can correctly complete the task listed.

The skills listed here can be applied to most school technology setups, including those with limited or no Internet access, BUT before using with teachers, you should review this list and modify for your school's technology setup.

Checklist:

Level 1 | Basic Computer Skills

- Discuss how to take care of the computer.
- Name 3 parts of the computer. Describe what they do and how to use them.
- Describe 3 ways that you can use the computer.
- Demonstrate how to log in and log out of the computer.
- Demonstrate how to perform basic troubleshooting techniques:
 - Check cables
 - Log out and log back in
 - Restart the computer
- Demonstrate how to use a mouse:
 - Point

- Click
 - Double-click
 - Drag and drop
 - Right-click
 - Left-click
 - Scroll
- Identify the Start button
- Demonstrate how to search for an application
- Identify the task bar in an application window
- Demonstrate how to use windows:
 - Select a window
 - Open a window
 - Move a window
 - Resize a window
 - Scroll in a window
 - Activate and de-activate a window
 - Close a window
- Demonstrate how to open and move among more than one application at a time
- Demonstrate how to start an application and create a new document
- Demonstrate how to create and name files/documents and folders
- On a USB stick, demonstrate how to:
 - Create a folder
 - Save a file
 - Rename a file
 - Open a file
 - Delete a file
- Demonstrate how to print a document
- Demonstrate how to load paper into the printer
- Demonstrate how to monitor printing (pause, resume, cancel)
- Demonstrate how to connect to the wifi
 - Find icon to see if connected to wifi
 - Open window to see all wifi options
 - Connect to school's wifi

Level 2 | Educational Games on the Computer

- Explain how playing educational games can benefit you as a teacher.
- Explain how playing educational games can help your students learn more.
- Demonstrate how to search for educational games on the computer.
- Identify at least THREE educational games that relate to the skills you teach your students, and explain how they relate to your curriculum.
- Do TWO of the following:
 - Find a game related to math, play it and explain what skills students might learn from it.
 - Find a game related to science, play it and explain what skills students might learn from it.
 - Find a game related to reading, play it and explain what skills students might learn from it.
 - Find a fun game, play it and explain which age of students might enjoy it and why.

Level 3 | Preparing & Teaching Students with Computers

- Demonstrate how to find a video on Khan Academy that you could use to review a topic while preparing your lesson.
- Demonstrate how to find an article on Wikipedia that you could use to review a topic while preparing your lesson.
- Explain the expectations for student behavior in the computer lab.
- Explain your plan for how you will handle students who do not meet the lab expectations.
- Create seating chart that assigns each student to a computer.
- Explain where you will keep this seating chart for quick reference in the computer lab and in your classroom.
- Explain your structure for how students will use their time in the computer lab.
- Create launch plan and explain how you will introduce computers to your students this year (e.g. 3 day plan, 5 day plan).

- Explain how you will help a student troubleshoot if something seems to go wrong with a computer.

Level 4 | Word Processing

- Demonstrate how to open a word processing application
- Demonstrate how to create a new file
- Demonstrate how to insert and delete text
- Demonstrate how to use the following functions:
 - Cut
 - Copy
 - Paste
 - Delete
 - Insert
- Demonstrate how to add clip art and other graphic images to the document
- Demonstrate how to create and name files/documents and folders
- On a USB stick, demonstrate how to:
 - Create a folder
 - Save a file
 - Rename a file
 - Open a file
 - Delete a file
- Do ONE of the following:
 - Using a word processing application, type a letter to the parents of your students describing what your students will learn this year in your class.
 - Using a word processing application, type your top 3 teaching goals for the year and describe how you will achieve them.
 - Using a word processing application, create a flier for an event at your school.
 - Using a word processing application, print your favorite quote to decorate your classroom.

Level 5 | Presentations

- Demonstrate how to create a new presentation file.
- Demonstrate how to insert and delete text

- Demonstrate how to use the following functions:
 - Cut
 - Copy
 - Paste
 - Delete
 - Insert
- Demonstrate how to change:
 - Text size
 - Text style
 - Text color
 - Line spacing
- Demonstrate how to use the bulleting and numbering features
- Demonstrate how to add clip art and other graphic images to the presentation
- Demonstrate how to add a new slide to a presentation.
- Demonstrate how to re-order the slides
- Demonstrate how to delete a slide
- Demonstrate how to use the projector and how you would use it to teach a short lesson.
- Demonstrate the following on the projector:
 - Plug in and turn on projector
 - Focus the projector
 - Connect the computer to the projector
 - Switch between inputs
- Demonstrate good presentation skills using a projector
 - Where to stand
 - Where to look
- Do ONE of the following:
 - Using a presentations application, create a presentation about yourself.
 - Using a presentations application, create a presentation that explains how to create presentations.
 - Using a presentations application, create a presentation that shares your best classroom practice with other teachers.
 - Using a presentations application, create a presentation for parents to showcase student work on a recent project.