

# Technology Skills for Educators – 2013

## Basic computer use

1. *know the basic hardware components of a computer* (CD ROM/DVD, monitor, etc)
  - a. Basic troubleshooting skills
    - i. Understand where all cables are connected
    - ii. How to properly identify and report the issue
2. *manage files in folders on multiple storage locations* (network, USB drives, online)
  - a. Copy files to/from USB drives
  - b. Upload files to online storage
  - c. Use of share network folders
3. *transport data from multiple storage locations*
  - a. Import pictures from camera flash cards to various storage locations
  - b. Import audio from digital voice recorders
  - c. Import video from digital camcorders
4. *support Bring Your Own Device opportunities*
  - a. Help students connect personal devices to the public network
  - b. Help student use remote desktop to access network files

## Productivity use

5. *use utilities to edit pictures, audio, and video*
  - a. Crop, rotate, resize, compress pictures
  - b. Import clips, edit audio/video, convert and compress video
6. *use productivity tools*
  - a. Text, pictures, and hyperlinks into newsletters
  - b. Pictures, video, and sound into presentations
  - c. Upload and modify text, pictures, video, and sound to webpages
  - d. Import, modify, calculate data in spreadsheets
7. *work related tools*
  - a. Use Skyward and Alpine to look up student information and run reports.
  - b. Use Skyward Message Center to communicate with parents.
  - c. Use BYOC to look up and create curriculum information and run reports.
  - d. Use My Learning Plan to document and create a personal portfolio based of work performance.

## Telecommunications use

8. *manage communication information*
  - a. Send/receive email and calendar notes
    - i. check “free/busy” schedules of invitees
  - b. Conduct student email account projects with ePals.com
  - c. Utilize functions on Cisco phones (look up numbers, voicemail)
  - d. Manage online collaboration site (SharePoint, Turnitin.com, webpage)
9. *publish web content*
  - a. HASD CMS with links, pictures, downloadable files, photo galleries
  - b. Publish video clips with TeacherTube, embed within HASD web page

## Research use

10. *conduct searches*
  - a. Use Destiny to find LMC and electronic resources (web-links)
  - b. Use Webpath Express to find safe content

## Assistive technology use

11. *use assistive technology resources to overcome disabilities*
  - a. Kurzweil for scan and read services, talking dictionary, audio files
  - b. Word prediction with WordQ in all products