Daily Integration of Digital Literacy Skills for Workforce and Transition Success

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Links to activities will be in the chat box for you to click on.
Let’s get to know each other

- Activity #1: Google Sheets Icebreaker
- Please click on the bit.ly link in the chat box and fill out the Google Sheet:

  Activity #1 -
  http://bit.ly/2TBmAPd
Reflection

- What other information could students add to the Sheet to extend this activity?
- Are there other ways you could use this activity?
Today’s Objectives

● Define technology integration
● Recognize the need for digital literacy for workforce and transition success
● Demonstrate activities that promote digital literacy
● Discuss best practices for integrating digital literacy into instruction
Vocabulary Activity

- Activity #2: Google Slides Vocabulary Activity
- Please click on the bit.ly link in the chat box.

Activity #2 -
https://bit.ly/2CsFSRk
Reflection

- What other questions could students ask during the Slides interview to extend this activity?
- Are there other ways you could use this activity?
Why do we need technology integration?

● “Learning the technology—how to perform basic computer operations, use word processing software, send e-mail, etc.—develops basic skills that are increasingly necessary in many workplaces, and so contribute to economic stability.”

Technology Integration Misconceptions
What tech integration is and isn’t

● Tech integration is
  ○ Students using classroom instruction and technology to *create* authentic works

● Tech integration isn’t
  ○ Students being passive consumers of technology
Our Observations

- What instructors do:
  - Use online textbooks, study sites, or language acquisition tools with pre-made content
  - Play games on laptops, iPads, or phones
  - Typing practice

- What students need:
  - Write and send e-mails
  - Use Google Docs, Sheets, Slides, Drive
  - Use Microsoft Word, Excel, PowerPoint, Outlook
  - Use a Learning Management System to create assignments
Which of these tasks are important to success in postsecondary and career settings?

1. Format documents in Word
2. Create an Excel spreadsheet with formulas
3. Share a Google Doc with your teacher/boss
4. Upload a file to website or LMS*

*Learning Management System (Canvas, Blackboard, Moodle, etc.)
Poll Yourself: Yes, Maybe, or No

1. My students can format a paragraph in Word.
2. My students can create a basic Excel spreadsheet.
3. My students can share a Google Doc with me.
4. My students can upload a file to an LMS.
Teaching Computer Skills to Students with Low Levels of Digital Literacy
Best Practices

- Everything should be hands on!
- Teach basic computer vocabulary
- Teach basic parts of the computer
- How to purchase a computer
- Use very small chunks
- Repetition, repetition, repetition!
- Interleaving and integration
Introduction of Basic Terms and Skills

- Vocabulary: click, right click, desktop, keyboard, icon, etc.
- Practice as often as possible: logins, Start, double clicking, right clicking, opening applications
- Activities:
  - Simon Says
  - Scavenger hunts
  - Timed challenges
Introduction of Basic Terms

**Hard Drive**
- Long-term memory

**Ethernet port**
- Used to connect to the Internet and internal networks
Example: Purchasing a Computer

Lenovo - Flex 4 1130 2-in-1 11.6" Touch-Screen Laptop - Intel Celeron - 2GB Memory - 64GB eMMC Flash Memory

Dell - Inspiron 2-in-1 15.6" Touch-Screen Laptop - Intel Core i5 - 8GB Memory - 256GB Solid State Drive - Gray
Teaching Computer Skills to Students with Growing Levels of Digital Literacy
Best Practices

- Everything should be hands on!
- Repetition, repetition, repetition!
- Interleaving and integration
- Focus on programs and skills needed for the workplace and college
- Activities should be authentic
- Add challenges for stronger students
Activity #3: Docs Classroom Activity
Please click on the bit.ly link in the chat box.

Activity #3 -
http://bit.ly/2ReJCeF
Digital Literacy Integration:
Low Prep and No Prep
If it can be done on paper, it can probably be done on a computer.

- Writing activity? Students use Word or Docs
- New vocabulary? Students display the definitions with PowerPoint or Slides
- Learning percentages? Students create charts in Excel or Sheets
What Works

- Digital literacy issues? Use partners
- Pre-instruction not always necessary - just-in-time information
- Add a challenge – provide little assistance
- Repetition, repetition, repetition!
Digital Literacy Integration: Some Prep Required
Best Practices

- Start with the tech integration triangle
- Create a hands-on activity that involves students using technology to create authentic work
- Repetition, repetition, repetition!

Digital Literacy Activity
Example

- Life Skill: Renting a house/apt
- Basic Skill: Organizing information
- Digital Skill: Searching the web; tables

Word/Docs Table with rental possibilities
Another Example

Basic Skill: Addition, subtraction, division, multiplication

Life Skill: Creating a budget

Digital Skill: Excel/Sheets formulas

Household budget in Excel/Sheets
Activity Plan (ELA Focus)

- **10 minutes** – Discuss budgets; wants vs. needs
- **20 minutes** – “want” & “need” with infinitives; scaffolded practice; writing basic sentences
- **30 minutes** – Develop a household budget in Excel/Sheets that differentiates wants and needs
- **Extension/Homework:** Write sentences/a paragraph about your budget using “want” and “need”
Activity Plan (Math Focus)

- **10 minutes** – Discuss budgets; wants vs. needs
- **20 minutes** – Arithmetic; Excel formula terms (SUM, etc.); averages
- **30 minutes** – Develop a household budget in Excel/Sheets that differentiates wants and needs
- **Extension/Homework:** Use Excel to determine the percent of total income spent in specific areas; create a yearly budget
What activity could you create?

- **Basic Skill:**
- **Digital Skill:**
- **Life Skill:** Applying for a Job

Building a Resume in Word or Docs
What Works

- Repetition, repetition, repetition!
- Rigor – provide challenges, extra activities, additional materials, typing instruction, etc.
- Simulate post-secondary and work situations when possible
- **House all materials in your learning management system**
Canvas
(Any Learning Management System)
Why a Learning Management System?

- Simulates current post-secondary learning
- Repetition of digital literacy skills – habit!
- Repository of information/activities/materials
- Paperless
- Free!
LMS Example

- **Topic:** Google Sheets
- **Already covered:** Formula codes (SUM, PRODUCT, etc.)
- **Pre-made:** Sheets activity in Canvas
- **Homework:** Formula code quiz in Canvas
Example: Sheets/Excel/Math Activity

- Activity #4: Google Sheets Formula Activity
- Please click on the bit.ly link in the chat box

Activity #4 -
https://bit.ly/2Jiif3t
Questions?
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