**Digital Literacy Skills Checklist**

Beginning computer skills.

* Power on Computer
* Log into the Computer Account.
* Using the mouse: Clicking, moving and locating.
* Locating wifi on computer and connecting to wifi.
* Connecting to a Hotspot device
* Locate and open applications Google Chrome, Explorer, email.
* Follow Links in email

Intermediate

* Updating device software
	+ Locating where to find software updates
	+ Following the directions with the update, plugging the phone in and connecting to wifi if needed.

Advanced Skills

* How to operate zoom
	+ Log into zoom
	+ Join meeting
	+ Turn on/off Microphone
	+ Turn on/off camera
	+ Use chat functions
	+ Use sharing screen functions.
	+ How to start a new meeting
	+ Zoom tools such as zoom whiteboard.
* How to operate Moby Max
	+ Operate a username and password
	+ Sign into account
	+ Follow link from teacher
	+ Able to click through lesson
* How to operate emails
	+ Open email account on internet window.
	+ Sign into account
	+ Open,delete,create, mark as spam email

How to operate zoom in order to participate in distance learning

* + Log into zoom
	+ Join meeting
	+ Turn on/off Microphone
	+ Turn on/off camera
	+ Use chat functions
	+ Use sharing screen functions.
	+ How to start a new meeting
	+ Zoom tools such as zoom whiteboard.

How to operate email in order to find zoom link or class information

* + Open email account on internet window.
	+ Sign into account
	+ Open,delete,create, mark as spam email

How to operate Moby Max to participate in classwork or out of class studying

* + Operate a username and password
	+ Sign into account
	+ Follow link from teacher
	+ Able to click through lesson

**Google Meet skills for Students (for participation):**

* Find chat/in call messages (using Meet app), click on link in chat, follow link to new tab/window/app - especially jamboard
* Jamboard basics: manipulate objects placed by teachers, use the ‘pen’ to write something
* How to navigate to another jamboard slide, move between them, and navigate to the slide they are assigned to work on
* Join a breakout room while using jamboard-
	+ On a cell phone: Keep apps open; navigate back and forth between open apps and tabs on a browser app (continue looking at and working on jamboard while listening to Meet)
* How to join a breakout room, how to return to main room, how to *request help* while in breakout room and/or raise hand
* How to re-enter the Meet if they close it or get disconnected
* How to navigate between tabs and windows on a computer and on a phone/device
* How to raise and lower hand
* How to leave call/Meet