Technology Readiness Guide for Students

The purpose of this guide is to support students in developing technological skills that support success in college, work, and life by:

- Helping students assess their technological readiness; and
- Providing resources for essential computer and software skills.

If you have any questions about this guide please contact Student Success Services by emailing studentsuccessnow@canadorecollege.ca or leaving a voicemail at 705.474.7600 or 1.855.495.7915 (toll free), extension 5205.

Getting started

Start by gathering important information about how your program will be delivered in fall 2020. First review the academic delivery plan to determine if your program will be fully remote, partially remote, or fully on-site. Next review Canadore's Bring Your Own Device to determine what technology is recommended for your program. If you have any questions about your program delivery plan or technology requirements, please contact your Program Coordinator.

Assessing your technological readiness

Digital literacy skills are defined as the essential skills you need to use a computer and the internet for college, work, and daily life. You can learn more about digital literacy and why it matters by watching this video from University of Derby Digital (2:54 minutes).

Digital literacy and why it matters
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Northstar Digital Literacy provides free online, self-guided modules that assess your ability to perform these tasks. After the assessment is complete, you will receive a report that identifies skills you have mastered and skills you can improve upon.

Essential Computer Skills Assessments	Essential Software Skills Assessments	Using Technology in Daily Life Assessments
Basic Computer Skills Internet Basics Using Email Windows 10	Microsoft Word Microsoft Excel Microsoft PowerPoint	Social Media Information Literacy Your Digital Footprint

Resources for upskilling

Review your results from the Northstar Digital Literacy assessment and identify which areas you could improve. Below you will find free resources from GCFlearnfree.org to support you in each of the key areas.

Essential Computer Skills Assessments	Essential Software Skills Assessments	Using Technology in Daily Life Assessments
Computer basics tutorial: if you're new to computers or just want to update your skills, you've come to the right place. Internet basics tutorial: improve your Internet skills so you can connect, use the cloud, download and upload files, and do more online. Email tutorial: learn how to use common email features and practice proper etiquette. Windows basics tutorial: learn how to navigate, find and send files, use shortcuts, and do more in Windows.	Word tutorial: learn how to format text, save and share documents, modify line and paragraph spacing, use tables and columns, and do more with your documents. Excel tutorial: learn how to create formulas and charts, use functions, format cells, and do more with your spreadsheets. PowerPoint tutorial: learn how to use themes and background styles, add pictures and clip art, modify charts and lists, and do more to create standout presentations. Typing tutorial: learn the basics of touch typing, then practice the skills you've learned.	Digital media literacy tutorial: learn how to interpret and evaluate information online, whether you're reading an article, watching a video, or using social media. Internet safety tutorial: staying safe online is essential in today's world. Use these Internet safety tips to keep yourself and your loved ones protected. Beyond email tutorial: learn the various ways beyond email of communicating and sharing online.