

Improving basic ICT skills

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Abstract

The state of digitalisation in our schools was not satisfactory. The existing digital devices were dated and there were far too few devices available for students. That's why our students had few opportunities in learning digital skills vital for their future studies and working life.

We decided to use the entire fund to buy Chromebooks and focused on improving the basic IT skills of our students aged 12-13 transferring from primary school to lower secondary school.

Here we show how our students improved their basic digital skills for the present and future studies and working life.

Description

Approximately 120 students and 8 teachers participated in this project. We focused on improving following skills:

- signing in and out of Chromebook and/or Google-account
- creating and sharing Google Docs and Slides -documents
- joining and using different features of Google Classroom
- filling Google Forms queries
- Creating folders and organizing documents in Google Drive
- using Wilma (a digital app or platform used in most Finnish schools for e.g. communication between student, parents and school, evaluation of studies and schedules)

This project improved our students' basic ICT skills for the present and future studies and future working life.

Feel

We practice these following things:

- signing in and out of Chromebook and/or Google-account
- creating and sharing Google Docs and Slides -documents
- joining and using different features of Google Classroom
- filling Google Forms queries
- Creating folders and organizing documents in Google Drive
- using Wilma

Start by listening to teacher's introduction.

Imagine

Using Wilma:

1. Sign in to Wilma with your account.
2. Find these following tabs in Wilma: handouts, received and sent messages, schedule, upcoming exams, lesson log and homework of one subject
3. Write a short message and send it to one of your classmates.

Create

We practised:

- Creating folders and organizing documents in Google Drive.
- Creating and editing Docs documents.
- Creating and editing Slides documents.



Share

Classroom and Forms

1. Join the Classroom of your class. Join code is shown on the white board.
2. Answer the teacher's question on the opening Stream tab.
3. Go to Assignments tab and open Assignment 1.
4. Write answers to five questions on the opening Docs-document. When you are done, return the assignment.
5. Open Assignment 2 and answer the questions in the opening Forms-query.
6. When you are done, hit send.
7. Close all open tabs and sign out from Chromebook.

Link on the portal

<https://www.schoolofthefuture.eu/fi/osos/osos-project/improving-basic-ict-skills>