

Monday, December 31, 2007

## Teacher Resources

### Technology Skills every Teacher Needs

In the old days, before computers and the Internet, skills in basic office duplication were enough for most teachers. This is not true, now, and teachers are being "cajoled, driven, herded, forced and pushed" to build, upgrade and enhance their technology skills.

Of course, there are many technology skills, from basic word processing, to spreadsheet and database management, to HTML and Web Design, to programming in a variety of languages (dozens are popular)

Then, of course, are all the software applications including attendance, grade keeping, instructional and tutorial software, probeware, simulation software, and the ubiquitous textbook auxiliary CDS.

Besides this, hundreds of free Open Source software products, Freeware, Bannerware, and Trialware beckon, just a mouse click away.

What is the busy teacher to do?

Surely all this stuff can't be useful. How does a teacher decide what is important?

Focus on Skill (not Technology) to Make Sense of the Technology

Since there is no time to dabble in all these technology marvels, a teacher must focus upon what will improve instruction, save time, and increase measurable students' achievement. Anything else is "jogging with technology gorilla on your back" &hellip; it just weighs you down and holds down your progress.

So, focus upon usable skills, rather than the technology.

Here is a list of possible skills that you might find useful. Unfortunately, the list is excessively long. Fortunately, some of people behind these resources have done the research for you. You might need skills in &hellip; Word Processing  
Spreadsheets

Electronic Presentation

E-Mail Management

Database

Web Navigation

Anti-Virus, Password and Security

Computer, Computer Accessories, Components and Peripherals Operation

File Download and Management

Network Operation (Home Directories, Storage Locations, Virtual Private Networks)

Digital Cameras

Scanners

Personal Digital Assistants (PDA's)

Website Design

Videoconferencing

Educational Copyright Knowledge

Online Training (WebCT, Blackboard, or Moodle)

Computer Programming Unfortunately, the searching, finding and learning of all these technology marvels just takes too long for today's busy teacher.

Here are some links to the basic technology skills information

Twenty Basic Skills that Every Educator should Know (The Journal &#8482; Online)

Twenty Basic Skills (DOC format)

Twenty Basic Skills (PDF format)

What Every Teacher should Know about Technology

78 Websites Every EFL Teacher Should Know Classroom Toolkit is Different Of course, Classroom Toolkit is a site that helps teachers save time and reduce stress.

And while the list above may lead teachers to many directions and provide many avenues for additional "branching off into new skill areas," the basic Classroom Toolkit strategy is to "learn as you go" and implement only what is useful at the moment to improve your teaching and to improve your students' learning.

The "acid test, litmus test" is whether student achievement improves by your investment in time and energy.

If technology doesn't seem to do that for you, do not feel guilty. Perhaps you can learn the language and culture of your Hispanic students instead.

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