

LHS Digital Literacy 2020

**Strengthen
Your
Digital Skills!**



**Start Building
Your
Resume!**

Let's face it, the world has gone digital, making digital literacy a necessity. [The American Library Association \(ALA\)](#) defines digital literacy as “the ability to use information and communication technologies to find, evaluate, create, and communicate information - requiring both cognitive and technical skills.” No matter what you plan to do with your life, you need to be proficient with certain technological skills. In addition, our school district is moving to a one-to-one program, in which each student will receive a Chromebook. Technology skills are more important than ever to allow you to reach your educational goals.



I have found a free resource, [GCFLearnFree.org](#), that will not only allow you to strengthen your digital literacy knowledge, but will also help you to start building your literacy skills and resume! This site provides hundreds of self-paced courses on a variety of [topics](#). You can use this resource with or without an account, but I highly recommend creating an [account](#) so that you can track your progress and print certificates.

I am hoping you will choose to set some time aside to specifically brush up on the technology skills you need to be a successful student at Lowell High School. I recommend that you invest a minimum of 1 hour a week, which can be split up to fit into your schedule. The tutorials specific to skills expected at LHS are linked below. You can choose to do the entire tutorial, or pick and choose which lessons within the tutorial to complete. Each lesson has well organized content, and a practice challenge at the end. I highly recommend using the challenges to identify items you may need to review within that lesson. Also feel free to browse the hundreds of other [topics](#) available, and complete any course that interests you.



Recommended Lessons

Internet Safety [Tutorial](#) lessons 1-5, 7-8

Email Etiquette and Safety [Lesson](#)

How Formal Should an Email Be? [Lesson](#)

Gmail [Tutorial](#) lessons 1, 3-6

Google Drive [Tutorial](#) lessons 1-8

Google Docs [Tutorial](#) lessons 8-16

Google Drawings [Lesson](#)

Google Slides [Tutorial](#) lessons 8-14

Google Sheets [Tutorial](#) lessons 8-18

Typing [Tutorial](#)

Digital Media Literacy [Tutorial](#) lessons 1-4, but the rest are also important

Chromebook Basics [Tutorial](#) lessons 1-3

Additional Info. to Include in a Resume [Lesson](#)