Digital Literacies for Student Success

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To be successful in learning digitally, it is important for students to have good digital literacies (ability to understand information and perform tasks in digital environments to someone living, learning, and working in a digital society). Digital literacies include digital identity and well-being; digital creation, problem solving and innovation; information, data, and media literacies; digital learning and development and proficiencies with computer technologies. (Website AdvanceHE): The list below outlines key student digital literacies each with a resource or more for further learning and exploration.

Internet Search Abilities

Can you do a proper internet search using search terms and operators?

- Video (Socratica): How to Get Great Search Results - Study Tips

Office Suite Skills

Can you create, edit, and modify documents, presentations, and spreadsheets?

- Web Page (NIC): Get Microsoft Office 365 Free as a NIC student
- Video (GCFLearnFree.org): What is Office 365?

File Management and Organization

Can you create, label, file, find, open, save, back up and organize files?

- Video (GCFLearnFree.org): Working with Files and File Folders

Basic Hardware and Troubleshooting

Mac or PC: Do you know what different technology parts and pieces are called, how to plug in peripheral devices, how to make minor fixes and do basic troubleshooting (e.g., connecting to your wi-fi, updating your operating system, connecting monitors etc.)?

- Web Page (iShape Technologies): Top 10 PC Problems and Solutions
- YouTube Video (GCFLearnFree.Org): Computer Basics: Understanding Operating Systems
- YouTube Video (GCFLearnFree.Org): Computer Basics: Understanding Applications
- YouTube Video (TedEd): What is the world wide web?

Self-Learning of Technology

Are you able to learn about technology on your own?

- o Website (Microsoft): Microsoft 365 Training

Social Media and Privacy Awareness

Do you have strong awareness of using social media for school, personal and work, how to protect yourself, and ensure privacy of personal information?

- Website (UBC): Digital Tattoo: Your digital identity matters. Let's discuss
- Website (UBC): Digital Tattoo: Privacy and Surveillance
- Website (Norton): Tips for protecting your social media privacy

Communication Skills

Do you have strong awareness and ability to use the internet, communicate professionally and respectfully with others via digital means, and use social media appropriately?

- PDF Handout (NIC): Student Guidelines for Communicating in Digital Courses

Security and Safety Skills

Do you know how to protect you and your technologies from viruses, spam, phishing, and information being shared without your permission?

- Website (National CyberSecurity Alliance): How to Stay Safe Online
- PDF (Canadian Centre for Cyber Security): Cyber Hygiene for Covid-19
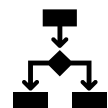- Website (Government of Canada): Cyber Security

Copyright and Citation Skills

Do you understand Canadian copyright laws and rules, how to properly cite a resource, how to use Creative Commons licensing, know what you can use and what you can't use?

- Website (NIC): Copyright Guide
- Website (Creative Commons): About the Licenses
- Website (BCcampus): What are Open Educational Resources?

Evaluating Applications and Software Tools

Are you able to evaluate and make decisions about web tools/e-learning tools for use and applications, including free alternatives vs. paid versions, where data is stored for privacy and security, and what tools are in compliance with BC's Freedom of Information and Privacy of Protection Act (FIPPA)?

- Webpage (Educause/Western University): A Rubric for evaluating e-learning tools in higher education
- Graphic (Educational Technology and Mobile Learning): App Evaluation Guidelines
- PDF (Office of Information and Privacy Commissioner for British Columbia): Guide to Access and Privacy Protection under FIPPA