



BRIDGES

Digital Resilience Toolkit

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WORLD EDUCATION
— A DIVISION OF JSI

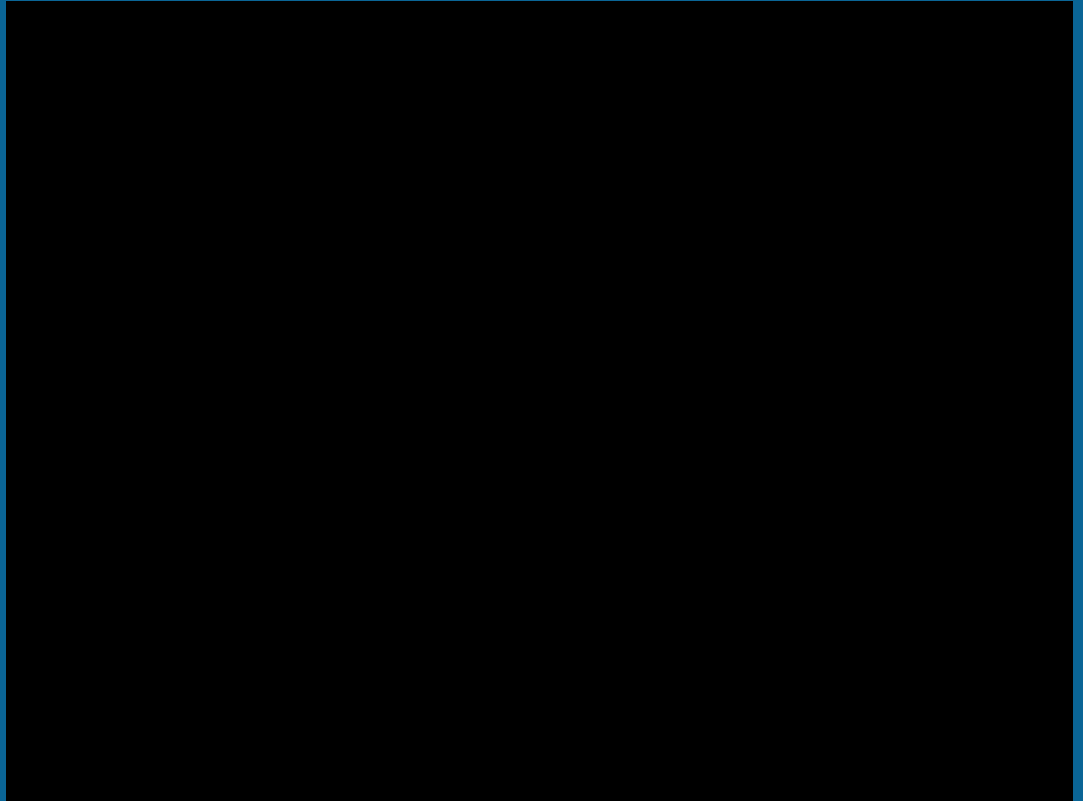


Session Outline

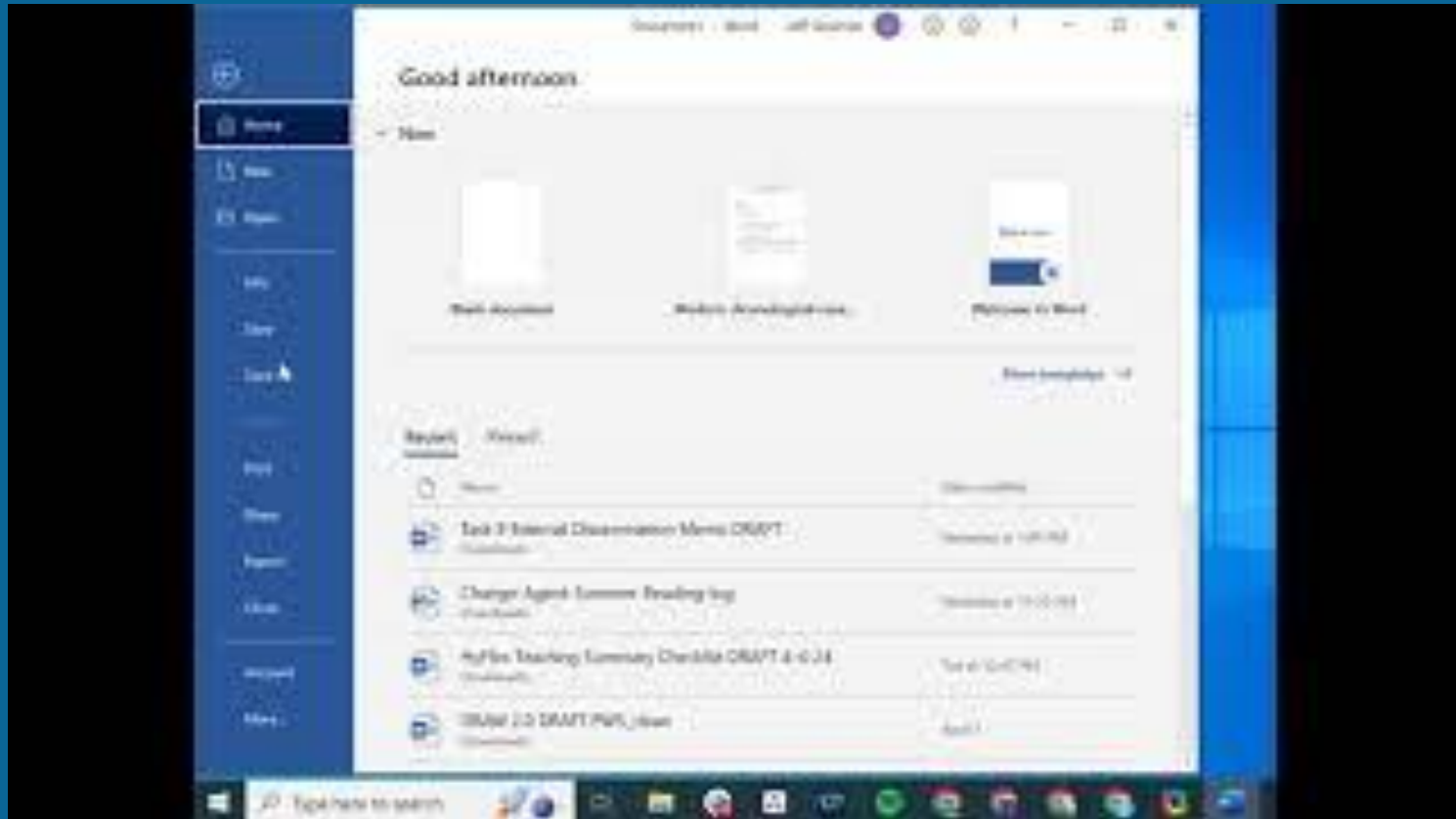
- Why Digital Skills?
- Learner -centered Approach
- Tools for *identifying* digital skills
- Tools for *building* digital skills
- Coming soon!

Scenario 1: What digital skills?

What digital skills
do you see at play?



Scenario 2: What digital skills?



Our Goal...

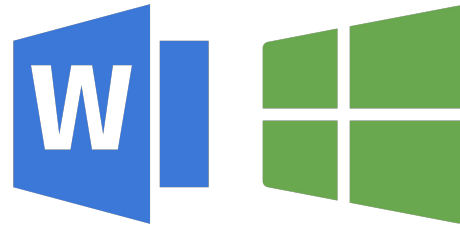
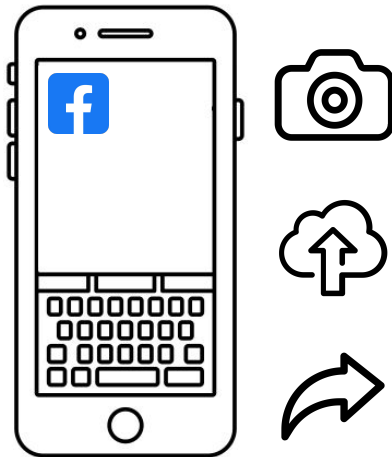
To help all individuals develop the proficiency, understanding, and mindsets needed to be **digitally resilient** users of technology.

DIGITAL...
SKILLS
LITERACY
RESILIENCE

DIGITAL SKILLS

“Digital skills are defined as a range of abilities to use digital devices, communication applications, and networks to access and manage information.”

~ UNESCO, 2018



DIGITAL LITERACY

Digital literacy is the ability to use the information and communication technologies to find, evaluate, organize (curate), create, and communicate information, requiring **both cognitive and technical skills.**

~ American Library Association (ALA)

What social media platform should I post to?

Should I post this at all?

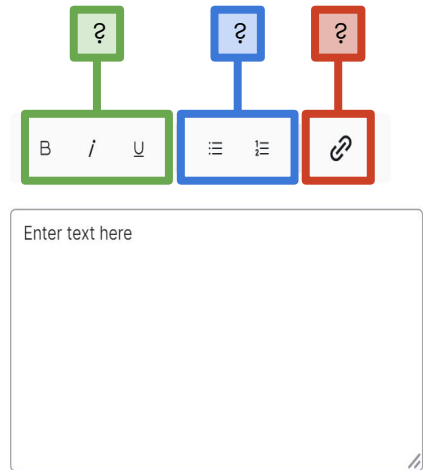
Where do I save?



DIGITAL RESILIENCE

“...having the awareness, skills, agility, and confidence to be empowered users of new technologies and **adapt to changing digital skill demands**. Digital resilience improves the capacity to problem-solve and upskill, navigate digital transformations, and be active participants in society and the economy.”

~ *Digital US Coalition*



The BRIDGES Toolkit: The Framework

[About](#)[Domains](#) ▾[DIGITAL SKILLS GLOSSARY](#)[BRIDGES](#)[Submit a Resource](#)

SPANISH LANGUAGE VERSION COMING SOON!

A Holistic Toolkit for Building Digital Resilience

Beyond defining the skills needed to pursue personal, educational, and career goals in an increasingly digital world, BRIDGES offers the tools and resources needed for learners and training providers to build these skills.

Please continue visiting this page to stay informed of updates over the coming weeks.

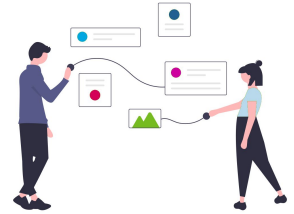
[Explore BRIDGES](#)

75 Skills Organized Across 10 Domains

- Based on the [Digital skill sets for diverse users](#) study
- Comparison framework developed based on existing curricula (e.g., GCFLearnFree), frameworks (e.g, ISTE), and assessments (e.g., Northstar)

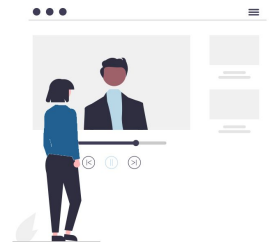


- Gateway Skills
- Mobile
- Device Ownership
- Privacy & Security



- Communication
- Creation
- Workplace & Productivity

- Information Skills
- Lifelong Learning
- Online Life





Let's go to DigitalSkillsLibrary.org/BRIDGES

BRIDGES Framework

The BRIDGES Digital Skills Framework includes 75 skills across 10 domains. These domains can be further organized into three overarching categories:

Foundational Skills

Skills in this category form the foundation for being able to perform basic operations with computers and digital devices, perform routine maintenance, and to access and operate safely in online environments.

- **Gateway Skills:** Foundational skills required to use a device and participate online.
- **Mobile:** Understanding basic functions of a mobile device to communicate and access goods and services.
- **Device Ownership:** Practices that support device longevity, including physical care, protective software, and using technical support.
- **Privacy and Security:** Maintenance of practices to secure digital identity, recognize threats, and understand the broader safety implications of working in a digital environment.

Productivity Skills

Skills in this category focus on leveraging technology to perform to communicate and create and share content in personal, educational, and professional contexts.

- **Communication:** Exchanging information with others on digital platforms using various strategies to collaborate, share, and communicate.
- **Creation:** Engaging in digital spaces to design, create, and revise content online.
- **Workplace and Productivity:** Advancing workplace success and professionalism through engagement with an organization's online tools and other supportive digital systems.

Independent Learning Skills

Skills within this category relate to finding information, performing everyday tasks, and participating in continuous learning within an increasingly digital world.

- **Information Skills:** Skills to apply, evaluate, and manage information across digital and physical environments.
- **Lifelong Learning:** Engagement in self-assessment of digital skills. Using self-reflection to tailor accessible digital environments and continue learning.
- **Online Life:** Access to online resources that support digitalization of daily tasks and socialization within a broader digital community.

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Communication

Exchanging information to collaborate, share, and communicate.

- CO.1 [Communicate Effectively](#)
- CO.2 [Collaborate with Technology](#)
- CO.3 [Make Voice and Video Calls](#)
- CO.4 [Post on Social Media](#)
- CO.5 [Use Social Media](#)
- CO.6 [Set Privacy Settings](#)
- CO.7 [Share Information](#)
- CO.8 [Use Messaging Tools](#)

Creation

Engaging in digital spaces to design, create, and revise content online.

- CR.1 [Write Basic Code](#)
- CR.2 [Understand and Use Digital Tools](#)
- CR.3 [Adapt and Reuse Digital Content](#)
- CR.4 [Design Digital Content](#)
- CR.5 [Create "Open" Content](#)
- CR.6 [Produce Multimedia](#)
- CR.7 [Revise and Adapt Digital Content](#)
- CR.8 [Build a Website](#)

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Device Ownership

Practices that support device longevity, including physical care, protective software, and using technical support.

- DO.1 [Maintain Tech Devices](#)
- DO.2 [Find Technical Support](#)
- DO.3 [Keep Devices Safe and Secure](#)
- DO.4 [Fix Technical Problems](#)

Gateway Skills

Foundational skills required to use a device and participate online.

- EF.1 [Use Accessibility Features](#)
- EF.2 [Search the Internet](#)
- EF.3 [Use Basic Browser Tools](#)
- EF.4 [Use the Mouse and Keyboard](#)
- EF.5 [Understand Your Computer](#)
- EF.6 [Save and Find Documents](#)
- EF.7 [Understand the Internet](#)
- EF.8 [Get an Email Account](#)
- EF.9 [Send and Receive Email](#)
- EF.10 [Create Safe Passwords](#)
- EF.11 [Connect to Wi-Fi](#)
- EF.12 [Protect Your Privacy on Shared Devices](#)

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Information Skills

Skills to apply, evaluate, and manage information across digital and physical environments.

- IS.1 [Use and Apply Information](#)
- IS.2 [Access Information Sources](#)
- IS.3 [Evaluate Online Information](#)
- IS.4 [Self-assess Your Skills](#)
- IS.5 [Use Search Strategies](#)
- IS.6 [Organize Information](#)
- IS.7 [Understand Search Engines](#)

Lifelong Learning

Engagement in self-assessment of digital skills. Using self-reflection to tailor accessible digital environments and continue learning.

- LL.1 [Find Learning Resources](#)
- LL.2 [Adapt to New Technologies](#)
- LL.3 [Set Goals and Reflect on Learning](#)

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Mobile

Understanding basic functions of a mobile device to communicate and access goods and services.

- MO.1 [Use Apps to Shop](#)
- MO.2 [Understand Online Reviews](#)
- MO.3 [Use Financial Tools](#)
- MO.4 [Identify Basic Mobile Device Functions](#)
- MO.5 [Practice Mobile Device Safety](#)
- MO.6 [Collaborate Using Mobile Devices](#)

Online Life

Access to online resources that support digitalization of daily tasks and socialization within a broader digital community.

- OL.1 [Find Services](#)
- OL.2 [Access Community Resources](#)
- OL.3 [Use Tech Responsible](#)
- OL.4 [Shop Online](#)
- OL.5 [Understand Copyright](#)
- OL.6 [Be a Good Online Citizen](#)
- OL.7 [Manage Money Online](#)
- OL.8 [Access Online Entertainment](#)
- OL.9 [Use Transportation Tools](#)
- OL.10 [Save and Manage Digital Content](#)
- OL.11 [Access Help Features](#)

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Privacy and Security

Maintenance of practices to secure digital identity, recognize threats, and understand the broader safety implications of working in a digital environment.

PS.1 Manage Your Online Reputation	Awareness of permanence of actions in digital environments
PS.2 Verify Secure Websites	Identify secure websites and transactions
PS.3 Limit Sharing of Personal Data	Managing digital identity reputation & data creation (tools and behaviors to limit tracking)
PS.4 Keep Kids Safe Online	Online safety for kids
PS.5 Maintain Well-being Online	Protect health & well-being; awareness of social inclusion technologies; managing interpersonal risks & threats in a digital environment (cyberbullying)
PS.6 Recognize Online Threats	Recognize and avoid suspicious links and downloads (phishing, online scams)
PS.7 Understand Privacy Policies	Understand how a "privacy policy" informs the use of personal data

Workplace and Productivity Skills

Advancing workplace success and professionalism through engagement with an organization's online tools and other supportive digital systems.

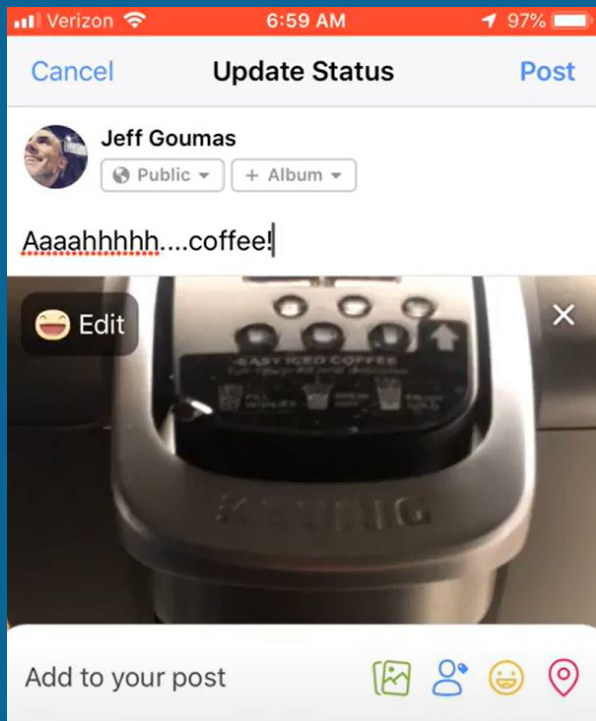
WO.1 Find a Job Online	Employment search skills: resume, job search, & applying
WO.2 Follow Workplace Rules and Policies	Follow workplace IT & social media policies and security rules
WO.3 Manage Projects Online	How to manage a project using computer/online tools; understand, identify, and choose appropriate digital tools for work
WO.4 Choose the Appropriate Tools	Understand, identify, and choose appropriate digital tools for work
WO.5 Understand Databases	Understanding and using databases
WO.6 Create Slide Presentations	Use an online or PC-based presentation software to present information to others
WO.7 Create Documents	Use an online or PC-based word processor to create a document
WO.8 Create Spreadsheets	Use online or PC-based spreadsheet software to manipulate or analyze data
WO.9 Manage Professional Networks	Using professional online networks and communities

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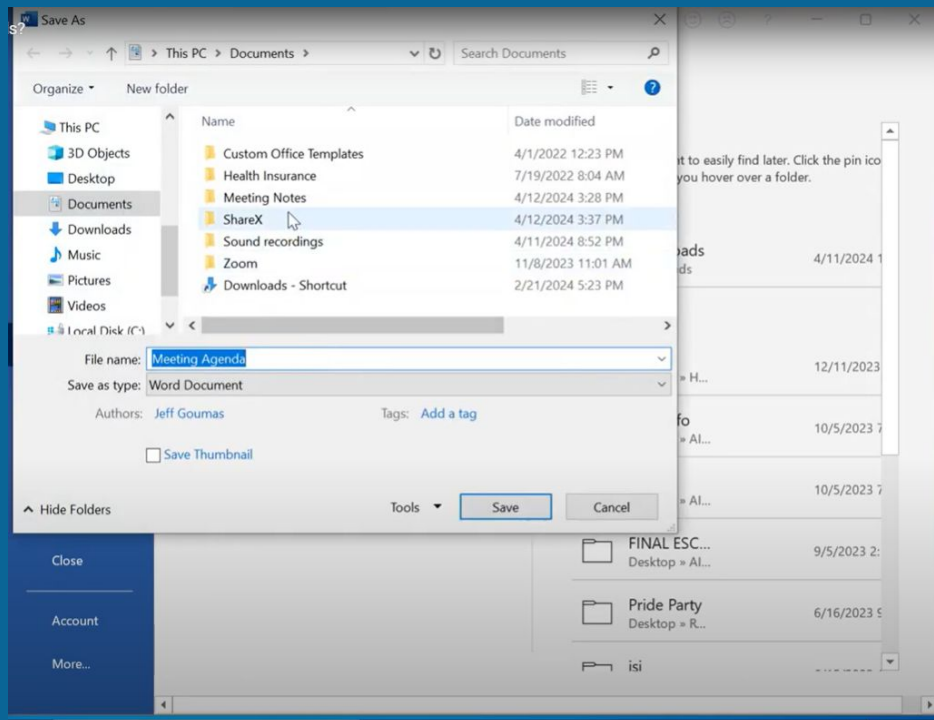


Activity: Identify the BRIDGES Skills

Scenario 1



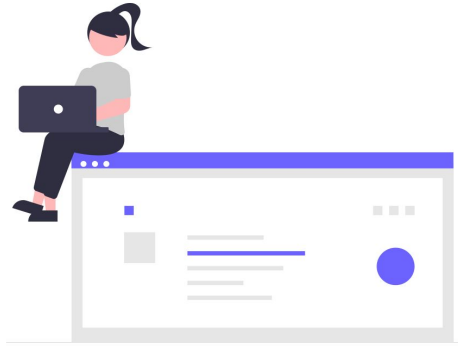
Scenario 2



Resources to Support Meaningful Skill Development

Skills Definitions

Identification of the skills needed to support individuals' goals and needs

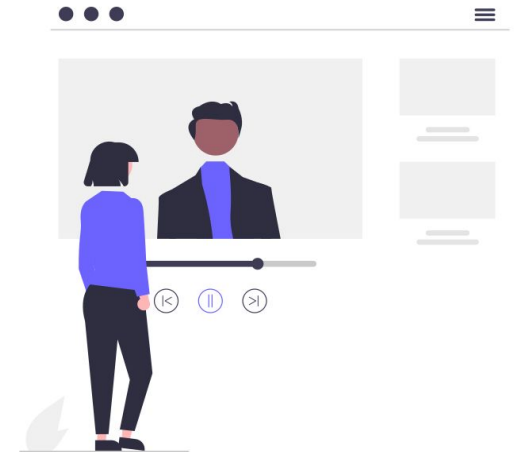


Relevant Examples

Tangible exemplars of tasks and language needed to demonstrate proficiency

Supporting Resources

Comprehensive resources and tools to support digital skills development



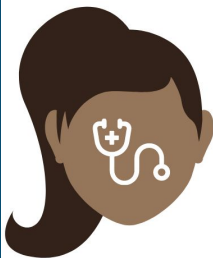
BRIDGES Digital Resilience Toolkit

- 1 Skills and Relevant Examples
- 2 Checklists for Self-Assessment & Goal-Setting
- 3 Connect Skill Development to Assessment
- 4 Digital Skills Library
- 5 Digital Skills Glossary
- 6 Skill Integration: EdTech Integration Strategy Toolkit
- 7 SkillBlox: Build Integrated Digital Skill Lessons

Starting with the User in Mind

PERSONA

What do persona of working learners illustrate?



REGINA

Healthcare Worker
Seeking to
Establish a Career



NEBURU

Working to Feel
Comfortable
Interacting with
English Speakers



NAOMI

Learning for Future
Possibilities



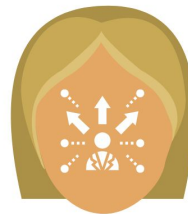
DANI

Front-Line
Supervisor Paid
Hourly Seeking
Certification for
Advancement



ALIMAYU

College-educated
Retail Worker
Learning English



ELISE

Juggling Work,
Required Training,
and Long-Term
Goals



Identify Digital Skills

Session Padlet!

bit.ly/CGbridges



1 Skills and Relevant Examples

Communication

Exchanging information with others on digital platforms using various strategies to collaborate, share, and communicate.

Guiding Questions

- Do I understand the needs of my target audience?
- Am I able to adapt my message and communication strategy appropriately for my audience and context?
- Can I use a variety of digital technologies (devices and platforms) to interact and share information with others?
- Can I share digital content across multiple devices, restricting access as appropriate?



Communication Skills

CO.1 Communicate Effectively	Awareness and adaptation of communication strategies to meet behavioral norms and respect user diversity (Netiquette) (E)
CO.2 Collaborate with Technology	Digital collaboration (E)
CO.3 Make Voice & Video Calls	Make Internet-based voice and video calls (using Skype, FaceTime etc.)
CO.4 Post on Social Media	Post messages and media on social media
CO.5 Use Social Media	Understand and identify the purposes of different social media platforms and online communities
CO.6 Set Privacy Settings	Understand and set privacy settings on social media (E)
CO.7 Share Information with Others	Understanding ways to share information with others (E)
CO.8 Use Messaging Tools	Use a messaging app to communicate with others (WhatsApp, Messenger)

Provide tangible examples that can form the basis of task-based assessment / skill application

CO.5 | Use Social Media

Understand and identify the purposes of different social media platforms and online communities

In my life	In my work	In my education	As a teacher/trainer
I can adjust my social media feed content preferences so that I will see more of what interests me. (AI)	I can use social media to make connections and establish relationships with others in my field of work.	I can avoid "echo chambers" and look for differing opinions on a topic, understanding that my actions (lingering, liking, saving, scrolling) impact what I see. (AI)	I can create a group on an education- and career-relevant social media to exchange ideas with others.

Learner 1: Ferhana

Ferhana is an Afghan refugee who is comfortable using her mobile device but has never used a computer. She wants to learn how to use a computer so she can begin exploring local community services.



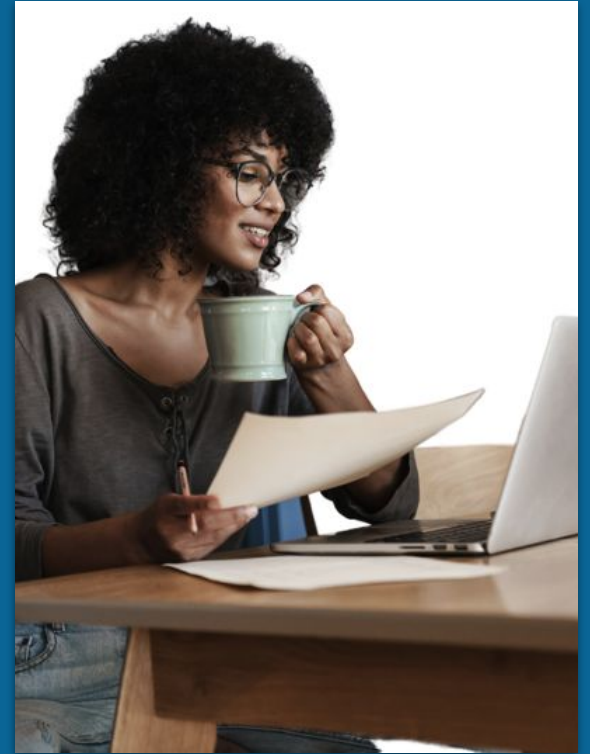
Learner 2: Alejandro

Alejandro, a U.S. citizen from Mexico, has been looking for a part-time job but has been told repeatedly he has to apply online.



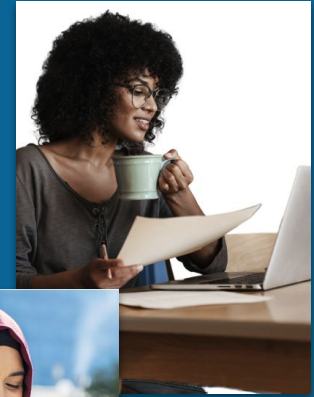
Learner 3: Akeisha

Akeisha has enrolled in the school's hyflex GED program. In the program, students have the option to attend classes remotely via Zoom, and students are expected to submit assignments via the school's learning management system (LMS).



Small Group Activity

1. Organize into small groups
2. Read the learner profiles
3. Select a skill you feel is critical for that learner from your assigned domain.
4. Write at least one “I can...” statement for one of the learners based on your selected skill.



[Link to Handout](#)

Terminology and Tools for Building Skills

Vocabulary

Communication Vocabulary

The following terms are commonly used when referring to digital communication. Here is a link to a spreadsheet version of this vocabulary list. For a comprehensive list of digital skills terminology and associated instructional/training materials, visit the [Digital Skills Glossary](#).

@	(n) A symbol that means "at"; it is commonly used as part of email addresses.
attach	(v) add a file to an email or message
attachment	(n) a file sent in an email or message
badge	(n) an icon awarded to a user for an achievement
bcc	(n) blind carbon copy; this allows the sender of a message to hide the names of recipients (v) use blind carbon copy, hiding the names of recipients
block	(n) a ban that prevents access to something (v) to stop someone from contacting you
blog	(n) a personal website that is used as an online journal (v) post on a personal website that is used as an online journal
camera	(n) a device for recording digital images
cc	(n) carbon copy, an easy way to send a copy of an email to other recipients (v) use carbon copy to send a copy of an email to additional recipients
chat	(v) exchange text or voice messages in real-time through a computer network
click (social media)	(n) a single instance of Internet content being accessed
collaborate	(v) to work together with others to achieve a common goal
comment	(n) a note on shared media or documents (v) to write your reactions, thoughts, or questions in response to what someone else shared
compose	(v) write or create something
contact list	(n) a list of people that contains information you need to communicate with them
direct message	(n) a private communication between users of social media

Tools

Communication Tools

Digital communication happens in many ways through many different applications. In addition to the tools listed below, most of which are specifically designed for direct communication and/or the sharing of information, many workplace tools have built-in messaging capabilities, such as commenting tools within file creation applications (documents, spreadsheets, presentations) and productivity tools such as project management applications.

Tool Type	Examples	
Video Meeting Tools	Zoom Google Meet Teams	GoToMeeting FaceTime Skype
Messaging Tools	WhatsApp Remind TalkingPoints iMessage Slack	FB Messenger BAND app Google Voice Email Padlet
Social Media	Facebook Instagram Twitter/X	TikTok LinkedIn
Group Discussion Boards	Google Classroom Google Groups Canvas	Microsoft Teams Moodle Schoolology
Storage / Sharing	Google Drive One Drive	Dropbox

2 Checklists for Self-Assessment & Goal-Setting

Goal-setting Based on Diverse User Types

Self-Assessments



✓ Skills Checklists for Diverse Learners

This tool is designed to help practitioners and programs design and deliver digital skills programming. For more digital skills resources, visit [Digital Skills Library](#).

- 1 BRIDGES Skills Checklist (FULL)
- 2 BRIDGES Digital Skills "I Can Statements"
- 3 Sample Self-assessment Checklists

User-specific Checklists

- 4 Skills for Employment
- 5 Skills for a Senior Citizen
- 6 Skills for a Parent
- 7 Skills for Education
- 8 Skills for a Beginning User
- 9 Skills for Life
- 10 Skills for a Mobile User

This checklist has been developed by the [EdTech Center@World Education](#) under the Digital Resilience Toolkit and adapted from the original work, [Digital Skill Sets](#), by the University of Washington Information School and the [Seattle Digital Equity](#) team.

[Link to Checklists](#)

How to Use
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- 3 Sample Self-Assessment Checklists
- 4 Skills for Employment
- 5 Skills for a Senior Citizen
- 5 Skills for a Parent
- 6 Skills for Education
- 7 Skills for a Beginning User
- 8 Skills for Life
- 9 Skills for a Mobile User



Using the Internet Digital Navigator Checklist

Check out your skills by answering the questions below. If there are skills you do not have or are not comfortable with, go to the [Digital Skills Library](#) and enter the code for the related skill(s) to find helpful resources.

Email & Social Media	No	Maybe	Yes
Do you use email regularly? <small>IS.8 Use an Email Account IS.9 Send and Receive Email</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use social media regularly (e.g., Facebook, Instagram, X/Twitter)? <small>CS.4 Post on Social Media CS.5 Use Social Media</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Internet	No	Maybe	Yes
Are you confident... Searching for information online? <small>IF.2 Search the Internet</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Searching and applying for jobs online, including creating and submitting a resume? <small>WO.1 Find a Job Online</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding reliable information online about a health or medical condition? <small>OL.1 Find Services IS.3 Evaluate Online Information IF.2 Search the Internet</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessing online banking or financial services? <small>OL.7 Manage Money Online MO.3 Use Financial Tools Securely</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking an online course or using online training materials to improve your job skills? <small>LL.1 Find Learning Resources IS.4 Self-Assess Your Skills</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



This checklist was developed by World Education. It is adapted from the [NIDA Digital Navigators Skills Assessment](#), made available under a [CC BY-NC-SA 4.0 Attribution-NonCommercial-ShareAlike 4.0 International license](#) and carries this same license.

3 Connect Skill Development to Assessment

Northstar Score Report

MASTERED SKILLS

You answered all questions correctly for the skill standards below

✓ 1 Identify different types of social media and their primary functions (especially Facebook, LinkedIn, Instagram, Twitter).

BRIDGES Crosswalk

Social Media

Social Media Test Objective	BRIDGES Skill(s)
1. Identify different types of social media and their primary functions (especially Facebook, LinkedIn, Instagram, Twitter).	CO.5 Use Social Media
2. Create a new account on a social media network and log in.	CO.5 Use Social Media
3. Recognize information posted on social media networks that may present a risk to you (user as	PS.5 Maintain Well-being Online

8. Identify information that is unwise to post and/or upload on social media (too much personal sharing, inappropriate photos/comments).	CO.4 Post on Social Media PS.3 Limit Sharing of Personal Data PS.5 Maintain Well-being Online
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7. Share and delete content, including photos, videos, and links.	CO.4 Post on Social Media
8. Identify information that is unwise to post and/or upload on social media (too much personal sharing, inappropriate photos/comments).	CO.4 Post on Social Media PS.3 Limit Sharing of Personal Data PS.5 Maintain Well-being Online
9. Distinguish between public and private "spaces" on social media sites (e.g., Facebook messages vs. Facebook timeline).	CO.4 Post on Social Media CO.5 Use Social Media
10. Post, share, like, or comment on content.	CO.4 Post on Social Media CO.5 Use Social Media
11. Demonstrate knowledge of the permanence of anything posted on the internet.	PS.1 Manage Your Online Reputation PS.3 Limit Sharing of Personal Data



Build Digital Skills

4 Digital Skills Library

> 1,800 activities to support digital skills instruction

Skill: CO.4 *Post on Social Media*



Facebook for iPhone: Posting on a Friend's Timeline

GCFLearnFree.org

Here's how to post on a Friend's timeline.

Video



Posts and Comments on Facebook

DigitalLearn.org

Explore status updates, comments, and timelines on Facebook.

eModule



Mensajes y Comentarios en Facebook

DigitalLearn.org

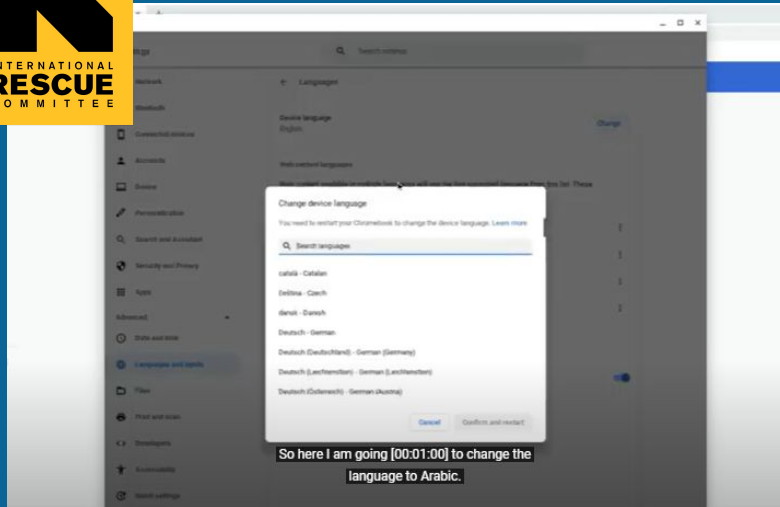
Explora las actualizaciones de estado, comentarios y líneas de tiempo en Facebook.

eModule

Resources to Support a Wide Range of Contexts



Multilingual Video Resources



English Swahili Spanish
Dari/Farsi Karen Haitian Creole

Offline Resources



Offline Resources for Digital Skill Development

Digital Literacy

The following resources provide explicit guidance and instruction focused on digital skill development. All have versions that can be delivered in offline environments, including downloadable modules, PDF versions, and more.

GCFGlobal (<https://edu.gcfglobal.org/en/download/all/>)

Extensive library of lessons covering a wide range of digital skills, including extensive tutorials on common productivity software applications. Many lessons include videos. All lessons (including videos) can be downloaded and viewed offline in browsers. [Visit the GCFGlobal site for a list of all lessons](#), which can also be downloaded as PDFs. (Copyright)

DigitalLearn.org (<https://www.digitallearn.org/>)

Set of e-modules developed by the Public Library Association. All lessons/tutorials are downloadable as PDFs. Lessons cover skills such as computer basics, email, productivity software, job skills, and online safety. Many modules are also available in Spanish. (CC-BY-SA)

Digital Citizenship Curriculum

(<https://www.common Sense.org/education/digital-citizenship/curriculum>)

Library of teacher-led lessons that include adaptable presentations and activity handouts. Lessons focus on topical themes including privacy and security, online safety, strategies for navigating information, and personal well-being in the digital age. (CC-BY-NC-SA)

Crash Course (<https://thecrashcourse.tumblr.com/downloads>)

Extensive library of video-based lessons that all can be downloaded, including courses in Media Literacy and Navigating Digital Information, all of which can be downloaded. [Visit the Crash Course main site](#) to see all available courses/videos. (Copyright)

WISC Online Basic Computer Skills MOOC

(<https://www.wisc-online.com/courses/computer-skills>)

Full, module-based computer basics course that can be downloadable and imported onto a SCORM-compatible LMS. Includes course and lesson-level assessments. (CC-BY)

Digital Unite Technology Guides (<https://www.digitalunite.com/technology-guides/>)

Digital skills articles that can all be printed. (Copyright)

Applied Digital Skills (Google) (<https://applieddigitalskills.withgoogle.com/en/home>)

Free, video-based digital skills curriculum from Google that uses project-based learning to teach adults critical digital skills for life and work. All videos can be downloaded. (CC-BY-SA)

[Link to one-pager](#)

5 Digital Skills Glossary

- Over 350 terms and counting
- Slides can be used as-is or adapted to suit needs
- Over 40 activity ideas for building digital resilience
- All resources offered flexibly to maximize reusability

[Link to Digital Skills Glossary](#)



Building Digital Resilience through Language

 Build Visual Recognition

 Build Language

 Recognize Common Features + Functions

 Understand Use Across Contexts

 Experiment with New Tools

post



DEFINITION:

(n) a message or other media added to a website or discussion board

(v) add a message or other media to a website or discussion board


USE IT IN A SENTENCE:

You can create a social media post to share your thoughts.



Created by Mia Dhinias
from Noun Project

Social Media Gallery Walk

Digital Resilience Strategy:  Recognize Common Features + Functions

Digital Skill(s) CO.4 Post on Social Media
CO.5 Use Social Media

Contributor(s) Tiffany Lee

Terms comment, follow, like, post, share

Activity Description

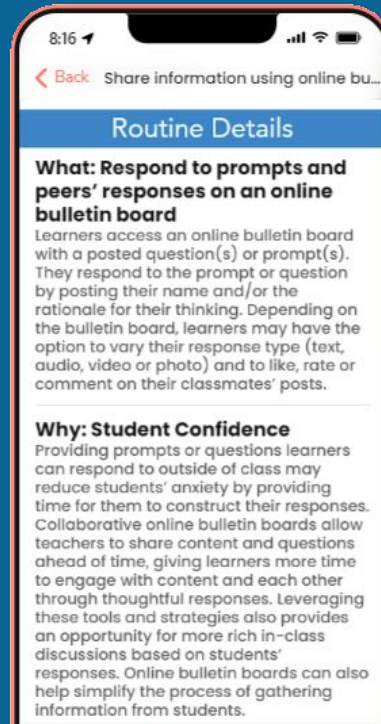
Facilitate a gallery walk by placing poster paper around the room (for a digital version, use Google Slides or Google Jamboard) with social media-related verbs. The posters will function as different stations. Each station/poster will be divided into different social media platforms. At each station, students will complete activities:

- **Post:** Choose a social media platform and write a post.
- **Follow:** Choose a social media platform and write about who you like to follow.
- **Like:** Choose a social media platform and write one of the ways you can “react” to a post.
- **Comment:** Choose a social media platform and write down a comment you might make.
- **Share:** Choose a social media platform and write down something you might share with your network on that platform.

6 Skill Integration: EdTech Integration Strategy Toolkit



By Tool



By Routine




By Digital Skill(s)

7 SkillBlox: Build Integrated Digital Skill Lessons


- Integrate digital skills with financial + health literacy, civics, and workforce preparation
- Share, copy, and adapt SkillBlox created by others







Posting on Social Media



1. Go to www.skillblox.org
2. Enter access code: F2YJYX





Lesson, Video | Goodwill Community Foundation
Communication Skills: Being a Good Digital Citizen

 Note:
 WATCH VIDEO: Watch this video on what it means to be a good digital citizen when communicating online.



eModule | Public Library Association
Posts and Comments on Facebook

 Note:
 COMPLETE LESSON: Open and complete this lesson which walks through how to post and comment using Facebook.

Lesson | Goodwill Community Foundation
Liking and Commenting (Instagram)

 Note:
 READ ARTICLE: Read this short article to learn how to like, comment on, and share Instagram posts.

eModule, Simulation | Cornell University and the Cornell Research Foundation, Inc.
Online Identities

 Note:
 INTERACT: Complete this simulation to consider how your online identity is impacted by what you post.

Sample Digital Skills Lessons on SkillBlox



[Microsoft Excel: Inserting Charts](#)



[Google Sheets: Create Simple Formulas](#)



[Solve Problems Using YouTube](#)



[Scrolling on Social Media](#)



[Posting on Social Media](#)



[Layout with Tables in MS Word](#)



SkillBlox
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Coming soon to BRIDGES...

Inclusive Practices for Each Domain



Context

Why the skills are needed for digital equity



Awareness

What practitioners should know before teaching



Taking Action

What practitioners and programs can do to be inclusive when teaching

EdTech Integration Action Plan

Guidance for teachers to build digital skill instruction into their regular practice

 Consider Learner Factors

 Select Digital Skills

 Choose an Approach

 Put it all together!

 Map Your Action Plan 



EdTech Integration Action Plan

Introduction

Welcome to the EdTech Integration Action Plan! This guide, built to support classroom instructors in developing learners' digital skills, is designed to take you through the steps, considerations, and resources needed to build a realistic and detailed Action Plan for digital skills development tailored to your unique instructional context. At the end of the guide, you'll consolidate the goals, approaches, and plans you identify within a single table.

A screenshot of a digital interface for an "Action Plan" table. The table has a header row with five columns: "Action" (pink), "Time" (light blue), "Resources" (light blue), "Potential Obstacles" (yellow), and "Connected Skills" (light green). Above the table, there are two rows of dropdown menus for selecting digital skills. The table body consists of several empty rows for data entry.

Action	Time	Resources	Potential Obstacles	Connected Skills

Navigate the Toolkit Interactively

Quickly explore the toolkit to get to relevant content and resources.


Productivity Skills > Communication > Tools

Communication

Exchanging information with others on digital platforms using various strategies to collaborate, share, and communicate.

Guiding Questions

- Do I understand the needs of my target audience?
- Am I able to adapt my message and communication strategy appropriately for my audience and context?
- Can I use a variety of digital technologies (devices and platforms) to interact and share information with others?
- Can I share digital content across multiple devices, restricting access as appropriate?



Effective digital communication requires having awareness of the breadth of available tools, along with understanding of appropriate use and application within different contexts. Digital communication occurs via email, messaging, and social media tools, as well as workplace collaboration and project management tools that include built-in communication features.

Tool Type	Examples
Video Meeting	Zoom , Google Meet , WebEx , Microsoft Teams , GoToMeeting , FaceTime , Skype
Messaging	iMessage , Messenger , WhatsApp
Team Collaboration / Messaging	More Linked Examples , More Linked Examples , More Linked Examples
another tool etc	More Linked Examples , More Linked Examples , More Linked Examples

CO.2 Collaborate with Technology



Digital Collaboration

In My Life

I can create a shared photo folder for friends and family, allowing them to see and contribute photos.

In My Work

I can tag a coworker in a comment on a collaborative document to suggest a change in wording.

In My Education

I can use a cloud-based file storage system to share material with study group members.

As a Teacher/Trainer

I can create a slide presentation file and share it with students so they can each create a slide about themselves.

Explore Learning Activities

Search ...

Resource Format Language Communication (59) CO.2 Collaborate with Technol



Email Basics

GCFLearnFree.org

Learn how to use common email features and practice proper etiquette.

Course/Tutorial



Email 101: Introduction to Email

GCFLearnFree.org

Get an introduction to how email works.

Lesson



Email 101: Common Email Features

GCFLearnFree.org

Learn common email features and functions.

Lesson



Email 101: Contacts and Calendars

GCFLearnFree.org

Learn how to add email contacts and add dates to an email calendar.

Lesson



Email 101: Email Basics Quiz



Gmail



Gmail: Introduction to Gmail



Gmail: Setting Up a Gmail Account

EdTech Routines Organized by Skills

Provide feedback on students' work using shared online documents

What: Collect and give feedback on student responses via a shared online document

Learners respond to one or more questions, writing prompts, or reflection prompts asynchronously and prior to class in a shared online document. Learners use the document's commenting feature to acknowledge, question or expand on one or more of their classmates' responses, and instructors use the commenting feature to provide their guidance and feedback as well.

Why

How

Digital Skills

WO.7 Create Documents

Word processing software (Microsoft Word, Google Docs) is one of the most widely used types of software in school and in the workplace. Provide students with frequent opportunities to create and format documents so they are confident using this foundational tool. Ask:

BRIDGES
Digital Resilience Toolkit

Author: CrowdED Learning

KWLH Chart

Name: Student 1

What I know	What I want to know	What I learned	How I learn more
[In this column write what you already know about the topic.]	[In this column write what you want to know about the topic.]	[In this column write what you have already learned about the topic.]	[In this column write about how you will learn more about the topic.]

WO.3 Manage Projects

Within workplace and education settings, people often are asked to collaborate within shared documents. This can make group work more efficient by allowing multiple people to work in the same document either at the same time

- Find relevant, repeatable edtech-based routines and activity templates, organized by domain
- Directly share routines with other instructors



EdTech
STRATEGY SESSION

Digital Tools for Integrated Education and Training

worlded.me/ETSS2024



Stay in Touch!!!

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