

20 Technology Skills Every Educator Should Have

By Laura Turner

June 2005 - Web Exclusive

During the last 15 years, we in education have moved at light speed in the area of educational technology. Whether we are involved in higher ed, secondary ed, elementary ed, or special ed, all of us find it difficult to keep up with fast-moving computer-based technology. Not since the introduction of the blackboard and overhead projector of equipment make such a difference in how we teach. Today, not only do we use computers, but we also use wireless laptops, and tablet PCs. In addition, we have the World Wide Web, scanners, CD burners, digital cameras and digital video cameras, PDAs, as well as video and DVD players. And most educators are using technology including video, e-mail, desktop conferencing, online programs such as WebCT and Blackboard, and web conferencing-to teach. Thus, it is no longer acceptable for educators to be technology illiterate.

With that in mind, here is a comprehensive listing of the technology skills that every educator should have. As computer and associated technologies continue to change and evolve, educators must continue to learn and adapt in their work. Today that includes continued time and effort to maintain and improve their technology skills (and some educators do not want to admit).

Here are 20 basic technology skills that all educators should now have:

1. Word Processing Skills
2. Spreadsheets Skills
3. Database Skills
4. Electronic Presentation Skills
5. Web Navigation Skills
6. Web Site Design Skills
7. E-Mail Management Skills
8. Digital Cameras
9. Computer Network Knowledge Applicable to your School System
10. File Management & Windows Explorer Skills
11. Downloading Software From the Web (Knowledge including eBooks)
12. Installing Computer Software onto a Computer System
13. WebCT or Blackboard Teaching Skills
14. Videoconferencing skills
15. Computer-Related Storage Devices (Knowledge: disks, CDs, USB drives, zip disks, DVDs, et

16. Scanner Knowledge
17. Knowledge of PDAs
18. Deep Web Knowledge
19. Educational Copyright Knowledge
20. Computer Security Knowledge

1. Word Processing Skills

Educators should be able to use some type of word processing program to complete written tasks. See the following Web sites for helpful information and tutorials.

- **University of Alberta: Online Word Processing Tutorials**
www.quasar.ualberta.ca/edpy202/tutorial/wptut/wpweb.htm
 This page is a collection of Internet links that provide word processing instruction.
- **Tutorialfind.com: Word Processing Tutorials**
www.tutorialfind.com/tutorials/computerbasics/wordprocessing
 This site has a number of word processing tutorials, and is also a portal for a variety of other educational resources.
- **2Learn.ca Education Society: Word Processing Teacher Tools**
www.2learn.ca/teachertools/Wordprocessing/wphow2.html
 Word processing tutorials for Microsoft Word, Corel WordPerfect, and Appleworks.
- **Essential Microsoft Office 2000: Tutorials for Teachers: Word**
www.pitt.edu/~poole/Officeindex2.html
 Essential Microsoft Office 2000 tutorials from the University of Pittsburgh's Bernie Poole and colleagues.

2. Spreadsheets Skills

Educators should be able to use some type of spreadsheet program to compile grades and chart data. See the following Web sites for helpful information and tutorials on these skills.

- **University of Alberta: Online Spreadsheet Tutorials**
www.quasar.ualberta.ca/edpy202/tutorial/spreadsheet/spreadsheet.htm
 This page is a collection of Internet links that provide instruction on using spreadsheet programs.
- **Teachnology: Spreadsheets Teaching Theme**
<http://teachers.teach-nology.com/themes/comp/spreadsheets>
 Spreadsheet tutorials from Teachnology, the Web Portal for Educators
- **Excel in TutorGig Tutorials**
www.tutorgig.com/showurls.jsp?group=531&index=0
 Spreadsheet tutorials from TutorGig.
- **Essential Microsoft Office 2000: Tutorials for Teachers: Excel**
www.pitt.edu/~poole/Officeindex2.html
 Essential Microsoft Office 2000 tutorials from the University of Pittsburgh's Bernie Poole and colleagues.
- **Black Hills State University: Technology for Teachers: Spreadsheets**
www.bhsu.edu/education/edfaculty/Itturner/Technology_for_Teachers.htm#Spreadsheets
 A listing of various Web sites for spreadsheet tutorials and related information.

3. Database Skills

Educators should be able to use some type of database program to create tables, store and retrieve data. See the following Web sites for helpful information and tutorials on these skills.

- **University of Alberta: Online Database Tutorials**
www.quasar.ualberta.ca/edit202/tutorial/database/database.htm
Database tutorials from the University of Alberta.
- **Technology and Telecommunications for Teachers: Database Tutorial**
www.k12.hi.us/~tethree/01-02/tutorials/db
This tutorial was created by the Advanced Technology Research Branch of the Hawaii Department of Education to provide supplemental productivity tool information to teachers enrolled in the Technology for Teachers (T3) Program.
- **Microsoft Access Database Tutorials**
www.rd-robotics.com/accesscommunity/tutes
Microsoft Access database tutorials from R&D Robotics.
- **Essential Microsoft Office 2000: Tutorials for Teachers: Access**
www.pitt.edu/~poole/Officeindex2.html
Essential Microsoft Office 2000 tutorials from the University of Pittsburgh's Bernie Poole and Associates.
- **Black Hills State University: Technology for Teachers: Databases**
www.bhsu.edu/education/edfaculty/Itturner/Technology_for_Teachers.htm#Databases
A listing of Web sites for database tutorials, help and related information

4. Electronic Presentation Skills

Educators should be able to use electronic presentation software to create and give electronic presentations. See the following Web sites for helpful information and tutorials on these skills.

- **PowerPoint in the Classroom**
www.electricteacher.com/tutorial3.htm
A list of commonly tasks used while working in PowerPoint, and a step-by-step guide on how to use PowerPoint.
- **University of Victoria: PowerPoint I**
www.educ.uvic.ca/compined/Level1/ppoint/ppointI.htm
PowerPoint tutorials and information from the University of Victoria in British Columbia.
- **Steven Bell's PowerPoint and Presentation Skills Resource Page**
<http://staff.philau.edu/bells/ppt.html>
A list of resources that provide information and technical assistance for developing PowerPoint presentations, as well as information on designing computer-based presentations and multimedia presentations on the Web.
- **University of California: Presentation/In-Class Software Tutorial & Guides**
www.uctlrc.org/toolbox/guides/presentation.html
Presentation software tutorials and many other related tutorial categories from the University of California Regents.
- **University of Alberta: Online PowerPoint Tutorials**
www.quasar.ualberta.ca/edpy202/tutorial/PowerPoint/PowerPoint.htm

Online PowerPoint Tutorials from the University of Alberta.

- **Essential Microsoft Office 2000: Tutorials for Teachers: PowerPoint**
www.pitt.edu/~poole/Officeindex2.html

Essential Microsoft Office 2000 tutorials from the University of Pittsburgh's Bernie Poole a

5. World Wide Web Navigation Skills

Educators should be able to navigate the World Wide Web and search effectively for data on the following Web sites for helpful information and tutorials on these skills.

- **Black Hills State University: Search Engines**
www.bhsu.edu/education/edfaculty/Iturner/Search%20Engines.htm
An educational Web portal that provides links to search engines and searching techniques
- **Finding Information on the Internet: A Tutorial**
www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html
This tutorial presents the substance of the Internet workshops offered by the Teaching Lib
California at Berkeley.
- **Searching the Web in the Yahoo! Directory**
http://dir.yahoo.com/Computers_and_Internet/Internet/World_Wide_Web/Searching_th
A listing of the top search engines and directories categorized by Yahoo!
- **Online Writing Lab: Searching the World Wide Web**
http://owl.english.purdue.edu/handouts/research/r_websearch2.html
Purdue University's Online Writing Lab Searching the Internet tutorial
- **How to be a WebHound**
www.mcli.dist.maricopa.edu/webhound/
The WebHound site shows you how to use various Web search tools.
- **ICYouSee: T is for Thinking**
www.ithaca.edu/library/training/think.html
A guide to critical thinking about what you see on the Web.

6. Web site Design Skills

Educators should be able to design, create, and maintain a faculty/educator Web page/site. See for helpful information and tutorials on these skills.

- **The WWW Help Page**
<http://werbach.com/web/wwwhelp.html>
Web Page Design Help from Kevin Werback, a portal type help site.
- **Netscape's Resources for Creating Web sites**
<http://wp.netscape.com/browsers/createsites/index.html>
Resources for Creating Web sites page from Netscape
- **Teachers.Net Homepage Maker**
<http://teachers.net/sampler>
Teacher Web site creation - interactive from Teachers.net
- **Web Adventure!**

www.webdiner.com/webadv

Web Adventure a beginners design and creation Web site

- **BUBL Link: Catalogue of Internet Resources**
<http://bubl.ac.uk/link/w/webpagedesign.htm>
Web Page Design portal page.
- **How Web Pages Work**
www.howstuffworks.com/web-page.htm
How Stuff Works page on how Web Pages Work
- **Creating a Web Page**
www.marshall-es.marshall.k12.tn.us/jobee/webpage.html
Web Page Design from Hazel Jobee aMarchal Elementary in Lewisburg TN.
- **Technology for Teachers**
www.bhsu.edu/education/edfaculty/Itturner/Technology_for_Teachers.htm
A listing of Web sites for web design, creation help and related information

7. E-Mail Management Skills

Educators should be able to use e-mail to communicate and be able to send attachments and create the following Web sites for helpful information and tutorials.

- **Computer Skills Tutorials**
http://psychology230.tripod.com/canyons_online/id4.html
E-mail tutorials from Online Learning at the College of the Canyons
- **Web Site 101: Small Business E-Mail Tutorial**
www.Web site101.com/email_e-mail
E-mail tutorials and e-mail basics from Web site101.com
- **UNITAR's PATIT Training Program: E-Mail Basics**
www.un.int/unitar/patit/onlinetutorials/emailbasics.htm
E-mail basics from UNITAR
- **VisualTutorials.Com**
<http://visualtutorials.com/email.htm>
E-mail tutorials from VisualTutotiral.com
- **The Animated Internet: How E-Mail Works**
www.learnthenet.com/english/section/email.html
E-mail tutorials from Learn the Net.com

8. Digital Cameras Knowledge

Educators should know how to operate a digital camera and understand how digital imagery can be used. The following Web sites for helpful information and tutorials.

- **Digital Photography Review**
www.dpreview.com
Digital Photography Review is an independent resource dedicated to the provision of news and information about Digital Photography and Digital Imaging published at the Internet address

- **How Digital Cameras Work**
www.howstuffworks.com/digital-camera.htm
How Digital Cameras Work by How Stuff Works.
- **The Casio Classroom: 1001 Uses for a Digital Camera**
<http://pegasus.cc.ucf.edu/~ucfcasio/qvuses.htm>
This site is designed as a reference tool putting educators in touch with creative educational uses for digital cameras in educational settings.
- **Digital Cameras in Education**
<http://members.ozemail.com.au/~cumulus/digcam.htm>
Web site by Keith Lightbody - ICT Consultant Digital cameras are one of the single most successful and Communications Technology purchases you can make in a school. Promote visual literacy and encourage students to use digital cameras!
- **Technology for Teachers: Digital Cameras**
www.bhsu.edu/education/edfaculty/Itturner/Technology_for_Teachers.htm
A listing of Web sites about Digital Cameras and related information

9. Network knowledge applicable to your organization.

Educators should know the basics of computer networks and understand how their school network works. The following Web sites for helpful information and tutorials.

- **Knowledge Network Courses for Teachers**
www.knowledgenetwork.co.za/educators/educators.htm
Knowledge Network, established in 1994, specializes in integrated technology solutions for the professional development of teachers and learners in schools, IT Project Management for Schools and skills evaluations for companies.
- **An Educator's Guide to School Networks**
<http://fcit.usf.edu/network/default.htm>
An Educator's Guide to School Networks
- **Discovery Schools Kathy Schrock's Guide for Educators**
<http://school.discovery.com/schrockguide/sci-tech/scicom.html>
Kathy Schrock's Guide for Educators - Computing and Technology
- **Kid Source Online**
www.kidsource.com/kidsource/content2/how_can_computer_network.html
Kids SourceOnline - How Can Computer Networking Be Used in the Classroom?
- **What is a Computer Network**
<http://archive.ncsa.uiuc.edu/edu/nie/overview/handbook/ch2.1.html>
A Guide to Networking a K-12 School District
- **How to Guide: The Basics of Information Technology**
www.enterprise-ireland.com/ebusiness/guides/basics_bht/basics_p2a.htm
Beginners Guide to Networking

10. File Mgmt & Windows Explorer Skills

All educators should be able to manage their computer files and be able to complete the following tasks:

delete files and folders, move and copy files and folders using the My Computer window and Windows Explorer. See the following Web sites for helpful information and tutorials.

- **Grant MacEwen College: Online Student Tutorial**
<http://learn.gmcc.ab.ca/lol/students/tutorial/mod2/2obj2fms.html>
Online Student Tutorial - File Management Skills
- **Oregon State University Extension Service**
<http://extension.oregonstate.edu/ectu/training/lessons/FileManagement.pdf>
File Management from Oregon State University - Extension Computing Technology Unit.
- **Basic Computer Skills Tutorial**
www.umuc.edu/distance/odell/ctla/basic_skills
UMUC Center for Teaching and Learning - Basic Computer Skills tutorial
- **Alverno College's Basic Computer Skills Tutorials**
www.depts.alverno.edu/cil/mod1
Alverno College -Basic Computer Skills Tutorials.

11. Downloading Software from the Web Knowledge - including e-Books

All educators should be able to download software from the web and know of the major sites that can be used for this purpose. See the following Web sites for helpful information and tutorials.

- **Tucows.com**
www.tucows.com
- **Download.com**
www.download.com
- **Shareware.com**
www.shareware.com
- **FreewareFile.com**
www.freewarefiles.com
- **Computer Tutorials from Carol**
<http://carolirvin.com/tutorials.htm>
Carol Irvin's Free Computers Tutorials

e-Books

- **Microsoft Reader**
www.microsoft.com/reader
Microsoft Reader download site.
- **Download Adobe Acrobat Reader**
www.adobe.com/products/acrobat/readstep2.html
Acrobat Reader download site.
- **E-Book Links**
www.bhsu.edu/education/edfaculty/Iturner/Ebooks.htm
A listing of download sites for readers and e-books, help and related information.
- **Adobe eBooks Central**

www.adobe.com/epaper/ebooks/main.html

Adobe's e-Book Web site

- **The eBook Directory**
www.ebookdirectory.com
The e-book Directory Web site.
- **eLibrary- Books and Site Links**
www.web-books.com/cool/ebooks/Library.htm
Free eBooks and Best Sites.
- **Free eBooks.Net**
www.free-ebooks.net
Free e-books on the Internet Web site.
- **eBook.com (Australia)**
www.e-book.com.au/freebooks.htm
Free e-books Web site from ebooks.com

12. Installing Computer Software onto a Computer System

Educators should be able to install computer software onto a computer system. See the following information and tutorials.

- **Basics of Computing: Installing Software**
<http://members.aol.com/shobansen3/installing.html>
Installing Software Tutorial
- **Basic Computer Skills for Teachers**
www.aps.edu/aps/sw_depart/basicskills/Installing.html
Basic Skills for Teachers - How to Install Software
- **Regents of the University of Minnesota Master Internet Volunteer Program**
www.extension.umn.edu/miv/curriculum/awdinst.html
Downloading and Installing Software Instructions.
- **Welcome to Computer Training Tutorials**
www.ckls.org/~crippel/computerlab/tutorials
Software Installation Problems Tutorial

13. WebCT or Blackboard Teaching Skills

Educators should be aware of these two online teaching tools and know about them and/or know how to teach or take classes. See the following Web sites for helpful information and tutorials.

- **WebCT Web site**
www.webct.com
- **Blackboard Web site**
www.blackboard.com
- **ICON- Iowa Courses Online**
<http://icon.uiowa.edu/index.shtml>
WebCT and Blackboard courses

- **Comparison of Online Course Delivery Software Products**
www.marshall.edu/it/cit/webct/compare/comparison.html
Complete side by side comparison of various online course delivery software products.

14. Video Conferencing skills

Educators should be able to use a video conferencing classroom and understand the basics of teaching with Video Conferencing. See the following Web sites for helpful information and tutorials.

- **JISC Technology Applications Programme**
www.cse.dmu.ac.uk/~jtb/jtap-037.htm
Practical Guidelines for Teaching with Video Conferencing from JTAP
- **SBC Knowledge Network Explorer**
www.kn.pacbell.com/wired/vidconf/intro.html
An Introduction to Video Conferencing from SCB
- **Teaching with Technology**
www.powertolearn.com/articles/teaching_with_technology/video_conferencing_for_teaching
Video Conferencing for Teaching & Learning article from Power to Learn
- **LDTI Case Studies**
www.icbl.hw.ac.uk/ldti/vcstudies
Video Conferencing for Teaching & Learning online articles and information
- **Conferencing Technology Guidelines**
www.gla.ac.uk/lncs/main/video.htm
Video Conferencing Guidelines from the University of Glasgow
- **Teleconferencing and Teaching**
<http://coehd.utsa.edu/users/pmcgee/teleconference.htm>
Teleconferencing and Teaching from the University of Texas

15. Computer Related Storage Devices Knowledge.

Educators should understand and know how to use the following data storage devices: disks, CDs, DVDs. See the following Web sites for helpful information and tutorials.

Diskettes

- **Disabled Women's Network Ontario Computer Basics**
<http://dawn.thot.net/cd/135.html#2>
Computer Basics - diskettes
- **Hardware Basics: Inside the Box**
www.cse.psu.edu/~domico/CMPSC101/Lecture-1.htm
Computer Hardware Basics - diskettes
- **Formatting Diskettes**
www.vertical-market.com/gui/W2_1099GUI/Formatting%20Diskettes.htm
Step by step guide to formatting diskettes
- **How Floppy Disks Work**

<http://computer.howstuffworks.com/floppy-disk-drive.htm>

How Stuff Works explains How Floppy Disks Work

CDs

- **Cognigen PC Burning Basics**
www.cognigen-pc.com/main/coop/default.aspx?Cid=1002
CD Burning Basics
- **Creating your own CDs**
www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/creating
The Microsoft Networks guide to burning CDs
- **Information on CD-ROM Drives**
www.computerhope.com/help/cdrom.htm
Computer Hardware - CD Information
- **PC Guide's About CD-ROM Drives**
www.pcguides.com/ref/cd/index-c.html
CD-ROMs - The PC Guide
- **Zip CDs User Manual**
www.iomega.com/support/manuals/zipcda8x4x32/use_discs.html
Selecting and Using CDs.
- **Making Data CDs**
www.ivytech.edu/madison/hr/Instructions%20for%20Creating%20a%20CD.doc Making
Data CDs Using the Easy CD Creator
- **Wikipedia, the free encyclopedia:CDs**
http://en.wikipedia.org/wiki/Compact_disc
CDs from Wikipedia

USB Drives

(also known as pen drives, flash drives, key chain drives, portable hard drives)

- **SearchStorage.Com: Jump Drive**
http://searchstorage.techtarget.com/sDefinition/0,,sid5_gci869057,00.html
Keychain Drive Information
- **#1 Pen & Flash Drives**
www.pen-flash-drives.com
Flash Drive Information
- **How USB Ports Work**
<http://computer.howstuffworks.com/usb.htm>
How USB Drives Work
- **USB Floppy Disk Driver FAQs**
www.yedata.com/support/floppydrives_faq.shtml
FAQ about USB Drives
- **USB Hard Drive By Crazy PC**
www.cluboverclocker.com/reviews/drives/flash_drives/q_usb_hd
USB Drive Information

- The MemoryGuide.com
www.the-memory-guide.com/usb-drive.html
USB Drives - A New Wave in PortableStorage

DVDs

- How DVDs Work
<http://electronics.howstuffworks.com/dvd.htm>
How Does a DVD Work? from How Stuff Works
- How It Works: DVD
www.pcworld.com/howto/article/0,aid,14697,00.asp
How Do DVDs Work? from PC World
- Sony DVD FAQs
www.sonyburners.com/faqs
DVDs FAQs
- Use DVDs for Archiving and Storage
www.datamind.co.uk/merchant/dvd_for%20storage_backup.htm
Use DVDs for Storage and Archiving from Datamind.co.uk
- KarbosGuide.com: DVDs
www.karbosguide.com/hardware/module4c3a.htm
DVD Media

Zip Disks

- Iomega's Home Page
www.iomega.com/na/landing.jsp
Zip Drive Information from iomega
- Zip Drive FAQs
http://phyweb.lbl.gov/compute/local_zip.html Zip Drive FAQ
- Zip: Q&A
www.amigau.com/zipdrives/aFAQ.html Zip Home - FAQ

16. Scanner Knowledge

Educators should know how to use a scanner and what OCR capacity is. See the following Web site information and tutorials.

- A Few Scanning Tips
www.scantips.com
Scanning Tips by Wayne Fulton
- AARP: How to Use a Scanner
www.aarp.org/computers-howto/Articles/a2002-07-16-scan.html
How to Use a Scanner
- How do I Use a Scanner
www.bbc.co.uk/webwise/askbruce/articles/scancam/usescan_1.shtml

- How to Use a Scanner by Ask Bruce
- **Scanners**
www.pcworldmalta.com/archive/iss44/scanners.htm
Scanner Information by PC World
- **Scanning Tips for Beginners (and old pros, too)**
<http://aroundcny.com/technofile/texts/tec010503.html>
Scanning Tips for Beginners
- **Best Sites for OCR Scanners**
www.discount-secrets.com/computer/scanners/ocr-scanner.htm
OCR Scanner Information.
- **Secrets of...**
www.secretsof.com/content/576
Secrets of Taming Computers - Scanners

17. PDAs Knowledge

Educators should now know what a PDA is and who to use one. See the following Web sites for helpful tutorials.

- **Palm Web site**
www.palmone.com/us/?siteRef=p1-xfer
- **The Source for a Palm Powered World**
www.palmgear.com
PalmGear's Web site
- **Palm News and Information**
www.handheldnews.com/category.asp?ObjectID=5421
Palm News for Beginners
- **Real People Helping People: Palm Computing Devices**
www.suite101.com/linkcategory.cfm/4239/5398
General Information on Palm Pilots
- **Basic PDA Specs Explained**
www.geek.com/news/geeknews/2003Jan/bpd20030103017997.htm
Basic PDA Information
- **For PDA Users**
<http://scilib.ucsd.edu/bml/pda/intro.htm>
Introduction for PDAs from UCSD

18. Deep Web Knowledge

Educators should know what the deep web is and how to use it as a resource tool. See the following helpful information and tutorials.

- **The Deep Web Directory**
www.completeplanet.com
CompletePlanet's Deep Web search engine and site

- **Internet Tutorial: The Deep Web**
<http://library.albany.edu/internet/deepweb.html>
Deep Web Information from University Library at Albany NY
- **Your Source for Deep Web Information**
www.deepweb.com
The Deep Web Web site.
- **Searching the Deep Web**
www.deepwebtech.com
Deep Web Technologies Web site.
- **Invisible Web Gets Deeper**
www.searchenginewatch.com/sereport/article.php/2162871
Deep Web information from SearchEngineWatch.
- **Doing it Deeper: The Deep Web**
www.bhsu.edu/education/edfaculty/Itturner/The%20Deep%20Web%20article1.doc
Article by L Turner from Black Hills State University

19. Educational Copyright Knowledge

Educators should understand the copyright issues related to education including multimedia and issues. See the following Web sites for helpful information and tutorials.

- **University of Washington Libraries: Copyright Information for Educators**
www.lib.washington.edu/help/guides/copyright.html
Copyright Information for Educators.
- **Internet School Library Media Center**
<http://falcon.jmu.edu/~ramseyil/copy.htm>
Copyright for Educators portal
- **Adventures of CyberBee**
www.cyberbee.com/copyrt.html
Copyright with CyberBee
- **West Valley College Library: Copyright**
www.westvalley.edu/wvc/library/copyright-resources.html
Copyright Information for Educators
- **University of Maryland University College: Information and Library Services**
www.umuc.edu/library/copy.html
Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web
- **PBS Teacher's Source**
www.pbs.org/teachersource/copyright/copyright_ed_multi.shtm
Educational Multimedia
- **Black Hills State University: Copyright Guidelines**
www.bhsu.edu/education/edfaculty/Itturner/Copyright%20Guidelines.htm
Copyright Guidelines portal

20. Computer Security Knowledge

Educators should know about basic computer security issues related to education. See the following helpful information and tutorials.

- **Computer World: The Need for Better Security**
www.computerworld.com/securitytopics/security/story/0,10801,71714,00.html
Computer security concerns article from ComputerWorld
 - **Security 101: Security**
www.secure101.net/security/security.htm
Security 101 A Basic Computer Security Resource for Educators
 - **Educational Cyber Playground: Security**
www.edu-cyberpg.com/Technology/staffdr.html
Computer Security and Related Issues Portal
 - **Cisco Systems: Beginners Guide to Network Security**
www.cisco.com/warp/public/cc/so/neso/sqso/beggu_pl.pdf
A Beginners Guide to Network Security
 - **A Beginners Guide to Wireless Security**
www.governmentsecurity.org/articles/ABeginnersGuideToWirelessSecurity.php
A beginner's guide from GovernmentSecurity.org
 - **Computer and Network Security Introduction**
www.comptechdoc.org/independent/security
An article by the Computer Technology Documentation Project
 - **Science & Technology Resources on the Internet**
www.istl.org/02-fall/internet.html
Computer security article by Jane Kinkus, Purdue University
-

20 Technology Skills Every Educator Should Have By Laura Turner During the last 15 years, we in education have moved at light speed in the area of educational technology. Whether you are involved in higher ed, secondary ed, elementary ed, or special ed, all of us find it difficult to catch up, keep up, and put up with fast-moving computer-based technology. Here are 20 basic technology skills that all educators should now have: 1. Word Processing Skills 2. Spreadsheets Skills 3. Database Skills 4. Electronic Presentation Skills 5. Web Navigation Skills 6. Web Site Design Skills 7. E-Mail Management Skills 8. Digital Cameras 9. Computer Network Knowledge Applicable to your School System 10. File Management & Windows Explorer Skills

1. This past January I wrote "10 Tech Skills Every Student Should Have" and I have decided to modify it for the "10 Tech Skills Every Educator Should Have". Here's my list. Overall, educators need to understand some basics about technology and that it is not a be-all-end-all solution to everything in a classroom. Technology can help teachers differentiate and provide new experiences for their students. Overall, educators need to understand some basics about technology and that it is not a be-all-end-all solution to everything in a classroom. Technology can help teachers differentiate and provide new experiences for their students. Technology can also help students better understand a concept and provide extra help for them. Here, I will discuss ten education technologies and concepts that every teacher should know about:

1. BYOD (Bring Your Own Device): As a kind of movement within education, BYOD has already gained momentum in many districts across the country. We are living in the midst of a tremendous upheaval in the fields of technology and communication. There is so much to look forward to when it comes to K-12 classrooms. The seven concepts and technologies that I have discussed will allow educators to better prepare students for the rest of their academic careers and for lifelong success. Read all of our posts about EdTech and Innovation by clicking here. Spread the love.