Teacher ICT Skills

A Practical Reference Booklet

Recommended Levels of Technological Abilities for Teachers

By Matthew Hains

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Overview

Technology has invaded almost every space in our society. Education is not exempt from this invasion. Technology is an enabler, an enhancer, a platform to do far more than what was possible even twenty years ago. As teachers, it is our responsibility to weave technological knowledge and skills into our teaching and also our own professional development. To do this successfully, teachers require a certain level of ability in various technological areas. These skills are hardware and software-based. The acquisition of these abilities affects how teachers manage their classes, how they develop themselves, their subject and, ultimately, their students. Every teacher requires a certain level of ICT skills in various areas. This document has been created to help schools establish a "baseline" to gauge where teacher abilities and skills could be aligned for maximum educational technological proficiency.

These are suggested areas for teachers to demonstrate technological proficiency in:

- ✓ Email
- ✓ Cloud Storage
- ✓ Understanding Microsoft 365
- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft PowerPoint
- ✓ Integration of Applications
- ✓ Windows 10
- ✓ Cloud Computing
- ✓ Microsoft Forms and/or Google Forms

- ✓ Microsoft Teams
- ✓ Integration of Technology in Teaching
- ✓ Online/Offline Educational Applications
- ✓ Content Curation and Sharing
- ✓ OneNote
- ✓ OneNote Class Notebook
- ✓ Finding, Saving and Sharing Information
- ✓ Other ICT Skills
- ✓ PLCs and PLNs
- ✓ AI (new!)

Three Skill Levels

For each category defined, there are three levels:

Level 1: **Basic**; Level 2: **Intermediate**; Level 3: **Proficient**.

Level 1 represents the most basic level with limited abilities and skills – the bare minimum needed to function. At this level, a teacher can only perform the minimum functions required to be able to utilize the hardware/software.

Level 2 represents an 'average-to-competent' level where teachers are able to do the basics and a little bit more. It is recommended that most of your teaching staff be on this level. At this level, the teacher can do the basics with ease, including demonstrating further skills which are ideally preferred by a school, enhancing their effectiveness and productivity.

Level 3 is the ideal level for a professional, technologically-proficient teacher with the preferred ICT skills, demonstrating efficient adaptability across all essential areas. Teachers between Level 2 and Level 3 is what schools should be aiming at in the professional ICT development of their staff.

The various areas illustrate what ICT skills and abilities teachers should *ideally* have, in order to function professionally using technology in their school environment. ICT levels and proficiencies may vary within the levels. This guide was created more with Senior Phase and FET Phase teachers in mind. However, it can be adapted to be relevant for Junior Phase teachers. It favours Microsoft Applications due to their predominance in the workplace. *The skills are not based solely on the features of the software, but rather what a teacher should be able to **do** with the software for their role*, i.e., expecting a teacher to be able to use every advanced feature of a specific piece of software is unreasonable, as it may not pertain to their specific role.

This document may be, perhaps, idealistic in its nature but very practical in its application.

May it guide and inspire!

Matthew Hains

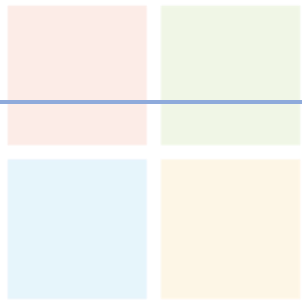| Email		
Using an email client to send and receive emails.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
• Able to open an email client. • Able to compose an email message. • Able to send a message. • Able to reply to a message.	• Able to open an email client. • Able to compose email message in text or Rich Text (HTML). • Able to add a file attachment. • Able to format text. • Able to send a message. • Able to reply to a message. • Able to forward a message. • Able to use CC. • Able to save mail attachments to the computer. • Able to search for an email by sender, date, or contents.	• Able to open an email client. • Able to compose email message in text or Rich Text (HTML). • Able to add a file attachment. • Able to format text. • Able to send a message. • Able to reply to a message. • Able to forward a message. • Able to use CC and BCC. • Understand the difference between "Reply" and "Reply All". • Able to save individual or all attachments to the computer. • Able to search for an email by sender, date, or contents. • Able to Flag messages or colour code messages. • Able to create a contacts list. • Able to create a meeting/appointment. • Can create/use email signature. • Able to set "Out of Office" auto-response. • Able to create Mail Rules for automatic sorting and filing of emails.

Cloud Storage
Using an online storage service provider such as OneDrive.

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
- Understands what 'the cloud' is. - Can install OneDrive. - Able to place files/folders in OneDrive (local machine).[1] - Understands how syncing works.[2]	- Understands what 'the cloud' is. - Can install OneDrive. - Able to put files/folders in OneDrive (local machine) and ensure they are synced. - Understands how syncing works. - Can see if the app is running and synching correctly. - Able to access OneDrive online. - Able to share a file/folder from OneDrive locally or online.	- Understands what 'the cloud' is. - Can install OneDrive. - Able to put files/folders in OneDrive (local machine). - Understands how syncing works. - Can see if the app is running and synching correctly. - Able to access OneDrive online. - Able to share a file/folder from OneDrive locally or online. - Able to share a file/folder with a password. - Able to share a file/folder with specific people only. - Can recover deleted files.

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[1] The computer being worked on, the actual disk drive.
[2] Synchronising, synchronisation between a local device/computer and an online storage service provider.

Understanding Microsoft 365		
For Schools Using Microsoft Office (Desktop).		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
- Has a basic understanding of Office login and online dashboard. - Has an understanding of what Office applications are available on the local machine. - Able to access locally-saved files.	- Has a basic understanding of Office login and online dashboard. - Has an understanding of what Office applications are available on the local machine and *also* online. - Able to launch Office applications from the Windows menu tiles or search.	- Has a knowledgeable understanding of Office login and online dashboard. - Has an understanding of what Office applications are available on the local machine and *also* online. - Able to launch Office applications from the Windows menu tiles or search feature. - View and edit Account/Profile. - Understands the difference between a "desktop" app and an "online" app.

Microsoft Word

The Use of Microsoft Word and Word Processing Skills.

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
The basic requirements for MS Word	*All basic skills*, including:	*All basic & intermediate skills*, including:
• Launch MS Word. • Create a new document. • Typing of text. • Change font type. • Change font colour. • Increase/Decrease font size. • Make text bold/italics/underline. • Insert/create a new paragraph (hard Enter). • Insert/create new line (soft Enter) • Change page size. • Set language to South African English. • Insert a new page. • Open a recently used document. • Cut/Copy/Paste. • Able to zoom in and out of a document. • Print a document. • Knows at least three keyboard shortcuts for MS Word. • Can save the document. • Can close MS Word.	• Use the Format painter. • Highlight text. • Superscript. • Subscript. • Create bulleted list. • Create numbered list. • Indent text (using tab key or indent buttons). • Align text (left, center, right, justify). • Use existing styles to format content. • Search and find text. • Find and replace text. • Insert a table. • Insert data into a table. • Insert images located on the machine. • Insert images from other sources. ○ Online, local machine, stock. • Customise the wrapping of text around an image. • Insert and format shapes (resize, colour, borders etc.) • Insert special characters and symbols. • Format the wrapping of text around a shape. • Insert a screenshot.	• Use line spacing. • Use Paste special. • Use paragraph spacing. • Use shading to colour in text, paragraph or table cell. • Use borders on text and around paragraphs. • Modify existing styles. • Create (a) new style/s. • Apply styles to headings. • First line, hanging and paragraph indents. • Pagination options: Keep with next, Keep lines together, Page break before (Widow/Orphan control). • Insert Smart Art. • Insert a hyperlink. • Insert a bookmark. • Insert a hyperlink to a bookmark. • Insert a comment. • Insert date and time (update automatically). • Insert mathematical equations. • Apply a watermark. • Apply a page border. • Insert columns.

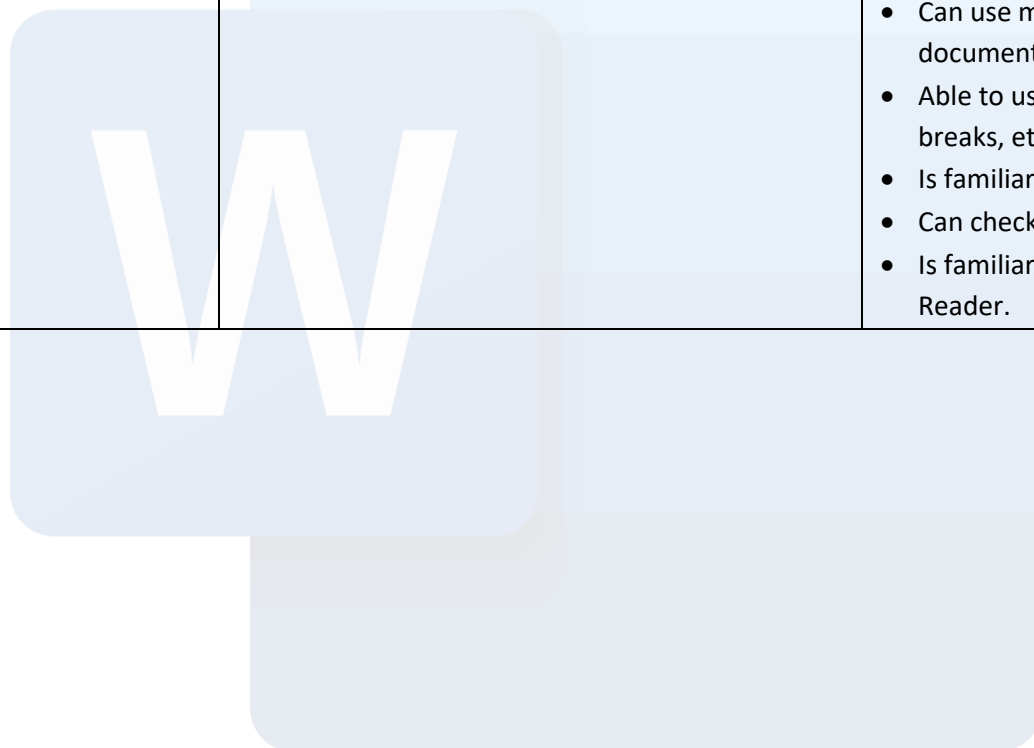| Microsoft Word		
The Use of Microsoft Word and Word Processing Skills.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
	• Access the Header/Footer. • Insert automatic page numbers in header or footer. • Insert a text box. • Format the wrapping of text around a text box. • Set page margins (manually or with ruler). • Change page orientation. • Set page size. • Use "Editor" for spell and grammar checking. • Insert a table column/row into a table. • Merge table cells. • Split a table. • Change row heights and column widths in a table. • Align text in a table cell. • Print certain pages only. • Print back-to-back. • View a Word Count of a document. • Knows at least six keyboard shortcuts for MS Word. • Can access Word options and change various settings like viewing bookmarks, measurement settings etc. • Understand the use of the pilcrow (show/hide) symbol. • Insert a Page Break.	• Use a column break. • Layering of images (bring to front, send to back, bring forward/backward). • Create a table of contents. • Insert footnotes. • Add sources and use citations. • Add reference list/bibliography. • Insert a caption for an image. • Insert a caption for a table. • Use Comments. • Use Track Changes. • Restrict editing of the document. • Use table styles. • Use table shading. • Format borders and shading of a table. • Use AutoFit for tables. • Split table cells. • Change direction of text or text alignment in a table cell. • Protect a document with a password. • Save a document as a different version of Word. • Share a document for online collaboration. • Check document for compatibility issues.

	Microsoft Word	
	The Use of Microsoft Word and Word Processing Skills.	
Level 1: Basic	**Level 2: Intermediate**	**Level 3: Proficient**
	• Use the spell/grammar check. • Print/Export a document to PDF. • Can access Help within Word.	• Use Version History (for cloud-saved documents). • View the properties of a document (eg. Author, words, editing time etc.). • Knows at least eight keyboard shortcuts for MS Word. • Can customise the Quick Access toolbar. • Can use multiple page orientations in one document. • Able to use section breaks, continuous section breaks, etc. • Is familiar with Word Dictation feature. • Can check document for accessibility. • Is familiar with and can use the Immersive Reader.

Microsoft Excel

The Use of Microsoft Excel and Spreadsheet Skills.

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient

The basic requirements for MS Excel:
 	
• Launch MS Excel
• Create a new workbook.
• Type text or numbers into a cell.
• Basic formula use (add, subtract, divide and multiply)
• Can resize columns and rows.
• Able to zoom in and out
• Able to select a cell, copy and paste or move it.
• Able to select a range of cells, copy and paste or move them.
• Open a recently used document.
• Print a document - fit entire worksheet on one page.
• Print a worksheet - fit all columns on one page.
• Save the workbook.
• Close MS Excel.
	All basic skills, including:
	
	• Place borders around a cell or range of cells.
	• Shade a cell or a range of cells.
	• Can use the Auto Fill feature.
	• Change font type, size and colour.
	• Can use the following functions:
	  ○ SUM
	  ○ AVERAGE
	  ○ MAX
	  ○ MIN
	  ○ COUNT
	  ○ COUNTA
	  ○ COUNTBLANK
	• Can use the apostrophe to prevent cells doing automatic date/time/dropped zero.
	• Print/Export to PDF.
	• Uses cell references instead of typing in values.
	• Can sort a column, or range, numerically or alphabetically.
	• Knows at least three keyboard shortcuts for MS Excel.
	• Can access Help within Excel.
		All basic & intermediate skills, including:
		
		• Can use the following functions:
		  ○ XLOOKUP[3] (or VLOOKUP and HLOOKUP)
		  ○ COUNTIF
		  ○ IF
		• Uses absolute cell referencing or
		  ○ Can used named ranges.
		• Can create appropriate charts/graphs from data.
		• Able to use conditional formatting for cell values and text values.
		• Set print areas and page breaks.
		• Can repeat column headers when printing.
		• Can insert and edit headers/footers.
		• Can sort a range according to a specific column/field.
		• Can use cell validation to create a drop-down list.
		• Knows at least five keyboard shortcuts for MS Excel.
		• Can create a table from existing cell data or create a new table from scratch.

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[3] Only available with Microsoft 365 licence

Microsoft Excel		
The Use of Microsoft Excel and Spreadsheet Skills.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
	• Understands the differences between the various number, date and currency formats in the 'Number' group on the ribbon.	• Can filter data according to one or more criteria.

Microsoft PowerPoint		
The Use of Microsoft PowerPoint and Presentation Skills.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient

• Open MS PowerPoint.
• Start a new presentation.
• Add title and subtitle to first slide.
• Create more slides using various layouts.
• Add an image to a slide.
• Resize images.
• Format text on a slide.
• Can copy and paste slides.
• Can delete slides.
• Knows the difference between Editing view and Presentation mode.
• Save a presentation.
• Close PowerPoint.
	• Open MS PowerPoint.
	• Start a new presentation.
	• Add title and subtitle to first slide.
	• Create more slides using various layouts.
	• Make use of the Design Ideas feature.
	• Can copy and paste slides.
	• Can delete slides.
	• Knows the difference between Editing view and Presentation mode.
	• Add images to a slide.
	• Edit images:
	   o Crop; Recolour; Resize; Remove background.
	• Layer objects (send backward/forward).
	• Use various slide transitions.
	• Use various object animations.
	• Able to make use of Design themes.
	• Save a presentation.
	• Close PowerPoint.
	• Can access Help within PowerPoint.
		• Open MS PowerPoint.
		• Start a new presentation.
		• Add title and subtitle to first slide.
		• Create more slides using various layouts.
		• Can copy and paste slides.
		• Can delete slides.
		• Knows the difference between Editing view and Presentation mode.
		• Make use of the Design Ideas feature.[4]
		• Add images to a slide.
		• Edit images:
		   o Crop; Recolour; Resize; Remove background.
		• Able to make use of Design themes.
		• Layer objects (send backward/forward)
		• Use various slide transitions.
		• Use various object animations.
		• Can add multiple animations to objects.
		• Can access Help within PowerPoint.
		• Can access and edit slide masters.
		• Can search for online Themes/Designs.
		• Can edit a Theme.
		• Able to use the Zoom feature[5].

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[4] Microsoft 365
[5] Also MS 365 I think

Microsoft PowerPoint		
The Use of Microsoft PowerPoint and Presentation Skills.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
		• Can add 3D models and animate them on a slide. • Can install and use various Add-ins (QR code generator for example). • Set slide show parameters. • Run a live online presentation. • Use screen recording. • Embed video and audio on a slide. • Can use live captions. • Insert screenshots. • Format text on a slide ○ Can add various visual effects to text. • Can create animations with triggers. • Export a Presentation as a standalone and/or interactive show. • Is familiar with and can use the Immersive Reader. • Is familiar with and can use captions/sub-titles in a presentation.

Integration of Applications

Using Various Applications That Integrate and Share Information Between Each Other.

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
• Able to copy and paste text from one application to another. • Able to use ALT-TAB to switch between Windows/Applications (also found in Windows 10 section).	• Able to copy and paste text from one application to another. • Able to copy and paste an image from an application or online web page and paste into a desktop application. • Can embed a YouTube video onto a PowerPoint slide. • Can convert a Word/Excel/PowerPoint file to PDF.	• Able to copy and paste text from one application to another. • Able to copy and paste an image from an application or web page and paste into a desktop application. • Can embed a YouTube video onto a PowerPoint slide. • Can convert a Word/Excel/PowerPoint file to PDF. • Able to place a link to a local file from within an application. • Able to embed a Word or Excel file into a document or file in another desktop application. • Open a PDF document in Word.

Windows

The Use and Operation of The Windows Operating System.

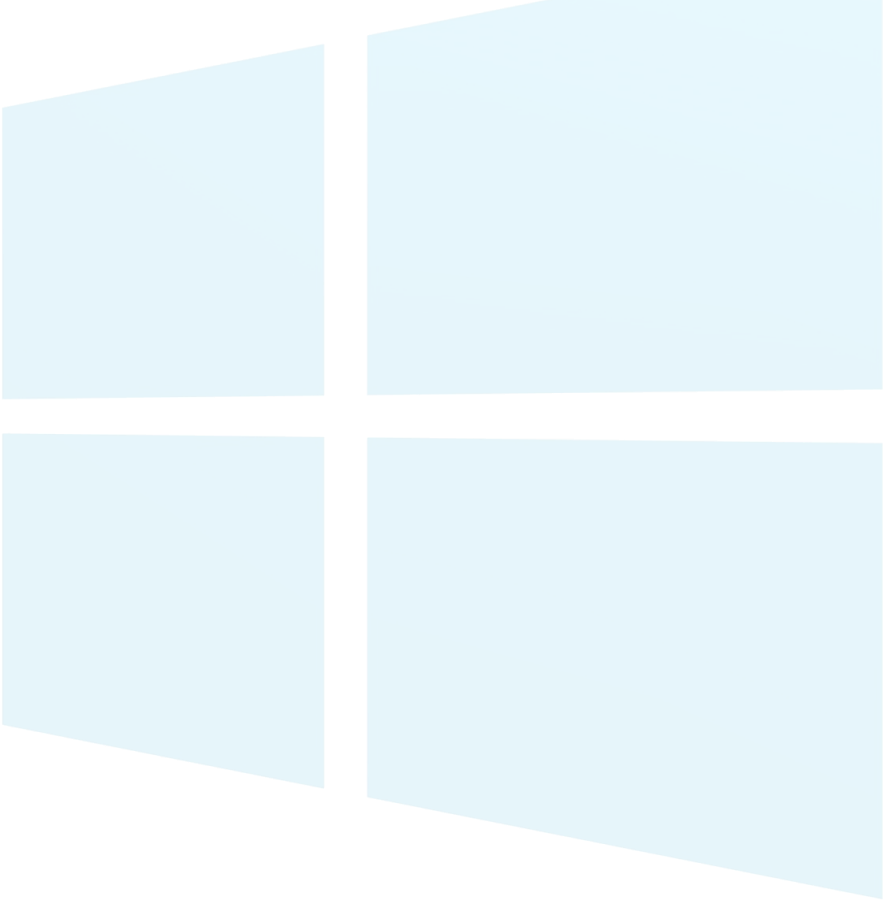| Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
- Login with username and password. - Open a File Explorer window. - Navigate the Windows Menu. - Open an application from the Start Menu. - Close an application. - Identify the local [C] drive. - Able to locate the default Downloads folder. - Create a new folder. - Copy and paste files and folders from one location to another. - Can restart, shutdown or place the computer into 'sleep' mode.	- Login with username and password. - Open a File Explorer window. - Navigate the Windows Menu. - Open an application from the Start Menu. - Close an application. - Identify the local [C] drive and network drives. - Able to locate the default Downloads folder. - Copy and paste files and folders from one location to another. - Zip/Compress a file/folder. - Know at least three keyboard shortcuts. - Close a non-responding application. - Take a screenshot. - Rename a file/folder. - Able to use ALT-TAB to switch between windows. - Connect computer to a wired/wireless network. - Arrange windows on a screen to work in more than window/application at a time e.g. split screen - Can restart, shutdown or place the computer into 'sleep' mode.	- Login with username and password. - Open a File Explorer window. - Navigate the Windows Menu. - Open/Close an application. - Identify the local [C] drive and network drives. - Able to locate the default Downloads folder. - Copy and paste files and folders from one location to another. - Zip/Compress a file/folder. - Access Screen settings. - Adjust audio settings. - Print documents/images. - Close a non-responding application (CTRL ALT DEL). - Extend the desktop. - Take a screenshot and send it to someone or to a file. - Know at least eight keyboard shortcuts. - Able to use ALT-TAB to switch between windows. - Connect computer to a wired/wireless network. - Arrange windows on a screen to work in more than window/application at a time e.g., split screen - Change desktop wallpaper.

Windows		
The Use and Operation of The Windows Operating System.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
		• Can restart, shutdown or place the computer into 'sleep' mode.

Cloud Computing		
Using Online Applications, i.e. Apps Hosted and Run in The Cloud.[6]		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
- Understand what 'the cloud' is. - Access and use online applications: - Word online - Excel online - PowerPoint online	- Understand what 'the cloud' is. - Access and use online applications: - Word online - Excel online - PowerPoint online - Create files using an online application: - Word processing - Spreadsheet - Understand locations of online files and how to access them.	- Understand what 'the cloud' is. - Access and use online applications: - Word online - Excel online - PowerPoint online - Create a file online using an online application: - Word processing - Spreadsheet - Presentation - Understand locations of online files and how to access them. - Share an online file for collaborative editing. - Use comments (review). - Work on a document in real-time with another user.

[6] Office online

MS Forms / Google Forms
Creating Online Forms Using Google Forms or Microsoft Forms.

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
- Create a basic form: - Text fields only. - Access/Download spreadsheet of results. - Share/Send form.	- Create a form: - Text fields. - Date/Time fields. - Multiple choice. - Multiple mark/Multiple selection. - Set required elements. - Create a quiz form: - Set questions. - Set answers. - Access/Download spreadsheet of results. - Share/Send form. - Understands how to share form publicly or with a required login.	- Create a form: - Text fields - Short/Long answer. - Date/Time fields. - Multiple choice. - Drop-down enabled. - Multiple mark/Multiple selection. - Linear scale; Rating scale; Likert scale. - Multiple choice grid (Google). - Tick box grid (Google). - File upload field. - Set required elements. - Create a quiz form: - Set questions and answers. - Allow various text options for auto-marking text answers. - Mark allocation for questions. - Access/Download spreadsheet of results. - Create sections and/or conditional sections. - Share/Send form using URL Shortener. - Understands how to send/share form publicly or with a required login (within an organisation).

MS Teams

The Use of Microsoft Teams for Education. Used for School Communication; Staff and Students; Classroom and Student Management.
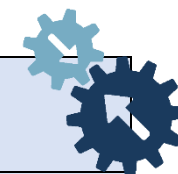
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
• Create a Class Team. • Add members to a Team. • Post messages in the main conversation window of a Team. • Attach a file to a message. • Upload a file to the Files section. • Create a chat with another user. • Use MS Teams on a computer desktop/laptop and mobile/device. • Switch camera/microphone on/off. • Access Teams online or via desktop app.	• Create a Class Team. • Add members to a Team. • Post messages in the main conversation window of a Team. • Format messages. • Mark a message as important. • Attach a file (or multiple files) to a message in the conversation window or a private chat. • Upload a file to the Files section. • Create folders and add files to them in the Files section. • Create a chat with another user. • Create a chat group with multiple users. • Use MS Teams on a computer desktop/laptop and mobile/device. • Switch camera/microphone on/off. • Set up a Class Notebook including setting up teacher and student sections. • Start a video/audio meeting with the members in a Team. • Share a screen in a meeting. • Create a basic assignment. • Add a channel to a Team. • Use top bar ○ Search	• Create a Class Team. • Change picture/icon of a Team. • Add members to a Team. • Post messages in the main conversation window of a Team • Format messages • Mark a message as important. • Attach a file (or multiple files) to a message in the conversation. • Upload a file to the Files section. • Create folders and add files to them in the Files section. • Create a chat with another user. • Create a chat group with multiple users. • Use MS Teams on a computer desktop/laptop and mobile/device. • Switch camera/microphone on/off. • Set up a Class Notebook including setting up teacher and student sections. • Start a video/audio meeting with the members in a Team. • Record meetings. • Make use of Breakout Rooms in online meetings/chats. • Download recorded meetings video files.

MS Teams		
The Use of Microsoft Teams for Education. Used for School Communication; Staff and Students; Classroom and Student Management.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
	- o Set status - o Access help - Access Teams online or via desktop app.	- Create an assignment with added resources. - Create post-dated assignments. - Add a channel to a Team. - Pin channels. - Pin chats. - Use top bar - o Search - o Set status - o Access help - Set status message. - Change interface settings - o Colour - o Layout - o Devices - o Notifications - Share screen or application window. - Share audio. - Share a file in a chat or meeting. - Take attendance in meeting. - Mute all participants in a meeting. - Schedule meetings via the calendar. - Add content to the Notebook via Teams. - Create a private channel with selected members. - Make a member of a Team an owner.

MS Teams		
The Use of Microsoft Teams for Education. Used for School Communication; Staff and Students; Classroom and Student Management.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
		• Send a post to more than one channel at the same time. • Send an email to a channel using its unique email address. • Add a Teams-approved app to a channel or chat. • Manage notifications. • Access Teams online or via desktop app.

Integration of Technology in Teaching

Integration of Various Hardware Devices in The Classroom as Part of Teaching and Content Presentation. Also Includes Software.

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
• Can use interactive whiteboard/smartboard with related/integrated board software; OR • Uses a tablet or laptop for teaching. • Able to communicate with students remotely using at least one digital platform.	Two or more of the following: • Can use interactive whiteboard/smartboard with related/integrated software. • Uses a tablet or laptop for teaching. • Allows students to use smartphones, laptops or tablets in class for access to educational applications. • Able to communicate with students remotely using digital platforms (Teams, Classroom, Email, WhatsApp, Zoom, Skype etc.). • Uses online content for student development, revision or tasks.	Four or more of the following: • Can use interactive whiteboard/smartboard with related software. • Uses a tablet or laptop for teaching. • Allows students to use smartphones, laptops or tablets in class for access to educational applications. • Uses online content for student development, revision or tasks. • Able to communicate with students remotely using digital platforms (Teams, Classroom, Email, WhatsApp, Zoom, Skype etc.). • Able to use an internal or external webcam and/or mic for hybrid teaching setups. • Is able to record (and narrate) a screen and share the recording. • Able to edit videos. • Can create interactive digital content for students to access on devices (this links with other categories such as using online apps). • Uses live polling apps on available computer devices for in-class discussions.

Online/Offline Educational Applications

Using Educational Applications for Teaching, Assessment, Student Work Etc. (Excludes Online Software Such as MS Office Online) [7]

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
Able to use at least two of the following:	Able to use at least four of the following:	Able to use at least six of the following:
- Flipgrid - Wakelet - PearDeck - EdPuzzle - Khan Academy - DuoLingo - Nearpod - Kahoot! - Plickers - Liveboard - Visme - Sway [Reading apps] [Typing apps] [Maths apps] [Science apps] [Language apps] [Subject-specific apps or online interactive resources] - YouTube (or other video sources)	- Flipgrid - Wakelet - PearDeck - EdPuzzle - Khan Academy - DuoLingo - Nearpod - Kahoot! - Plickers - Liveboard - Visme - Sway [Reading apps] [Typing apps] [Maths apps] [Science apps] [Language apps] [Subject-specific apps or online interactive resources] - YouTube (or other video sources)	- Flipgrid - Wakelet - PearDeck - EdPuzzle - Khan Academy - DuoLingo - Nearpod - Kahoot! - Plickers - Liveboard - Visme - Sway [Reading apps] [Typing apps] [Maths apps] [Science apps] [Language apps] [Subject-specific apps or online interactive resources] - YouTube (or other video sources) - Augmented reality and/or virtual reality applications.

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[7] Most apps here are merely suggestions, there are many apps to discover!

Content Curation and Sharing		
Gathering and Sharing Relevant Content for Students and/or Other Colleagues or Related Subject Teachers and/or Students.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
Able to use at least 1 of the following applications (this excludes online software such as MS Office) • Wakelet • Padlet • EduClipper • Feedly • Issuu • Pinterest • Microsoft Edge 'Collections' • MS Teams channel/s • Blog/Website • Pearltrees • Scoop.it • Paper.li • Shared YouTube playlist/s • Twitter • Telegram/WhatsApp	Able to use at least 2 of the following applications (this excludes online software such as MS Office) • Wakelet • Padlet • EduClipper • Feedly • Issuu • Pinterest • Microsoft Edge 'Collections' • MS Teams channel/s • Blog/Website • Pearltrees • Scoop.it • Paper.li • Shared YouTube playlist/s • Twitter • Telegram/WhatsApp	Able to use at least 3 of the following applications (this excludes online software such as MS Office) • Wakelet • Padlet • EduClipper • Feedly • Issuu • Pinterest • Microsoft Edge 'Collections' • MS Teams channel/s • Blog/Website • Pearltrees • Scoop.it • Paper.li • Shared YouTube playlist/s • Twitter • Telegram/WhatsApp

| **OneNote** The Use of OneNote to Create Digital Notebooks and Portfolios For Storage and Management of Content for Teaching, Professional Development and Administration.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient

Able to:
 	
• create a notebook using OneNote2016 or via OneNote.com.
• add sections.
• add pages in a section.
• add text to pages.
	Able to:
	
	• create a notebook using OneNote2016 or via OneNote.com.
	• add sections.
	• add section groups.
	• add pages in a section.
	• add basic text to pages.
	• format text with font, size, colour, highlighting etc.
	• insert images/screenshots.
	• insert table.
	• insert a file attachment.
	• tag content.
		Able to:
		
		• create a notebook using OneNote2016 or via OneNote.com.
		• add sections.
		• add section groups.
		• add pages in a section.
		• colour pages.
		• add basic text to pages.
		• format text with font, size, colour, highlighting etc.
		• insert images/screenshots.
		• insert table.
		• shade table cells.
		• insert a file attachment.
		• insert a file printout.
		• Insert hyperlinks:
		    ○ to online locations.
		    ○ to various locations within the notebook.
		• insert emojis.
		• embed video.
		• tag content.
		• create custom tags.
		• search for tagged content.

OneNote The Use of OneNote to Create Digital Notebooks and Portfolios For Storage and Management of Content for Teaching, Professional Development and Administration.		
Level 1: Basic	**Level 2: Intermediate**	**Level 3: Proficient**
		• understand the difference between OneNote2016 and OneNote (Windows 10 app). • use the drawing tools (especially if using a touchscreen device). • use 'Ink to Math' feature. • create page templates. • copy and paste pages.

OneNote Class Notebook

Using OneNote with the Class Notebook Feature (Linked to MS Teams or Created from Scratch – Microsoft Education License Required)

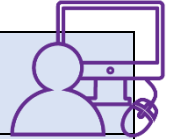| Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
In addition to all skills mentioned in Level 1 for OneNote Able to: • create a Class Notebook via Office dashboard or • create a Class Notebook via a class team in MS Teams. • add/remove students. • add content to the "_Content Library". • use the "Teacher only" section.	In addition to all skills mentioned in Level 2 for OneNote and including Level 1 for Class Notebook Able to: • Distribute a new page to the class. • Distribute a new section to the class. • Distribute new library content to the class. • Add another teacher to the notebook.	In addition to all skills mentioned in Level 3 for OneNote and including Level 2 for Class Notebook Able to: • Create linked MS Team assignment. • Review student work. • Use OneNote2016 with Class Notebook add-in or • Use OneNote (Win 10) or • Use Class Notebook in a team in MS Teams.
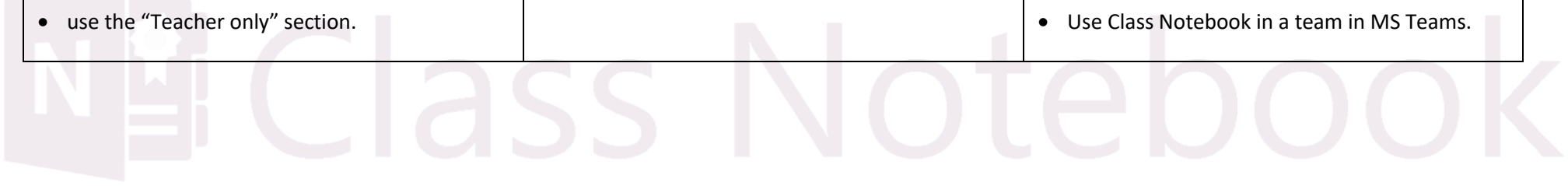
Finding, Saving and Sharing Information

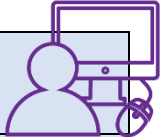Finding Useful Information for Teaching and Presenting, Storing and Sharing.

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
- Able to use a search engine to perform a search for information. - Can bookmark a website.	- Able to use a search engine to perform a search for information. - Can find specific information using keywords. - Can bookmark a website. - Can organise bookmarks in a web browser application. - Can find and install add-ons for a web-browser. E.g. - Adblock - Print-Friendly - Can create a 'group' on a social media platform for discussions/sharing of content.	- Able to use a search engine to perform a search for information. - Can find specific information using keywords and search engine operators. - Can bookmark a website. - Can organise bookmarks in folders/categories. - Can find and install add-ons for a web-browser. E.g. - Adblock - Print-Friendly - Can create a 'group' on a social media platform for discussions/sharing of content. - Knows how to restrict/secure discussions and content in a 'group' created on a social media platform. - Can save/download web pages/files found online. - Can share files/information via mail, social media etc. - Can create a Collection in Microsoft Edge (related to curation).

Other ICT Skills

Other Useful ICT Skills for Teaching and/or ICT Professional Development.

Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
- Sourcing good quality images online. - Knows the difference between Windows, Mac, Android and iOS. - Able to take a basic screenshot. - Able to save a screenshot to a file. - Connect a computer to a projector.	- Sourcing good quality images online - Knows the difference between Windows, Mac, Android and iOS. - Understands how to use at least one web browser efficiently. - Use an URL shortener. - Knows how to embed a video in an application. - Can source and install fonts. - Able to install software. - Able to take a cropped screenshot. - Able to save a screenshot to a file. - Troubleshoot video/audio problems on a computer. - Can connect a second monitor to a laptop.	- Sourcing good quality images online - Differentiate between and search for JPG, PNG, GIF and SVG. - Able to search for high quality images. - Can access and use free online stock photo providers (eg. Pixabay). - Able to use image search engine filters/operators. - Knows the difference between Windows, Mac, Android and iOS. - Understands how to use two different web browsers. - Use an URL shortener. - Create a custom shortened URL. - Knows how to embed a video in an application or download a YouTube video for embedding. - Screen recording. - Video editing. - Create a QR code - Linking to a web site - Linking to an online file/folder/video - Can use Office Lens (scanning app for PDF creation), OneDrive (for scanning to PDF) or any other PDF scanning application on a mobile device. - Can source and install fonts.

Other ICT Skills		
Other Useful ICT Skills for Teaching and/or ICT Professional Development.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
		- Able to source and install software that is beneficial for teaching or professional development. - Can convert a PDF document to Word or Excel using an appropriate tool. - Able to take a cropped screenshot. - Able to save a screenshot to a file. - Can connect a second monitor to a laptop. - Able to use more than monitor at a time (dual monitors for example) with various applications e.g. MS Teams in a meeting.
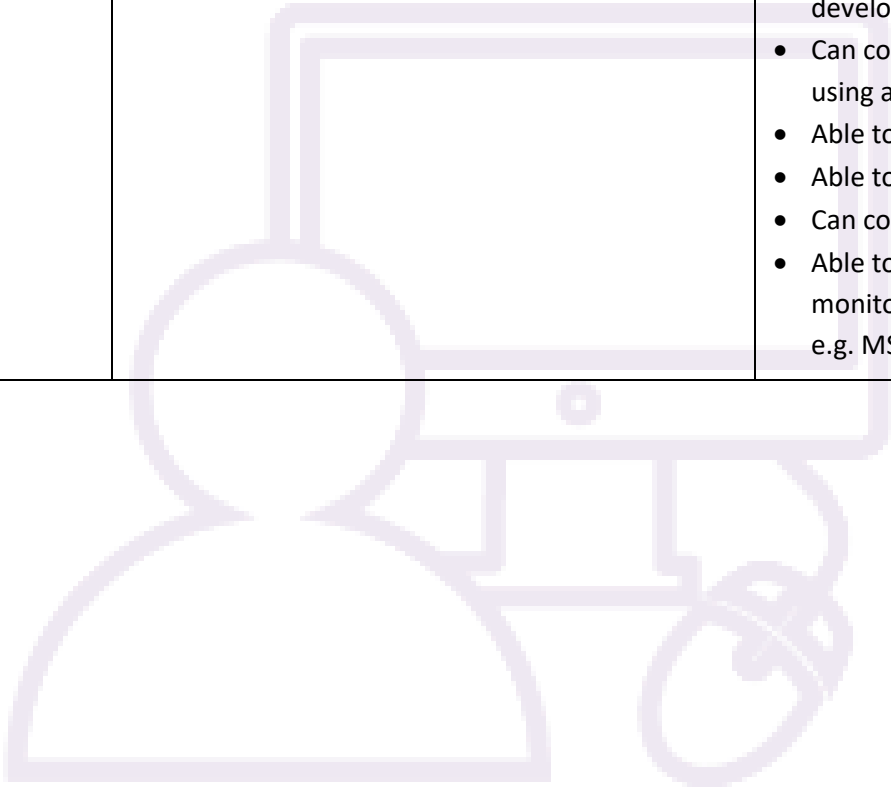
PLNs and PLCs		
Professional Learning Networks and Professional Learning Communities.		
Level 1: Basic	Level 2: Intermediate	Level 3: Proficient
•	•	•

This section will be updated soon.

Thank you to

Kathy Aitken
Charmaine Cowell
Anne Matthews
Michelle Meyer
Yvonne Smith
Claire Smuts

for their most valued input.

This document was last updated on Monday, 14 October 2024