

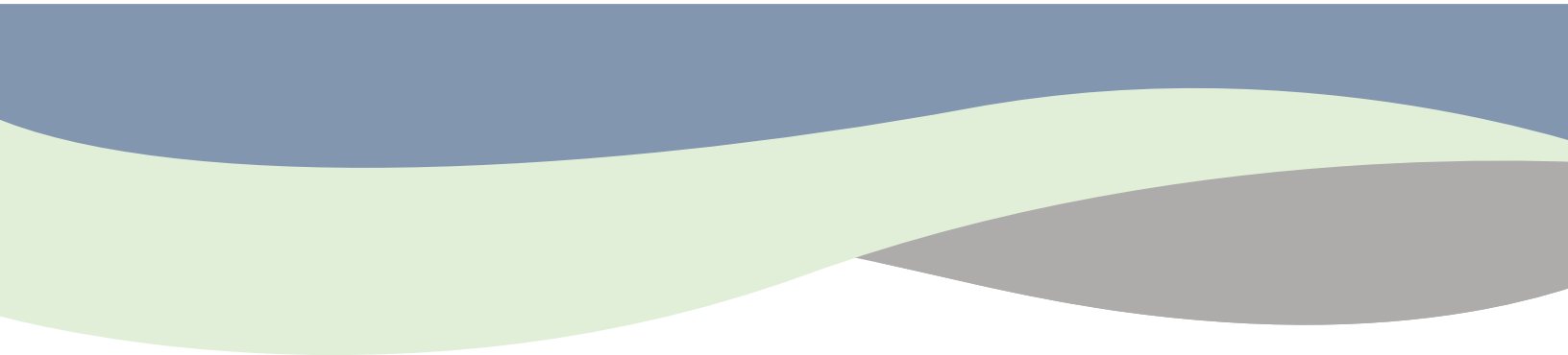
Digital Literacy Tip Sheet

Getting Students Online

- Assess learners' digital access and skills.
 - Consider making this a part of the intake/orientation process.
 - Assessment options include surveys (e.g., Google Forms, SurveyMonkey, etc.), phone calls, or text messaging as well as more formal assessments such as [Northstar Digital Literacy](#).
- Set up a plan for communication based on learner access. This might include text messaging and phone calls rather than relying on emails or announcements sent through a course site or learning management system (LMS).
- Provide individualized technology support. Possible supports include providing digital literacy tutoring or connecting learners for peer mentoring.
- Limit the amount of technology tools introduced at one time and make sure learners are comfortable with tools before introducing new ones.
- Provide [onboarding](#) for new tools (e.g., demonstrations and how-to-videos for accessing online tools).
- Provide all materials in a centralized location (e.g., Canvas, Google Classroom, Padlet, WhatsApp, a class Facebook group, etc.).

Building Digital Literacy Skills

- Conduct a digital literacy skills assessment.
- Integrate online tools into classroom activities.
 - Model and scaffold instruction using tools.
 - Integrate tools into class routines.
 - Provide multiple opportunities to practice and use new tools and skills.

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- Provide authentic opportunities for application of digital literacy skills.
 - Assess where and how students plan to use digital literacy skills.
 - Consider skills needed for community participation, postsecondary education, and/or workforce preparation.

Visit the [VALRC Digital Access](#) site for more information on resources to support learners, build skills, and determine online readiness.