

Computer Tutoring

Computer literacy is becoming increasingly important to learners in our community in order to access information and communicate in all aspects of their lives. More and more tutors are incorporating computer skills in tutoring such as typing, setting up e-mail accounts, e-mailing their child's teachers, using the internet for a variety of tasks such as job searching, looking up recipes, planning a vacation and accessing social networking sites.

Here are some tips to keep in mind when tutoring on the computer:

- Some tutors choose to bring their personal laptop to tutoring sessions. Another option is to take a field trip to the library to use the computers available there. In addition to the public computers, there is also a laptop available exclusively for WLC tutors at the Bellingham Public Library. This laptop may be checked out by a tutor at the reference desk. Directions on how to operate it are attached to the laptop (for example, users will need a password).
- Go through the *Computer Skills Student Assessment* with the learner to find out what skills the learner already knows and what areas could be covered in sessions. Initial and periodic goal setting can provide direction and help the learner to see progress, gain confidence and stay motivated.
- Let the learner sit at the computer and do as much as possible on the computer with the mouse and keyboard for hands-on practice.
- Build repetition and review into the lessons. What may seem automatic to someone who has a lot of experience with computers can be challenging to a learner.
- Encourage the learner to find time to practice outside of tutoring sessions. Offer ideas for tasks that the learner can accomplish independently.
- Help the learner to access information about computer classes in the community which may be offered at Goodwill, Work Source, Whatcom Community College and the libraries around the county. For more information about a current schedules contact our office with questions.

Online Resources for teaching computers:

- Goodwill Community Foundation website with online computer courses on computer and internet basics, Microsoft word, Microsoft Excel, etc. www.gcflearnfree.org/
- Literacy Online Computer Curriculum: <http://sites.google.com/site/literacyonline/teaching-materials/technology/computer-curriculum>

The following books are available for check out through the Whatcom County Library System and there are reference copy in our WLC Library.

- *Out & About in the World of Computers: An Introductory Computer Course for Beginning English Learners*, by Amy Hemmert & Trina Sander
- *Easy Computer Basics: See it done. Do it yourself.* By Michael Miller

Student Name: _____

Student Computer Skills Assessment

The Parts of a Computer	I don't know what this is	I want to review this	I already know what this is	Date this was taught
Power Button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hard Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CD or DVD player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
USB Port	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flash Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Basic Computer Skills	I don't know how to do this	I can do this with help	I can do this on my own	Date this was taught
Turn the computer on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turn the computer off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Move the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Click the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Double click the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drag and drop with the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the mouse scroll wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open a program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Close a program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimize a window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maximize a window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resize a window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use Scroll bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Working With Files & Folders	I don't know how to do this	I can do this with help	I can do this on my own	Date this was taught
Create a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Save things in a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Move a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rename a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delete a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Using the Internet	I don't know how to do this	I can do this with help	I can do this on my own	Date this was taught
Open Internet Explorer (web browser)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follow the links on a web page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the Address Bar to go to a web page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the Back and Forward buttons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the Search engine to find news and information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use Favorites (bookmarks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Print web pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Using Email	I don't know how to do this	I can do this with help	I can do this on my own	Date this was taught
Create an email account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Log in to your email account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use email to read a message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use email to send a message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create and use Contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attach files to a message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Search messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prevent or manage spam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Using Microsoft Word	I don't know how to do this	I can do this with help	I can do this on my own	Date this was taught
Create documents like a letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Format text (Bold , <i>Italics</i> , <u>Underline</u> , different fonts, font size, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insert pictures into a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check spelling and grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Save your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open saved documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create and use tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cut, Copy and Paste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use templates to create documents like a resume and cover letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Print documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	