

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. Not since the introduction of the blackboard have we seen a piece of equipment make such a difference in how we teach. Today, not only do we use computers, but we also have laptops, wireless laptops, and tablet PCs. In addition, we have the World Wide Web, scanners, CD burners, USB drives, digital cameras and digital video cameras, PDAs, as well as video and DVD players. And most educators use a variety of tools-including video, e-mail, desktop conferencing, online programs such as WebCT and Blackboard, as well as video 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. Because as computer and associated technologies continue to change and evolve, educators must continue to strive for excellence in their work. Today that includes continued time and effort to maintain and improve their technology skills (as much as 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, etc.)
- 16 Scanner Knowledge
- 17 Knowledge of PDAs
- 18 Deep Web Knowledge
- 19 Educational Copyright Knowledge
- 20 Computer Security Knowledge