

## Appendix A. IT SKILLS GUIDANCE FOR DISTANCE LEARNING

<b>1</b>	<b>USING WINDOWS</b>	<b>Yes</b>	<b>No</b>
1.1	Login and understand the password procedures (if applicable)		
1.2	Run an application using desktop or start menu shortcuts or the program's menu		
1.3	Run several programs simultaneously and switch between them (multi-tasking)		
1.4	Minimise, maximise, restore, move, resize and close windows		
<b>2</b>	<b>WINDOWS APPLICATIONS - GENERAL</b>	<b>Yes</b>	<b>No</b>
2.1	Create a new file		
2.2	Save, save as, and open a file		
2.3	Save a file in different folders or different drives (e.g. F: )		
2.4	Print a file		
2.5	Cut, copy and paste within a file, between files and applications		
2.6	Use the online help menu		
<b>3</b>	<b>GOOGLE ACCOUNT</b>	<b>Yes</b>	<b>No</b>
3.1	Login to leicesterlearns account and set a strong password		
3.1	Use the waffle/nine dots to find Google Apps (Classroom, Meet, Drive, Sheets, Docs)		
3.2	How to switch from private Gmail to leicesterlearns account		
<b>4</b>	<b>GOOGLE DRIVE AND GOOGLE DOCS</b>	<b>Yes</b>	<b>No</b>
4.1	Create a new blank document		
4.2	Understand how Google Docs are saved in Google Drive		
4.3	Share documents with others using Google Drive		
4.4	Upload documents or files from your device using Google Drive		
4.5	Understand access rights in Google Drive		
4.6	Use formatting techniques including headings, bold, underline, font sizes etc		
4.7	Insert graphics (copy/paste/clipart)		
4.8	Add headers and footers		
4.9	Use spell checker		
4.10	Insert tables		
4.11	Insert images/photographs		
4.12	Format text and using columns		
<b>5</b>	<b>GOOGLE CLASSROOM</b>	<b>Yes</b>	<b>No</b>
5.1	Set up and organise a Google Classroom		
5.2	Add digital content to a Google Classroom		
5.3	Understand the different type of assignment		
5.4	Privately distribute assignments to multiple learners		
5.5	Marking work online using Google Classroom's embedded tools and/or any third-party apps that have been previously approved by the service.		
5.6	Add comments in learners' work		
5.7	Understand the difference between accessing Google Classroom from a computer or from a phone.		
<b>6</b>	<b>GOOGLE MEET</b>	<b>Yes</b>	<b>No</b>
6.1	Create, share and join a Google Meet using Google Classroom or Google Calendar		
6.2	Present your screen/a window/a chrome tab using Google Meet		
6.3	Mute or remove participants using Google Meet		

6.4	Use the chat tool to communicate with learners		
<b>7</b>	<b>WORD PROCESSING (using Word)</b>	<b>Yes</b>	<b>No</b>
7.1	Open a new blank document		
7.2	Save and edit documents		
7.3	Save in different formats, and earlier versions of MS Word		
7.4	Use formatting techniques including headings, bold, underline, font sizes etc		
7.5	Insert graphics (copy/paste/clipart)		
7.6	Add headers and footers		
7.7	Use spell checker		
7.8	Insert tables		
7.9	Create publications using text boxes, Word Art		
7.10	Insert images/photographs		
7.11	Format text and using columns		
<b>8</b>	<b>INTERNET</b>	<b>Yes</b>	<b>No</b>
8.1a	Do you know what a URL is?		
8.1b	Do you know what a hyperlink is?		
8.1	Enter web addresses (URLs) to access sites directly		
8.2	Follow hyperlinks to access other pages and sites		
8.3	Copy text and graphics from the web		
8.4	Use one search engine e.g. Google		
8.5	Download multimedia files (music, video, images)		
8.6	Do you know what a browser is?		
<b>9</b>	<b>POWERPOINT</b>	<b>Yes</b>	<b>No</b>
9.1	Create and use a PowerPoint presentation		
9.2	Edit a PowerPoint presentation		
9.3	Save a PowerPoint presentation		

## Appendix B. PLATFORMS AND APPLICATIONS APPROVED FOR USE AT LASALS

The following applications have been approved to be used by LASALS:

Function	Platform(s) or application(s)
Virtual Learning Environment	Google Classroom
Videoconferencing platform	Google Meet
Marketing and wider community engagement	Facebook (including Facebook live), Twitter and G Suite apps (Google Sites)
Sharing content	G Suite apps (Google Drive), Padlet, Wakelet
Editing documents	Microsoft Office, G Suite apps (Google Docs)
Accessibility Support	Wakelet, Microsoft Office (accessibility tools)
Copyright free images and icons	<a href="#">Unsplash</a> , <a href="#">barnimages</a> , <a href="#">iconset</a> , <a href="#">pexels</a> , <a href="#">reshot</a> , <a href="#">CCO search</a>
Learner Engagement	<ul style="list-style-type: none"> <li>• <a href="#">Wordwall</a> = interactive activities with the ability to print activities.</li> <li>• <a href="#">Quizlet</a> = fun yet challenging revision resources to suit all students.</li> <li>• <a href="#">Seneca Learning</a> = Revision guides for many subjects focused on KS2, KS3, GCSE and A Level</li> <li>• <a href="#">Kahoot</a> = Tool to check learning. Learners use their own device.</li> <li>• <a href="#">Socrative</a> = formative assessment tools</li> <li>• <a href="#">Glideapps</a> = Build an app from a Google Sheet</li> <li>• <a href="#">Edpuzzle</a> = Make any video your lesson</li> <li>• <a href="#">Flipgrid</a> = a simple, free, and accessible video discussion experience</li> <li>• <a href="#">Quizizz</a> (Find and create free gamified quizzes and interactive lessons to engage any learner.)</li> <li>• <a href="#">Pear Deck</a> (transform Google Slides presentations into classroom conversations)</li> <li>• <a href="#">Mentimeter</a> (create interactive presentations &amp; meetings)</li> <li>• <a href="#">Kami</a> (PDF and document annotation)</li> <li>• <a href="#">VocabKitchen</a> (great tool for vocabulary teaching)</li> <li>• <a href="#">OBS</a> (Free and open source software for video recording and live streaming)</li> <li>• <a href="#">Fluency Tutor</a> (Track and assess oral reading progress)</li> <li>• <a href="#">Worditout</a> (creating word clouds)</li> <li>• <a href="#">Canva</a> = Graphic design tools</li> <li>• <a href="#">Mote</a> = Voice notes and feedback (integrated with Google Docs)</li> <li>• <a href="#">Blooket</a> = Trivia and Review game</li> </ul>
Voice recording site	<ul style="list-style-type: none"> <li>• <a href="#">Vocaroo</a></li> </ul>