

Digital Literacy Training Preparedness Checklist

Questions for DL Trainers	Y/N	Response from BBRI Instructors
Have you reviewed all the Digital Literacy training modules? Available online at http://literacy.broadband.ri.gov/resources/curriculum/	Yes	Excellent. Your chances of success as an instructor are greatly increased and your students will get maximum value from your instruction. Even if you are familiar with the content, spend a few minutes on the module you are delivering each week – you’ll be better prepared and more confident for delivery.
Do you feel that you have a good grasp of the content and concepts?	No	You really need to be familiar with the materials. At the very least, spend a half-hour reviewing the module you are about to deliver. You’ll be glad you did, and your students will learn more.
Have you visited the training location prior to the scheduled training date?	Yes	Excellent – one less thing to stress over; you will know how to get there and how long it might take to do so. Plan to arrive at least half an hour early on the day of the training – more if there are tasks you need to perform when you get there.
	No	Try to visit the location. If that is not possible, call someone at the location to make sure you have accurate directions and to learn if there is anything special you or your students need to know or do to gain timely access to the facility. Plan on being there an hour early, just in case there are complications.

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Will it be easy for learners to find the training facility and specific room where you will be delivering your training?	Yes	Great! You might actually start on time with most of your registered learners present. But there may be a few late arrivals any way. Don't be surprised, be patient, and accommodate them as best you can.
	No	Prepare directions for registered learners and communicate as appropriate. On the day of the training, alert others at the facility that you will be conducting DL training there, and exactly where you will be doing it. Tell them that some students may get lost and need assistance in getting to the training room/space.
Are there controls in the training room that allow you to circulate air, raise or lower the room temperature as necessary, or are there windows that can be opened as necessary for circulation?	Yes	Make yourself and your learners comfortable. Stay appropriately warm/cool and hydrated.
	No	Grin and bear it. Just be aware of the situation and how it may be affecting you and the students. It's not you – it's the environment that putting them to sleep. Stay appropriately warm/cool and hydrated.

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Do you know where the nearest emergency exits are?	Yes	Thanks for your thoughtfulness and consideration. Make sure to spend a few seconds at the start of the training to inform your students of these exits (and where the bathrooms are).
	No	You may never be in an emergency situation, but you never know. It is easy information to discern and you and students will have “peace of mind” around this. Try to find this information and communicate it to your students - and everyone needs to know where the bathrooms are located.
Will there be an instructor computer/laptop available for you?	Yes	Good! Make sure you can turn it on and operate it prior to class start time. Familiarize yourself with the keyboard, buttons, and pointing device (mouse, touchpad, etc.) especially if it is different than what you are used to.
	No	You will need one. You may have to make arrangements to bring your own or borrow one ahead of time.

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<p>Is there a projector available and connected to the instructor computer?</p> <p>Note: It is good to know if there is a replacement lamp available, just in case the current bulb inadvertently burns out. In such as unlikely event, be aware that it might be tricky to replace the bulb. Make the sure the bulb has had time to cool off - they get quite hot!</p>	Yes	Fabulous! Check to make sure it is properly connected, turned on and projecting what is on your computer screen. Check the resolution level; resolution higher than 800 x 600 is better and makes it more likely that what appears on the projected screen will be identical or very close to what students will be seeing on their computer screens.
	No	A projector is recommended. You can get by without one in a small class by having students look at your screen, but this is not optimal. You'll be better off securing a projector. Find out before the training date if there is one at the facility you can borrow, or make alternate arrangements to secure one. You really don't want to arrive at your training location and be surprised that there is no projector; it could be a "show-stopper".
<p>Are learner computers set up in a permanent location (e.g lab or specific room/location)? Or will you have to bring them in to the training location and set them up yourself?</p>	Yes	Whew! Life is good!
	No	Avoid this situation, if possible. If you have to bring and set up computers yourself, be prepared to arrive at least an hour early or more to make sure that things are set up properly before the start of the class. You may need extension cords, internet connectivity, a projection screen (or light-colored wall) and log-on credentials. Our advice: AVOID THIS SITUATION!

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Are the learner computers uniformly configured in terms of physical appearance, processor speed, amount of RAM, identical/similar monitor sizes and resolution, similar keyboards and pointing devices?	Yes	Again, fabulous! Life is good. Be sure to praise and thank the folks at the facility for their great technical resources.
	No	Be aware of the situation and very clear in your instructions to students. Remember, if students' screens do not all look exactly the same, it will affect how you need to teach, recognizing these variations (such as location of keys, wheel/no wheel on the mouse, under-powered older machines, etc.). Keep explaining the situation, be calm and patient yourself and encourage the same of students. If you are inspired, offer to help the facility write a proposal to secure funding for newer, faster, really cool equipment.
Is every computer able to connect to the Internet using a relatively fast connection? Note: A slow connection can hamper the training, especially if multiple computers are accessing rich (large file) content. It can create an Internet bottleneck. If you know ahead of time that it is a slow connection, be cautious and alert learners when things slow down.	Yes	You are living life right! Hopefully it's a relatively fast connection. You may want to perform a "SpeedTest", as appropriate: http://broadband.ri.gov/speedtest/index.html?Loc=3
	No	Make sure the network cable is plugged in if it's a wired connection. If wireless, make sure a signal is being transmitted and received. There may be multiple wireless signals in the vicinity; make sure the computer is trying to connect with the appropriate one. Find out ahead of time if a password is needed for making a connection. Training will be very difficult or impossible without a good Internet connection. You can simulate a connection by creating slides/images of websites/pages and walk students through them, but it's not the same as having students experience the Internet in real time. You may have to reschedule.

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Do you know what the default browsers on the learner machines are, and is it/are they the current version? Also, have you checked each computer to ensure there is uniformity in the browsers' home pages?	Yes	Training will be easier on current versions of Internet Explorer, Firefox and Chrome. Make sure you are familiar with whatever default browser is installed on the learner machines. Cover only the features that actually are available. Older versions may not permit "tabbed-browsing" and other functionalities.
	No	Ask/determine ahead of time. If an older version is installed, inquire whether it can be updated to a current version (hardware permitting). Make sure you prepare yourself for whatever browser is installed.
Are computers restricted from accessing certain websites (e.g. social media, adult content, etc.)?	Yes	Learn ahead of time whether the website examples you plan to use are accessible. If not, plan accordingly and have alternate sites ready to go.
	No	Great! One less thing to worry about.
Do you know what to do when those annoying notices appear on the screen asking permission to install plug-in, update software, etc.?	Yes	You are the first. No one else really knows whether to ignore them or not.
	No	Try to get some guidance from IT or other personnel at the facility on what to do. Usually it is okay to just ignore and/or close those little pop-up windows, but it is always best to know for sure, so you and students don't inadvertently do something to harm the equipment or impede the training.

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Is there any guidance as to what conditions the computers need to be reset to at the conclusion of the training session? For example, is there a need to: Delete Internet history or undo shortcuts? Do learners need to log off? Do computers need to be “shut down”	Yes	Make sure you comply. Allot time in your class agenda to accomplish this. You can either guide students to do this or you’ll have to do it yourself at the conclusion of the class.
	No	Way cool! You can go home.
Are you familiar with and have you prepared the session evaluation forms (online or in print)? Link for session evaluation forms: http://literacy.broadband.ri.gov/resources/participant-self-assess/	Yes	Terrific! Make sure you allot time in your schedule to accomplish this important task. These evaluations will provide feedback for you to use in future training sessions, and to continue to improve you own training skills.
	No	Ongoing assessment is important and helpful. The forms are online. Print them out and plan to use them.
Are you familiar with and have you prepared course completion certificates for your students? Link for certificate: http://literacy.broadband.ri.gov/certificate/	Yes	Congratulations! It makes a difference for your students. Make sure you spell all names correctly, and commend your students on their hard work and accomplishments.
	No	It’s important for closure. The templates are online. Your students will appreciate getting them. Don’t forget!