CC-6: EDUCATIONAL AND INFORMATION TECHNOLOGY

Extension educators identify, validate and gain access to information sources, interpret information, and sometimes repackage information to help others understand and apply knowledge. Keeping technology skills updated is essential for transforming information into usable educational materials and to communicate effectively with a broad range of colleagues and clientele. As technologies evolve extension educators need to be up-to-date on new and emerging technologies so that they can offer learning in interactive and appropriate ways. Extension educators should be continuously engaged in new modes of learning such as online, blended, flipped (lectures online with face-to-face activities) and technology enhanced face-to-face experiences, in order to adapt to the changing needs of their audiences.

***SUB-COMPETENCIES AND INDICATORS***

Has basic computer and software skills, for example:

1. Is comfortable with windows and various methods for organizing files.

**Activity:** Complete one of the following self-paced online courses found in [ElevateU](https://elevateu.skillport.com/skillportfe/main.action#whatshappening):

* Windows 8.1 Update 1: Navigating the UI
* Getting Started with Windows 7
* Mac OS Sierra: Navigating the Environment

1. Responsibly updates software.  
   **Activity:** Check with [ANR Technology Services](http://www.canr.msu.edu/support/) to make sure your softward applications are up-to-date.
2. Is skilled with Microsoft Office programs such as Word, Excel, and PowerPoint.

**Activity:** Many self-paced training courses are available to staff through ElevateU. To find courses that are relevant to your specific computer, log into [ElevateU](https://elevateu.skillport.com/skillportfe/main.action#whatshappening) -> select Library -> select Desktop Skills -> Choose the operating system that you have on your computer.

1. Can add and track events in the Events Management System.

**Activity:** Contact the Events Management team for upcoming training opportunities: [events@anr.msu.edu](mailto:events@anr.msu.edu).

Appropriately uses available tools for communication.

1. Uses Outlook email and the calendar effectively.

**Activity:** Many self-paced training courses relating to Outlook are available to staff through ElevateU. To find courses that are relevant to your specific version of Outlook, log into [ElevateU](https://elevateu.skillport.com/skillportfe/main.action#whatshappening) -> select Library -> select Desktop Skills -> Choose the operating system that you have on your computer.

1. Can use OWA—the Outlook Web Application.  
   **Activity:** For information on how to use the web application of Outlook visit the ANR Technology Services [Outlook Web Application](http://www.canr.msu.edu/support/resources/owa/) page.
2. Knows how to access and use Zoom.  
   **Activity:** Training for staff on both Zoom Meetings and Webinars are available to staff. To find an upcoming training visit the OD website (scroll down for training dates/times): [Zoom Resources](http://www.canr.msu.edu/od/educational-technology/web-conferencing-tools).

**Activity:** All staff have access to an online course in D2L (<https://d2l.msu.edu>) called MSU Extension: Essential Employee Training. In this course there is an entire module on Zoom tools, features and best practices.

1. Uses social media as appropriate for communicating information.

**Avtivity:** For more information on using social media with your work contact Bretlyn Royce at [roycebre@msu.edu](mailto:roycebre@msu.edu).

Appropriately uses available tools for sharing and managing information.

1. Is comfortable finding information in and adding things to SharePoint.  
   **Activity:** For information on SharePoint visit the ANR Technology web site: [SharPoint Resources](http://www.canr.msu.edu/support/resources/sharepoint).
2. Understands and uses, as appropriate, the ‘S’ drive and the ‘U’ drive.  
   **Activity:** For information on how to use the S and U Drive visit the ANR Technology website: [Shared Network Drives](http://www.canr.msu.edu/support/resources/storage).
3. Is familiar with the MSU Extension website, how to ‘Find an Expert’, and search the Bookstore.  
   **Activity:** To explore the MSU Extension website visit: <http://www.canr.msu.edu/outreach/>.
4. Is familiar with resources found on the OD website.  
   **Activity:** To explore various resources on the OD website visit: <http://www.canr.msu.edu/od/>.
5. Knows how to access and use Google tools with an MSU NetID account.  
   **Activity:** To explore MSU Google Applications login with your NetID and Password at: <http://googleapps.msu.edu/>.   
   **Activity:** To learn how to use MSU Google Drive to share files watc the following recorded webinar: [Making Sense of Google Drive](https://mediaspace.msu.edu/media/Thursday+Ed+Tech+TalkA+Making+Sense+of+Google+Docs/1_x46zf8ba).
6. Knows how to search for and checkout books through the MSU Library.  
   **Activity:** To learn how to use features of the MSU Library visit: [How to Use the MSU Library](https://lib.msu.edu/usinglibrary/).

Can promote educational materials through social media such as Facebook, Twitter, YouTube and Vimeo - as appropriate.  
**Avtivity:** For more information on using social media with your work contact Bretlyn Royce at [roycebre@msu.edu](mailto:roycebre@msu.edu).

1. Knows how to use technology resources such as web sites, social media, and online learning experiences in order to build communities of engaged learners.  
   **Activity:** For more information on desiging online courses visit the following page: [Educational Technology Resources](http://www.canr.msu.edu/od/educational-technology/instructional_technology_resources).  
   **Activity:** If you are interested designing an online or blended (combination of online and face-to-face) contact Gwyn Shelle at [heyboerg@msu.edu](mailto:heyboerg@msu.edu).

Appropriately uses educational technology, for example:

1. Uses Zoom effectively for participatory webinars and meetings.  
   **Activity:** Training for staff on both Zoom Meetings and Webinars are available to staff. To find an upcoming training visit the OD website (scroll down for training dates/times): [Zoom Resources](http://www.canr.msu.edu/od/educational-technology/web-conferencing-tools).

**Activity:** All staff have access to an online course in D2L (<https://d2l.msu.edu>) called MSU Extension: Essential Employee Training. In this course there is an entire module on Zoom tools, features and best practices.

1. Uses PowerPoint effectively for visual impact.  
   **Activity:** View this presentation via SlideShare: [Creating Effective PowerPoint Presentations](https://www.slideshare.net/heyboerg/creating-effective-powerpoint-presentations-76035321).
2. Uses polling tools effectively for participant engagement.  
   **Activity:** Create a free account in Poll Everywhere: <https://www.polleverywhere.com/>. For assistance with creating polls with this tools read this guid: [Polleverywhere Presenter Guide](https://www.polleverywhere.com/guides/presenter/getting-started).
3. Can effectively use a course management system—such as Desire to Learn (D2L)—for creating and offering online courses.  
   **Activity:** Enroll in the free Desire2Learn online training course and watch at least one video in each of the main areas of focus (creating content, communication, assessment): <http://help.d2l.msu.edu/training>

**Activity:** Contact Gwyn Shelle for additional training needs: [heyboerg@msu.edu](mailto:heyboerg@msu.edu).

1. Produces TV/radio educational programs where appropriate   
   **Activity:** Contact your CANR Communication representative for more information: [CANR Communication Contact List](http://www.canr.msu.edu/anrcom/communications/).

Appropriately uses and contributes to eXtension:

1. Understands the mission and value of eXtension for the work in MSU Extension.  
   **Activity:** Sign up for an eXtension ID to get updates on eXtension programs: <http://about.extension.org/>
2. Participates as an ‘Expert’ in the Ask an Expert system, when appropriate.  
   **Activity:** Create your Ask an Expert account. Instructions can be found on the OD website: [Ask an Expert Instructions](http://www.canr.msu.edu/od/educational-technology/extension).
3. Actively participates in a Community of Practice, as appropriate.  
   **Activity:** To view eXtension Communities of Practice visist the eXtension home page: <https://www.extension.org/> and scroll to the bottom of the page to view a list of communities by topic.
4. Knows how to search for information using various eXtension search tools.  
   **Activity:** Visist the Search area of the eXtension website: <https://search.extension.org/>. This is a custom Google search which will give results consisting of content from Land Grant institutions.
5. Knows how to share webinars through ‘Learn’, and search its archive for recordings on a variety of topics.  
   **Activity:** Use the eXtension ‘Learn’ system to attend webinars and watch archived webinars: <https://learn.extension.org/>.