



Computer Literacy Training Class Toolkit

Canva Link

- [Canva Template Link](#) for DIW2021 website

Overview

- Are you looking to host your own computer literacy class and/or workshop? Below is a list of items you'll need and/or consider having to have a robust computer literacy classroom experience!
- Looking for assistance, feedback, or a starting point on how to run your computer literacy class or workshop? Contact [Digital Charlotte](#) at digitalcharlotte.org/contact and we'll be glad to provide some guidance!

Curriculum Sources

- [Northstar Digital Literacy](#)
- [GCF Learn Free](#)
- [Grow With Google](#)
- [Digital Learn](#)
- Connect with your local library to see if they provide their own digital literacy curriculum!

Planning Checklist

Technology:

- Projector and stand
- Video cable to connect instructor device to projector
- Device and chargers – If you're not available to provide for community members
- Mice (Nice to have)
- Headphones (Nice to have)
- Hotspot (If internet is not available in meeting space)

Logistical Accessories:

- Meeting space
- Tables
- Chairs
- Wi-Fi Internet (if unavailable, use a hotspot)
- Extension cords
- Power strips

COVID-19 Safety Accessories:

- Disinfecting wipes
- Hand sanitizer
- Disposable masks

Optional Accessories:

- Handouts ([Digital Learn](#) and [Northstar](#))
- Paper and notebooks (if no handouts available)
- Pens and pencils