



Quick Start Guide to Microsoft IT Academy Digital Literacy

Digital Literacy Online Courses

Digital Literacy courses cover a wide range of computer basics. Each course has a multiple choice assessment to test student's knowledge. There is also a Certificate Test which covers all five course topics. It is understood that students will have varying levels of computer skills and experience. To fit each student's needs accordingly, we recommend delivering the Digital Literacy courses in the following manner:

- To access Digital Literacy
<http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/default.aspx>
- Access Instructor Resources (downloading the Instructor Manual is recommended)
<http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/gbr/resources.aspx>
- Begin with the Digital Literacy Certificate Test to assess students skill level
- At the completion of assessment, click Score Assessment to see results and a personalized learning plan
- Assign courses based on the learning plan created from the test results
- Students take courses followed by corresponding assessment until they pass
- Upon completion of all Digital Literacy courses, students take Certificate Test again and print a certificate to display achievement

Two Options for Assigning Digital Literacy Courses

Option 1* - Access directly through the links below (no student sign-in account required) ***Recommended**

Option 2 - Assign via the E-Learning Central site

- Students will need a Microsoft account to sign in - see *Teacher Quick Start Guide E-Learning for steps*
- Assessments and certificate test are accessed through links below
- **Note** – Instructor Resource Guide and Assessments are *only* available via direct links below. If you assign Digital Literacy through E-Learning Central (Option 2), you must use the Assessment and certificate test links found on the Digital Literacy website:
<http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/default.aspx>

The Microsoft Digital Literacy curriculum has three levels:

- **Basic (self paced or teacher-lead instructions)**
- **Standard (self paced or teacher-lead instructions)**
- **Advance (teacher-lead instructions, recommended)**

For help with Digital Literacy, see the FAQ or email dlhelp@microsoft.com.

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