

FYCOMP Technology Guidelines

These guidelines are intended to be neither exhaustive nor restrictive, but rather to serve as a starting point and guide to describe what we mean – programmatically – by core familiarity with the electronic environment as a set of writing and research tools. Students’ familiarity with the following skills constitutes basic electronic literacy essential to effective communication.

Most importantly, these skills can and should be integrated into the teaching of writing. As the FYCOMP goals suggest, the program “uses various elements of the electronic media insofar as these new tools are conducive to the teaching of written communication.”

	Local (refers to the level of the PC, a relatively private sphere in which writing takes place)	Cloud (refers to the level of the LAN or web, a relatively public sphere in which writing takes place)
Create	Document (MS Word)	Document (Google docs)
	Email	Discussion thread
	Multi-modal doc (ppt)	Website (eport)
	Journal	Blog
	Attribution (cite)	Attribution (link)
Find/navigate	Searching <ul style="list-style-type: none"> • Files • Library (local catalog) • Keywords 	Searching <ul style="list-style-type: none"> • Google • Library (db) • Boolean operators
	Operating System <ul style="list-style-type: none"> • Desktop • <i>Cut, copy, paste, etc.</i> 	Browsers (Bookmarks, auto-fill, etc.) CMS navigation
Evaluate	Authorial credibility	Domain/publisher interaction
	Internal consistency	Argument within context of larger conversation
	Choosing appropriate tool	Choosing appropriate media/platform
	AUP (local)	EULA – privacy
	Feedback	Analytics
Manage	Folders (local)	Folders (server, a la Google docs, etc.)
	Printing	Publishing
	Version control <ul style="list-style-type: none"> • <i>Save as, etc.</i> • Naming conventions 	Version Control <ul style="list-style-type: none"> • <i>Save as, etc.</i> • Naming conventions
	Passwords	Passwords
	Storage <ul style="list-style-type: none"> • Local media backups (flash drive, removable HD, etc.) 	Storage <ul style="list-style-type: none"> • Remote media backups (email, Dropbox, etc.)