

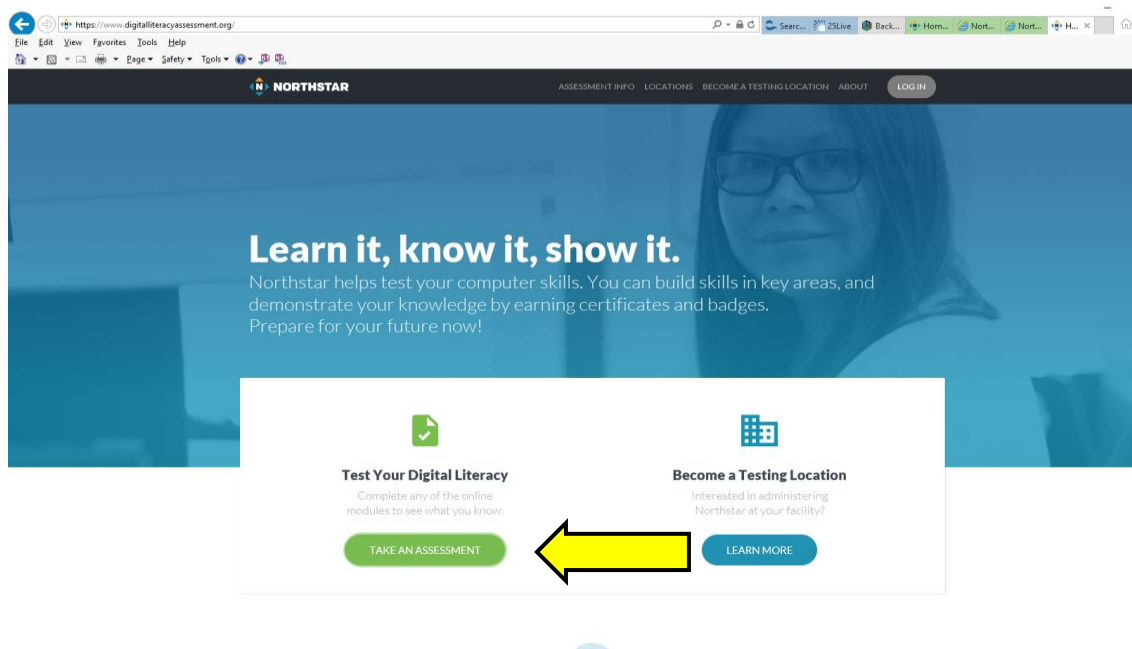
Computer Competency Badges – Instructions

You will be using an online assessment package to complete your Computer Competency Requirement. You will complete four modules and send the results links for your accomplishments. Please follow the steps below and submit your results to workforcetraining@grcc.edu

1. Open your personal email and compose an email
 - a. To: workforcetraining@grcc.edu
 - b. Subject: Computer Competency Information – (insert your name here)
 - c. In the body of the email, be sure to list which healthcare program you are applying to

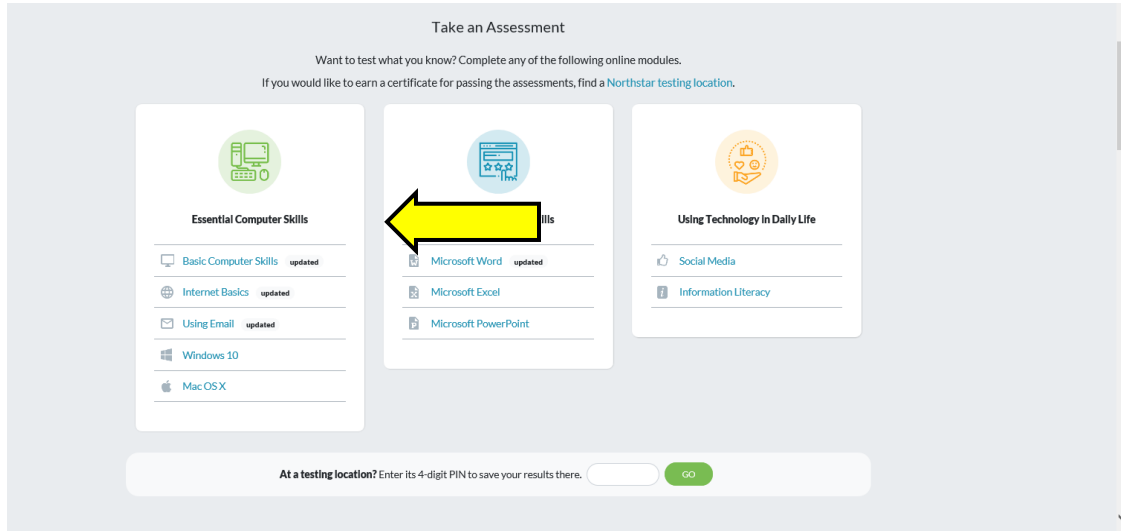
Now you are ready to begin the assessments

2. Go to www.digitalliteracyassessment.org
Click on Take An Assessment, (Green Button)

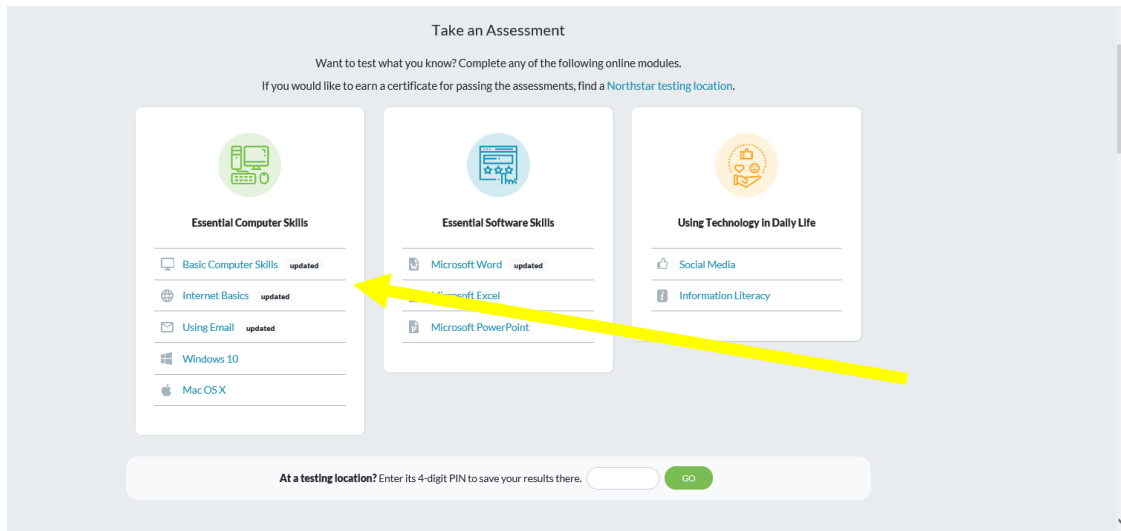


Complete the following four modules under Essential Computer Skills. Use the next steps 1 – 4 to guide you through finalizing the results.

- Basic Computer Skills
- Internet Basics
- Using Email
- Windows 10



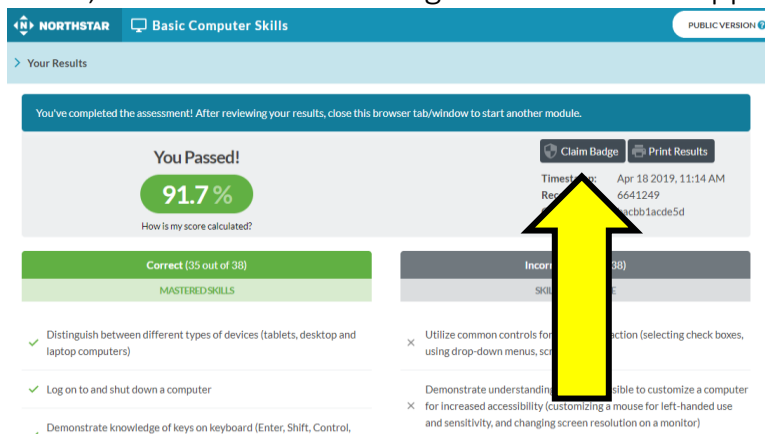
Step 1: Select desired module, and click on it.



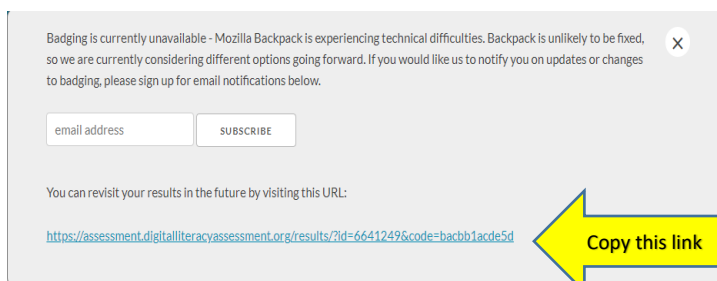
Step 2: When the assessment launches, it will open in a new window. Assessments begin with an orientation to the module. Be sure the sound is on.

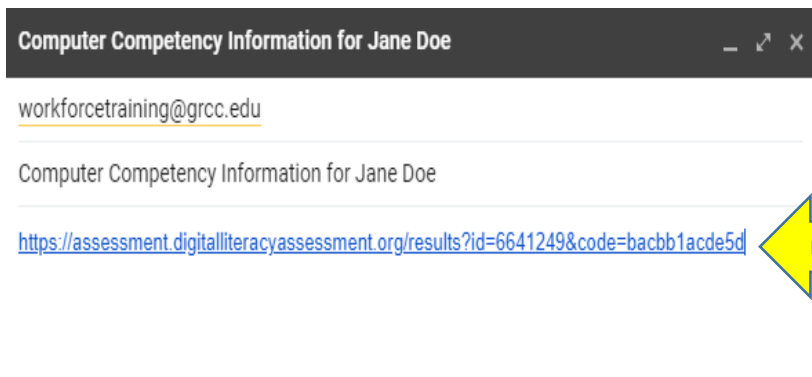


Step 3: When the assessment is complete, and you have received a passing score, select the “Claim Badge” icon near the upper right corner.



Step 4: The following box will appear. Copy the Results link and Paste into the email you created.





Step 5: Complete steps 1-4 for each required module. When finished your email should contain four links to the four required computer competency modules

- Basic Computer Skills
- Internet Basics
- Using Email
- Windows 10

Step 6: Send the email to workforcetraining@grcc.edu that contains your completed Computer Competency Modules.

