

## Learning to Use Technology

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How do you begin to use technology in education? What should you be doing? While a complete answer to these questions would take a long time here are some possible things to do now.

Assess what is going on around you. What is happening in your field? What kind of technology are people using? What is out-of-date and what are the new trends? Look for colleagues that are currently using technology in their courses. Ask them to show you what they are doing and how they are doing it.

Get access to a computer, if necessary buy your own! Don't expect that your employer can afford to keep your skills up to date by providing you with the latest equipment or training. A rapidly changing world requires individuals to take responsibility for their own expertise.

Learn about the Internet. Find out what is available on the Net and how to find it. When ready, get an Internet account and begin to explore the possibilities of using the Net for your students' benefit.

Replace your use of overheads and films/videos with presentation software that can produce text, graphics, video, and animation. Learn how to design good clear presentations to make your teaching more effective. As you become adept at creating class presentations begin thinking about making standalone modules that students can access in a lab setting.

Think about giving students the ability to access you by E-mail. Is group work or are group assignments required in your course? Would students gain by working collaboratively with each other using E-mail or conferencing systems?

Can you convert parts of your course into independent study where you guide students to information rather than being the direct provider? Seek the assistance of other people in your organization that are using technology effectively.

Keep at it. Learning to use technology requires lots of learning time, especially at the beginning. Although initially time consuming, you will eventually become extremely fast at producing results. For many people getting involved with multimedia, Internet, and new ways to deliver education will be the most exciting and rejuvenating experience of their professional lives.

Finally, if someone wants to keep abreast of the current issues and trends of "technology in education and training" there are many resources available. Here are some internet sites and resources that I look to and review periodically:

[KMWorld](#) – Knowledge Management World

[Brint.com](#) The BizTech Network

[Web Based Training Information Center](#)

[T.H.E. Journal Online](#)

[The MASIE Center](#)

[Mindjet Visual Thinking](#)

[epss.com](#)

[Performance Technology](#)

[Center for Performance Technology](#)

[International Society for Technology in Education \(ISTE\)](#)