BASIC COMPUTER SKILLS COURSE (AKA BITS)
Frequently Asked Questions

What is the purpose of the Basic Computer Skills Course?
This course provides information technology literacy and basic skills training for learners with limited computer experience.

Why is it needed?
Basic computer skills are needed to apply for jobs and college admission. They are also necessary to succeed in almost any job or college setting.

Who will benefit from this course?
Students who need basic computer skills to successfully apply for and navigate college, job seekers who need to register for job sites and apply for jobs, displaced workers and veterans who need to apply for benefits and employers in need of "job ready" applicants will all benefit from this course.

How is it structured?
Lessons in the course are set up as modules or building blocks. Lessons can be completed in any order. Learners can use one, some or all lessons, depending on their needs. There is no limit to how many people can use the course online at a single time.

How much does it cost?
Nothing, although if taken <u>for credit</u> through a Wisconsin technical college, tuition fees may apply. This course was created through the INTERFACE Project with funds received from the U.S. Department of Labor Trade Adjustment Act Community College and Career Training (TAACCCT) grant program and is made available as an open education resource.

How do I access the course online?
The course can be used online by anyone anywhere at any time by going to www.Wisc-Online.com and clicking on the Computer Skills Course link. You can create an account which allows Wisc-Online.com to track your progress and award badges to you, or you can take the course as a guest with no progress tracking or badges.

How can this course be facilitated in a classroom setting?
The Basic Computer Skills Worldwide Instructional Design System (WIDS) course design contains several resources to help you facilitate this course in face-to-face or hybrid settings, including additional teaching notes, checklists, videos and handouts

If your college or facility has a sharable content object reference model (SCORM) compliant learning management system (LMS) you can import the SCORM Objects into the LMS along with the additional checklists, videos and handouts. If you wish to use Blackboard or any other LMS to house the BITS course you have the ability to customize and brand the course for your college specific or workforce partner needs.

Can a college download this course?
Yes. Go to https://www.wisc-online.com/courses/computerskills, click into any lesson (except the Navigation tutorial), scroll to the bottom of the page to the gray Educators box, and click Download Scorm Package.

How can I import the Basic Computer Skills Course SCORM package into my LMS?
Follow this link for step by step instructions on importing the SCORM package: https://www.wisc-online.com/gamebuilder/downloadscorminstructions

If a college is using the course in their Learning Management System, does the student still need to log into Wisc-Online.com?
No. In this case, students would not need to log into Wisc-Online.com. However, remember that if the student is taking the course using a college's LMS, then Wisc-Online.com will not be able to track progress. Progress tracking will need to be done through the college offering the course.

Can learners earn badges?
Yes. Badges are awarded at the completion of each lesson online. Once all lessons are completed a final badge will be generated.

How can this course be used in facilities with no internet access?
An "offline" version of the Basic Computer Skills Course is available for use on a flash drive. Please be aware that the course will not track student progress when used offline. Each college will receive 25 USB flash drives containing this course. Plug the flash drive into your computer and double click on the Launch.html file. Copy the unzipped folder to the drive on each computer you will use with the Basic Computer Skills Course or to a network folder. We then recommend creating a desktop shortcut to the GetStarted.txt file if you'll be using the course without internet. The course will then run automatically in whatever web browser is configured as primary on each computer.

Is there a way to get back to the "main" menu after completing a module or lesson when using the course offline?
You can use the back button or re-launch the course.

How can instructors track a student's progress when the course is used online?
Learners can send a "My Progress" report by email to an instructor from the Wisc-Online Basic Computer Skills course.

Can instructors track a learner's progress when the course is being used offline?
Unfortunately, there is no option available to provide tracking in the offline version. Network access is required for all tracking options.

Will usage reports be available?
New features will be added to Wisc-Online to accommodate self-serve usage reports and student to faculty progress reporting. A link will be added to serve page view usage reports to any interested party.

Are there plans to translate the course into Spanish?
Not at this time.

Is the course mobile-friendly?
The course will run on mobile devices; however, some of the lessons include desktop computer only mechanics, such as mouse movement and clicks.

How long does it take most people to complete an average module?
Estimated times for each module are listed on Wisc-online.com but this will vary greatly based on the student.

Who can I contact for more information?
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