



# BASIC COMPUTER SKILLS COURSE (AKA BITS)

## QUICK REFERENCE

[www.Wisc-Online.com](http://www.Wisc-Online.com)

### ABOUT THE BASIC COMPUTER SKILLS COURSE (AKA BITS)

This course provides information technology literacy and basic skills training for learners with limited experience. Course learning outcomes focus on skill development related to basic computer operations and information technology.

### USERS

#### REGISTRATION FOR NEW USERS WITH AN EMAIL ACCOUNT

- Click “Sign Up” in the upper right-hand corner.
- Fill in the online form and click “Register.”
- Go to your email account and find the email with account verification instructions.
- Click the link in the email.
- Sign in.
- Click on Computer Skills Course at the top of the page.

#### REGISTRATION FOR NEW USERS WITHOUT AN EMAIL ACCOUNT

- Click the Basic Computer Skills Course.
- Click to start a module (we recommend starting with the Navigation module).
- Click “Continue as Guest.”
- Guest progress will not be tracked and badges can’t be earned.

#### GENERAL

- All Basic Computer Skills modules are free.
- Any number of learners can use the course at the same time and in different places within the course – there is no maximum number.
- Learners will need to register with social media or an email to track progress and earn badges.
- Modules can be completed in any order.

### TRACKING PROGRESS

#### PROGRESS INDICATOR

- The course tracks progress and shows percentage completed for registered users.
- All students see their progress within each module via the menu (to left of narration tab) on the left of the page and to the right of the glossary on the upper right.
- There’s no instructor log-in to track progress. Instructors using a learning management system at a college can track progress using that software.

## BADGES

- Badges are earned for each completed module (registered users only).
- Badges are displayed on Wisc-Online or through a backpack at <https://backpack.openbadges.org/backpack/login>.

## KEY FEATURES

### TESTS

- No narration.
- One attempt per session.
- Once completed, learners can review their answers.
- Answers are shown as “correct” or “incorrect.”
- Correct answers are not shown if the learner answered incorrectly.
- Test scores are reported as the total correct out of the total possible.

### AUDIO

- All learning modules are narrated.
- Audio can be turned off and on in each module using the speaker icon in the lower-left corner of the player.
- Headphones can be used.

### NARRATION TAB

- Available in all modules.
- Displays word-for-word text for the audio narration.
- For practice and check your knowledge questions it may display additional steps and instructions if the learner is having difficulties.

## SUPPORT

- Technical support can be reached by clicking “Technical Support” at the bottom of any [www.Wisc-online.com](http://www.Wisc-online.com) page.
- Instructors can also submit an idea if they’d like to see additional content developed.
- For facilities without an Internet connection, please contact the BITS team at [Wisc-Online@fvtc.edu](mailto:Wisc-Online@fvtc.edu).

## ABOUT THE INTERFACE PROJECT

Backed by a \$23.1 million, four-year grant from the U.S. Department of Labor’s Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant, INTERFACE is a statewide project with participation from all 16 colleges in the Wisconsin Technical College System to strengthen computer skill competency and develop, improve and expand adult educational training pathways to careers in information technology-related occupations in multiple fields.

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This is an equal opportunity program. Assistive technologies are available upon request and include Voice/TTY (771 or 800-947-6644).

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