



Using apps to learn like a pro

Just like Rome was not built in one day, becoming proficient using specific apps takes time and patience, and practice. First, go back for a moment to the time you remembered you used a computer to complete a task and answer the following questions. Write your answers for each situation in the table below.

	My positive experience	My challenging experience
What did or didn't work?		
How did your feelings influence your learning experience?		
Were there any missed opportunities or regrets?		
What would you like to have done differently, more of, or less of?		

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Considering what you now know about the different online tools and platforms used at Continuing Education courses write down for which tool you need some training. It is also a good idea to have handy resources list just in case you run into problems while taking courses. The blank rows are for you to write any additional tools or tasks.

Visit the GCF website (<https://edu.gcfglobal.org/en/>) and explore their free tutorials. You can also do a google search to find other resources.

Tools and tasks	I have used it before, so I think am good.	Need some training before I start my course
D2L		
Word Online		
Zoom		
Download files from the Internet		
Email		
Send attachments via email		
Creating links of files in OneDrive		
Set up/adjusting microphone and webcam		

List of resources

App and resource name	Resource URL
MS Windows, GCF Website	https://edu.gcfglobal.org/en/

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