



Technology Guidance for Students

Free & Beginner-Friendly IT Courses:

1. GCFGlobal – Computer Basics

https://edu.gcfglobal.org/en/computerbasics/?utm_source=chatgpt.com

- **Overview:** Offers easy-to-follow tutorials on computer basics, including using a mouse and keyboard, understanding files and folders, and navigating the internet.
- **Ideal for:** Absolute beginners.

2. Alison – Free Online IT Courses

https://alison.com/courses/it?utm_source=chatgpt.com

- **Overview:** Provides over 400 courses ranging from basic computer skills to more advanced IT topics.
- **Ideal for:** Learners seeking structured lessons with the option to earn certificates.

3. TAFE Queensland – Introduction to Computers and the Internet

https://tafeqld.edu.au/course/18/18457/introduction-to-computers-and-the-internet?utm_source=chatgpt.com

- **Overview:** Covers the basics of using a computer and the internet, including safety online.
- **Ideal for:** Students preferring a structured course with potential accreditation.



Creating a Google Account or Signing In:

1. Open your web browser and navigate to the Google Drive or Gmail website.
2. Click on the "Sign In" button located at the top right corner of the page.
3. If you already have a Google account, enter your email address and password to sign in. If you don't have a Google account, click on the "Create account" link and follow the prompts to create one.
4. Once you've signed in or created your Google account, you'll automatically have access to Google Drive or Gmail accounts.

Creating a Google Drive Folder:

1. After signing in to your Google account and accessing Google Drive, click on the "New" button located in the top left corner of the screen.
2. Select "Folder" from the dropdown menu.
3. A new folder will appear in your Google Drive with the default name "Untitled folder".
4. Click on the folder name to rename it according to your preference.
5. Your Google Drive folder is now ready for use.
6. With your Google Drive account and folder set up, you can start uploading files, organising documents, and collaborating with others seamlessly.
7. We ask that all videos be uploaded to your google drive folder for you to then copy and past the link into your module submission form

How to Save a Document as a PDF with Google Docs:

1. Open your document in Google Docs.
2. Click on "File" in the top menu.
3. Select "Download" from the dropdown menu.
4. Choose "PDF Document (.pdf)" as the file format.
5. Your document will be saved as a PDF file to your computer.



How to Upload a Video to Google Drive and Share the Link in Your Submission Form:

Step 1: Upload Your Video to Google Drive

1. Go to [Google Drive](#) and log into your Google account.
 2. Click the "+ New" button on the top left.
 3. Select "File upload" from the dropdown menu.
 4. Choose the video file from your computer and click "Open."
 5. Wait for the upload to complete (you'll see a progress bar in the bottom-right corner).
-

Step 2: Make the Video Link Shareable (Viewable by Anyone with the Link)

1. Right-click on the uploaded video file in your Google Drive.
 2. Click "Share."
 3. At the bottom of the pop-up window, click where it says "Restricted."
 4. From the dropdown, select "Anyone with the link."
 5. Make sure the permission is set to "Viewer."
 6. Click "Copy link."
 7. Click "Done."
-

Step 3: Paste the Link into Your Submission Form

1. Open your module submission form.
2. Scroll to the question or section asking for your video link.
3. Right-click in the answer box and choose "Paste," or press Ctrl + V (Windows) or Command + V (Mac) to paste the link.
4. Complete the rest of your submission form and click Submit when finished.

How to upload multiple images at once:

Please copy/insert all your images into a word document, then save your document as a PDF file (instructions below). Then upload that PDF file into your module submission form (instructions below).



How to Save a Document as a PDF with Microsoft Word:

1. Open your document in Microsoft Word.
2. Click on "File" in the top menu.
3. Select "Save As" from the dropdown menu.
4. Choose the location where you want to save the PDF.
5. In the "Save as type" dropdown menu, select "PDF (*.pdf)".
6. Click "Save" to save your document as a PDF.

How to upload a file to your course submission:

To upload a file to your submission form, please click 'Choose File' under the dedicated question and select the file you wish to upload from your computer. Please note that the platform will not accept files that are larger than 5mb.

How to Resize an Image or Video:

For Images:

1. Open the image in an image editing software like Preview, Paint or Adobe Photoshop, or online tools like Canva or Pixlr.
2. Locate the resize option, usually found under the "Image" or "Edit" menu.
3. Enter the desired dimensions or percentage scale for resizing.
4. Save the resized image with a new filename to preserve the original.

For Videos:

1. Use video editing software like Quicktime, Adobe Premiere Pro, Final Cut Pro, iMovie or online tools like Canva, Kapwing or Clipchamp.
2. Import the video file into the editing software.
3. Find the resize or scale option in the editing software's menu.
4. Adjust the dimensions or percentage scale according to your requirements.



Sometimes the program will ask you which resolution you would like to export in: 224p, 360p, 540p, 720p, 1080p or larger. If you want to reduce the size, please ensure you decrease the resolution too.

5. Export the resized video with a new filename to maintain the original.

How to Create and Upload an Image:

1. Create an image using graphic design software like Adobe Photoshop, Canva, or online tools like Pixlr or take a photo with your smartphone or webcam on your computer.
2. Save the image to your computer.
3. Log in to the course platform and enter the module submission form where you want to upload the image.
4. Follow the platform's instructions above to upload the image from your computer.

How to Create and Upload a Video:

1. Record or create a video using a camera, smartphone, or video editing software.
2. Edit the video if necessary, using video editing software.
3. Save the video to your computer.
4. Log in to the course platform and enter the module submission form where you want to upload the video.
5. Follow the platform's instructions above to upload the video from your computer.