### 1. OVERVIEW
- Online technology training: [www.techwaggin.wordpress.com](http://www.techwaggin.wordpress.com)
- Aligned with the EDGE Benchmarks
- All staff will learn basic computers skills and become familiar with library’s digital resources and services
- Library will be able to provide exemplary support to patrons requiring technology assistance at any time

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### 2. CHOOSE TOPICS
- Ask your staff
- Consider past experiences
- EDGE Assessment
- What are the library’s objectives? Long-range plan?
- Community/Patron Needs

### 3. SET UP
- Dedicated e-mail: Gmail provided additional resources
- Storage: Google Drive
- Webpage: Wordpress and Library’s Webpage
- Survey tool: Survey Monkey and Google Forms
- Data management: Excel

### 4. CREATE CONTENT
- Screencasting Software: Screencast-o-matic
- Topic-specific software: MS Office, Polaris ILS
- Image Capture & Editing: Snipping Tool, Paint