

# DIGITAL LITERATION IN THE PANDEMIC ERA COVID-19 PRACTICE TRAINING AND ADMINISTRATION FOR THE HEAD OF VOCATIONAL SCHOOL OF VOCATIONAL SCHOOL, YOGYAKARTA CITY

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## ABSTRACT

This community service activity aims to motivate vocational school principals in the implementation of digital literacy in the pandemic era COVID-19 practice assistance, increase understanding, ability, and technical practice regarding the implementation of digital literacy practice assistance that includes: (1) Providing motivation for school principals to maximize managing digital literacy in the pandemic era COVID-19; (2) Providing understanding of managing digital literacy in the pandemic era COVID-19 based on Microsoft Office; (3) Providing the principal's understanding of the technical management of digital literacy in the pandemic era COVID-19; and (4) Providing the ability to carry out technical activities to school principals in managing digital literacy in the pandemic era COVID-19. The target of this activity is the Head of Yogyakarta City Vocational School who has the will and ability to be trained in digital literacy in the pandemic era COVID-19. The selection and determination of training objectives have rational-strategic considerations, efforts to improve the quality of school principals on character education through the form of Training and Assistance for Digital Literacy in the pandemic era COVID-19 Practices for Principals of Vocational Schools in Yogyakarta.

The method used in community service activities is conducted counseling / upgrading filled with discussion, then questions and answers, case examples, and simulations. While evaluating aspects of the organization of training is done by giving questionnaires. Indicators of success in the implementation of the Training there are 2 methods adopted, namely: (1) Evaluation during the training process, and (2) post training evaluation.

The service was successfully carried out on 28 August 2020 for workshop sessions and 29 August – 11 Sept for mentoring. This activity was attended by 30 participants who were the head of SMK in Yogyakarta City. The detailed results of the service activities are as follows: (1) The motivation of school principals in managing digital literacy in the era of the COVID-19 pandemic increases; (2) Increasing understanding of managing digital literacy in the era of the COVID-19 pandemic based on Microsoft Office; (3) The principal's understanding of technical digital literacy management in the era of the COVID-19 pandemic increases; and (4) The ability to implement technical activities for school principals in managing digital literacy in the era of the COVID-19 pandemic is getting better.

Kata Kunci: *digital literacy, in the pandemic era COVID-19, principals*