Courseware Resource Elements

For each lesson in this courseware, a number of learning elements are used to facilitate learning. Instructors have the ability to use the various resources to suit their teaching style as well at the learning styles of their students.

Lists of each of these elements have been produced for use by instructors for curriculum planning and the creation of individual lesson plans/guides. Most of the learning elements are somewhat modular sized which makes them ideal for use by study groups both within and outside the classroom.

Courseware Design

This courseware is designed to focus on the topics and concepts discussed in each Level of the IC3 Digital Literacy Global Standard 6 certification exams:

Level 1 – Fundamental Concepts and Essential Components

Level 2 – Working Knowledge of Core Skills

Level 3 – Advanced Understanding of Digital Literacy

Topics and concepts follow the order set for the seven domains within each Level:

- Technology Basics
- Digital Citizenship
- Information Management
- Content Creation
- Communication
- Collaboration
- Safety and Security

As you program from one level to the next, students are introduced to more concepts and details for the objectives outlined in each domain. The objectives are concept-oriented and do not require direct hands-on practice to acquire the knowledge required to understand the objectives.

Lesson Case Studies

This courseware uses the Case Studies assessment element to organize exercise problems designed to assess the learner's *knowledge* of content presented in the eBook and other resource elements for the lesson. Each lesson consists of two or more Case Studies in combination with Quiz Questions at the end of the lesson.

Case Studies and Quiz Questions generally include a scenario to provide context. The question form may be multiple-choice, true-false, select-from-a-list, or arrangement of a list.

Apply Your Knowledge Case Studies

This courseware uses the Apply Your Knowledge assessment element to organize exercise problems designed to assess the learner's ability to *apply their knowledge* of content presented in the courseware and other resource elements for the lesson. This element is found in Appendix C of the courseware.

Each Case Study generally includes a scenario to provide context for solving a problem. The problem being solved may require the learner to apply knowledge from multiple sources in the lesson or from previous lessons. The question form may be multiple-choice, true-false, select-from-a-list, or arrangement of a list.

Total Course Hours: 50-80

Instructor Resource Elements

Component Counts and Timings

A detailed breakdown of all components included in each level/lesson. This worksheet shows the number of each component in the learning environment and their estimated completion times, arranged by levels and lessons.

- **Lesson Objective Domains to Exercise Timing:** All Levels table on the left shows the details of each lesson according to the Objective Domains (OD) and exercises included in the lesson with lesson totals.
- **Summary Per Level:** Overall Timing table on the second page summarizes each level in hours.

Both tables have been provided to allow the instructor to get the information needed for whatever timing is needed. For example, the table on the left may be used to obtain timing for remediation of specific ODs, while the table on the right may be used for curriculum planning.

Answer Keys

The Instructor Resources include an Answer Key for the following elements:

- Lesson Case Studies per Level
- Lesson Quiz Questions per Level
- Apply Your Knowledge Case Studies per Level

Lesson Notes

Each lesson has a Lesson Notes file associated with it that contains tips and hints on information to share with the class.

Lesson Presentations

Each lesson has a slide show or presentation file associated with it that contains a summary of topics for each lesson that can be shared with the class as part of your instructor demonstration or as a review file.

Lesson Notes for Level 1 – Fundamental Concepts and Essential Components

Lesson 2: Digital Citizenship

Topic Heading	Obj	Instructor Notes	Timing (mins)
Lesson Objectives		Review the objectives with students so they know what will be covered in the lesson.	5-10
Managing Your Digital Identity	2.1.1	Your online identity is the total of all your online activity, and your indicated preferences and interests (for example, people that you follow).	10-15
– Digital Footprints		Everything you do online leaves a trace.	10-15
Case Study 1		Multiple Choice – Social Media	5-10
Why is Your Digital Identify Important?	2.1.2 2.1.3	For better or worse, people check online to find information about you for a variety of reasons. Your online identity is a modern version of your (old school) "permanent record" that followed you throughout your school career. Whether people think it is "fair" or not, this is the new reality, We must all be aware of it, and take steps to promote a positive image.	10-15
– Creating a Positive Online Identity		Sometimes the only way to prevent people from finding unfavorable information about you is to "bury" it under a lot of good information. Actively and purposefully posting positive thoughts, comments, photos, and the like can be an effective course of action to overshadow any negative things you might have posted in the past.	10-15
Case Study 2		Multiple Choice – Online Identity	5-10
Managing Your Online Identity		Some may argue that blogs and social media were intended to be places where you could freely express your opinion. You are always free to express your opinion, but you need to understand that there could be consequences: • If you simply want to use your blog as a place to rant, don't make it publicly searchable. You can keep your blog private; • Laws against libel and slander apply in online communications just as they do in other platforms – these laws are not new, they now apply to an additional "arena."	10-15
– Online is Forever	2.2.1	Once you post something, you can never truly remove it.	10-15

IC3 GS6 Digital Literacy Certification Guide

Level 1 – Fundamental Concepts and Essential Components

1

Lesson 2: Digital Citizenship

2

Lesson Objectives

- 2.1 Create and manage a digital identity
- 2.2 Cultivate, manage, and protect your digital reputation
- 2.3 Respond to inappropriate digital behavior and content

3

Managing Your Digital Identity

- A combination of your online profile and all your postings, uploads, images, "likes," and people you follow
  - History of all your digital activity
- Digital Footprints
  - Anytime you perform an action online, you leave a trace of information about your personality or character
    - A permanent record of the "steps" you have taken throughout your online life
    - As they are online, other people can find and follow your digital footprints
  - Social media and the modern Internet enable us to communicate in ways previously unimaginable but not entirely positive

4

Managing Your Digital Identity

- **Why is Your Digital Identity Important?**
  - Promoting personal brand any time you post something onlin
    - Creates impression in minds of potentially important people
  - Potential employers and school admissions boards go online to see what they can find about potential employees or enrollees
    - Online accounts can give them an idea of who you are as a perso
    - People may look at which groups you participate in, a wh ou fo w on Instagram and Twitter, etc.
      - People and groups you follow can give a lot of infor ation about you nterests and belief

5

Managing You Digital Identity

- **Creating a P sitive line Identity**
  - Create and nage your nkedIn account, creating a well-written professional profile
  - Ma e your ebook profile and remove photos that do not show you in a professional light
  - reate itter ac unt and share information that others may find valuable
  - Crea and to a blog that shares positive and professional ideas
  - Bef e indi riminately posting the first thing that pops into your mind, ask yourself these questions:
    - Wh m I sharing? Will it reflect positively or negatively on me?
    - How secure is it?
    - With whom am I sharing?
    - What kind of footprint does it leave behind?
  - Do not post or send a communication in anger

6

Level 1 – Fundamental Concepts and Essential Components

Lesson 1: Technology Basics

Case Study 1

An operating system is the most important software on a computer. It is often referred to as "the brain" of the computer. All computers must have an operating system.

Which of the following options is NOT a responsibility of the operating system?

a. Providing access to the Internet and websites.
b. Managing the activity between the software and hardware on the computer.
c. Providing a user interface to communicate with the computer.
d. Managing access to programs and data through user authentication.

The operating system is responsible for managing the activity between the software and hardware on the computer, providing a user interface to communicate with the computer, and managing access to programs and data through user authentication.

Case Study 2

The physical parts of a computer are called *hardware*. Hardware can be found connected to or inside the computer. Hardware that is connected to a computer is called a *peripheral device*. Devices that send information to the computer are *input devices*; those that receive output from the computer are *output* devices.

Which of the following peripheral devices are input devices? Select the three options that apply.

a. Scanner
b. Monitor
c. Keyboard
d. Microphone
e. Headphones
f. Projector
g. Speakers

Scanners, keyboards, and microphones are input devices because they send information to the computer.

Lesson 4 – Content Creation

Case Study 1

Atalia is applying for a job that requires her to create professional-looking letters, memos, and reports.

This job requires Atalia to be experienced using which application type?

a. Spreadsheet
b. Presentation
c. Word processing
d. Database

Word processing applications are used to create professional-looking letters, memos, and reports. Spreadsheet applications are used to analyze data and perform calculations. Presentation applications are used to share information in the form of a slide show. Database applications are used to store and analyze data in a database, such as customer information or product inventory.

Case Study 2

You are creating a new slide show. Which of the following application should you use to create the slide show?

a. Spreadsheet
b. Presentation
c. Word processing
d. Database

Presentation applications, such as PowerPoint, Google Slides, or Keynote, are used create slide shows. Spreadsheet applications are used to analyze data and perform calculations. Word processing applications are used to create documents. Database applications are used to store and analyze data in a database, such as product inventory.

Case Study 3

Dominic would like to use citations to give credit to the authors of the works he used when writing his research paper. Giving the authors credit using a citation is called an _____.

a. Attribution
b. Overview
c. Addendum
d. Introduction

Giving credit to the author or copyright holder of a work using a citation is known as attribution.

Level 1 – Fundamental Concepts and Essential Components

Lesson 1: Technology Basics

1. To display web pages, web browsers must interpret and translate which ONE of the following

    a. HTTP
    b. HTML
    c. DNS
    d. URL

    Web browsers display web pages by translating the HTML code used to create web pages.
    HTTP is the protocol that controls the transfer of data over the web using a server-client model.
    DNS translates domain names into IP addresses.
    A URL (Uniform Resource Locator) is an Internet resource text address, such as www.google.com.

2. Jackie would like to analyze her expenses to see where she can cut back and calculate how much she can save each month. Which of the following applications is best suited for this purpose?

    a. Spreadsheet
    b. Word Processing
    c. Database
    d. Presentation

    The various types of software applications, including:

    Spreadsheet applications help analyze data and perform calculations. Word processing applications are used to create, edit, and format documents such as letters. Database applications are used to store and analyze data in a database, such as customer information or product inventory. Presentation applications are used to share information in the form of a slide show.

3. Mobile operating systems are designed to run on which type of computer device? Select the two options that apply.

    a. Smartphone
    b. Laptop
    c. Tablet
    d. Desktop
    Server

    Mobile operating systems are designed to run on smartphones and tablets.

9. An ongoing angry, abusive argument between two or more people on an online communication platform is called _____.

   a. a flame war
   b. trolling
   c. a debate
   d. hate speech

Using an alias as your screen name to keep your personal and online identity separate is appropriate and recommended. Using an alias to conceal your identity for the purpose of behaving badly or unethically is inappropriate.

Lesson 3 – Information Management

1. Which two questions should you ask yourself when evaluating the relevancy of a web page?

   a. Is it popular with subscribers?
   b. Is it well-written and professional?
   c. Is it written in a neutral tone?
   d. Is it connected to all the popular social media platforms?
   e. Is it colorful and easy to use?

When evaluating the relevancy of a web page, you should ask yourself if the web page is well-written and professional and if it is written in a neutral tone. The number of subscribers, connections to social media platforms, color, and ease of use do not contribute to its relevancy.

2. Which term below is used to describe the act of claiming someone else's work as your own?

   a. Fair use
   b. Plagiarism
   c. Public domain
   d. Citation

- Plagiarism is the act of claiming someone else's work as your own.
- Fair use is the ability to use portions of copyrighted work without permission, but only in certain ways and specific situations.
  Public domain applies to work that is not copyrighted and free to use, modify and publish without permission or restriction.
- Citation is a way of giving credit to the owner of the work used to support your research.

3. Citation is a way of giving credit to the owner of the work you used to support your research.

   Which statement below indicates an instance when you would NOT need to cite a source?

   a. Paraphrasing the conclusions found in the source
   b. Copying a direct quote found in the source
   c. Using common knowledge found in the source
   d. Using a diagram found in the source

Level 1 – Fundamental Concepts and Essential Components

Lesson 1: Technology Basics

Case Study 1

You plan to buy a new desktop computer. You would like your new computer to work in a manner similar to your iPad.

Which operating system would best meet your needs?

a. Microsoft Windows
b. Apple MacOS
c. Google Android
d. Apple iOS

The Apple MacOS operating system would be the best choice since Apple also develops the iOS operating system used on an iPad. In addition, iOS is derived from Mac OS X. Microsoft Windows does not function in a similar manner. Google Android & Apple iOS are designed to run on mobile devices such as smartphones and tablets.

Case Study 2

You've just bought a new laptop for your home office. To get it set up, you need to connect the laptop to your home network, a printer, a second monitor and a multi-port USB hub.

The image below shows the ports available on your laptop. Use the image as reference to answer the following question.

Which option lists the port names in the correct order?

a. Ethernet, VGA, USB, HDMI
b. VGA, Ethernet, HDMI, USB
c. HDMI, Ethernet, USB, VGA
d. VGA, HDMI, USB, Ethernet

The order of the ports shown is VGA, Ethernet, HDMI, and USB.

Lesson 6 – Collaboration

Case Study 1

Which two of the following statements correctly describe digital collaboration?

a. A communication method that allows people to work collaboratively within the boundaries of an office.
b. The process of people working together to find, share, and synthesize information and ideas.
c. A communication method that allows people to work collaboratively outside of geographical regions and time zones.
d. The process of people working together in silos to control the flow of information.

Independent work designed to help an employee become more efficient using digital tools.

Digital collaboration is the process of people working together to find, share, and synthesize information and ideas, and a communication method that allows people to work collaboratively outside of geographical regions and time zones.

Case Study 2

Adrian wants to get suggestions and feedback from his friend about his team's report, located on his school's file server. His friend attends a different school, so he doesn't have access to the shared folder where the report is stored. Which of the following options represent the most appropriate way for Adrian to share the report?

a. Give his friend access to the shared folder.
b. Send a copy of the report to his friend using email.
c. Take pictures of the report pages and text them to his friend.
d. Move the report to a folder on his personal computer and then share the folder.

Sending a copy of the report to his friend using email is the most appropriate option. Sharing a school folder is typically prohibited, taking pictures of the report does not allow his friend to add suggestions to the document, and moving a co-authored team report may be a violation of his school acceptable use policies.

Lesson 7 – Safety and Security

Case Study 1

_____ may be used for legitimate purposes by employers and by parents to monitor device usage and block inappropriate content, and also be used maliciously to monitor device activity, copy content, and control the device remotely.

a. Social Engineering
b. Spyware
c. Geotagging
d. Browser Cache