IC3 GS6 Level 2

Objective Domains

1. Technology Basics

1.1 Customize digital environments
1.1.1 Configure device settings to meet individual needs and preferences
1.1.2 Configure browser settings to meet individual needs and preferences

1.2 Use a personal digital calendar
1.2.1 Create appointments or tasks on a personal digital calendar
1.2.2 Share a personal digital calendar with others
1.2.3 Display specific information on your personal calendar

1.3 Define higher-level technology concepts
1.3.1 Describe automation methods
1.3.2 Describe cloud computing
1.3.3 Describe and understand the use of autocorrect functions
1.3.4 Describe and understand the use of autocomplete functions

1.4 Explain and implement common hardware adjustments
1.4.1 Locate and adjust volume settings
1.4.2 Locate and adjust monitor brightness controls
1.4.3 Locate and adjust monitor contrast controls
1.4.4 Describe the purpose of universal design

1.5 Explain core printer concepts
1.5.1 Distinguish between laser and inkjet printers
1.5.2 Confirm a successful connection to a printer
1.5.3 Select a default printer

1.6 Identify digital devices and connections
1.6.1 Define processing devices
1.6.2 Distinguish between categories of data cables and connectors

2. Digital Citizenship

2.1 Create and manage multiple digital identities
2.1.1 Differentiate between personal and professional digital identities
2.1.2 Manage multiple site credentials

2.2 Apply digital etiquette standards
2.2.1 Implement situational digital etiquette standards
2.2.2 Determine the appropriate time to send a communication
2.2.3 Describe digital etiquette standards for content
2.2.4 Display sensitivity to cultural diversity

IC3
DIGITAL LITERACY
CERTIFICATION

2.3 **Seek opportunities to increase your digital competence**

2.3.1   Be aware of technological advancements

2.3.2   Use help features and community resources

2.3.3   Seek feedback that informs and improves your learning

3.   Information Management

3.1 **Determine digital information needs and requirements**

3.1.1   Understand key search terms

3.1.2   Demonstrate how to filter search results

3.2 **Determine the veracity of an individual search result or digital artifact**

3.2.1   Assess the accuracy of a search result or digital artifact

3.2.2   Validate the perspective of a search result or digital artifact

3.2.3   Assess the bias of a search result or digital artifact

3.2.4   Determine the credibility of a search result or digital artifact

3.2.5   Assess the relevance of a search result or digital artifact

3.3 **Manage online data collection, storage, and retrieval**

3.3.1   Explain methods of collecting digital data and responses

3.3.2   Explain and interact with central data storage systems

3.3.3   Fill out online forms

4.   Content Creation

4.1 **Create and edit digital content**

4.1.1   Prepare structured documents

4.1.2   Prepare presentations

4.1.3   Prepare basic spreadsheets

4.1.4   Perform basic image editing

4.1.5   Display proficient keyboarding skills

4.1.6   Track changes in a document

4.1.7   Use common shortcuts

4.2 **Manage digital information and files**

4.2.1   Organize, store, and retrieve data and content

4.2.2   Explain benefits and methods of compressing files

4.2.3   Explain and identify ownership of data in various storage locations

4.2.4   Distinguish between read-only and read-write files

4.2.5   Implement password protection

4.2.6   Restore previous versions of a file

4.3 **Responsibly repurpose digital resources**

4.3.1   Understand the rights and obligations of using or sharing intellectual property

4.3.2   Unify design elements by using design themes and artistic styles

4.4 **Publish or present content for a specific audience**

4.4.1   Determine how to customize information for a given audience

4.4.2   Determine the file format that will work for a given user

4.4.3   Describe basic video-editing techniques

5. Communication

5.1 Interact with others in a digital environment
- 5.1.1 Choose appropriate communication platforms and tools
- 5.1.2 Compose email messages
- 5.1.3 Interact with members of a digital community
- 5.1.4 Use online resources to determine availability of community services

5.2 Understand Internet commerce basics
- 5.2.1 Describe goods and services
- 5.2.2 Explain how digital payments work
- 5.2.3 Describe in-app purchases and their security concerns
- 5.2.4 Identify examples of media streaming services

6. Collaboration

6.1 Use digital tools and technologies to collaborate on the creation of content
- 6.1.1 List digital tools used for collaboration
- 6.1.2 Explain the benefits of collaboration
- 6.1.3 Compare and contrast synchronous editing and asynchronous editing
- 6.1.4 Describe coauthoring techniques
- 6.1.5 Explain methods used to review and provide feedback to peers

6.2 Apply digital etiquette standards for collaborative processes

7. Safety and Security

7.1 Avoid health risks and physical harm while using digital technologies

7.2 Avoid mental health threats while using digital technologies
- 7.2.1 Explain the concept of Catfishing
- 7.2.2 Explain "FOMO" (fear of missing out)
- 7.2.3 Explain the potential dangers and consequences of negative media posts

7.3 Understand device security
- 7.3.1 Identify untrusted media devices
- 7.3.2 Define encryption
- 7.3.3 Explain when blocking camera access is appropriate and necessary

7.4 Understand file security
- 7.4.1 Identify password protection file options
- 7.4.2 Explain editing restrictions