

Aspire

LEARN MORE. EARN MORE.

TPP Kick Off

9/15/2017

- Adopting the Northstar Digital Literacy Standards
- Digital Literacy Courses on Learner Moodle
- Digital Literacy Curriculum
- Distance Education
- Questions

Guiding Principles

1. Aspire staff understands basic legal issues and appropriate use of the Internet and Digital Communication.
2. Aspire staff can select, incorporate and evaluate the use of technology in the program and classroom.
3. Aspire staff can use computer-based assessments and software, where applicable.
4. Aspire staff is knowledgeable of means to make technology accessible for adults with special needs.
5. Aspire staff can model lifelong learning in technology.
6. Aspire staff will participate in professional development related to technology.

Northstar Digital Literacy Standards

- Programs begin adopting 9 of the areas included in the standards
 - 4 are recommended
 - Basic Computer Skills
 - World Wide Web
 - Email
 - Word Processing
 - 5 are optional
 - Windows
 - Social Media
 - Excel
 - PowerPoint
 - Information Literacy

Basic Computer Skills

1. Tell the difference between a desktop and laptop computer.
2. Identify parts of a computer.
3. Plug in headphones correctly.
4. Identify a mouse and a touchpad.
5. Identify mouse pointers.
6. Demonstrate understanding that mice can be customized.
7. Demonstrate understanding that it is possible to customize a computer for increased accessibility.
8. Demonstrate understanding that software programs are upgraded periodically.
9. Identify storage media.
10. Demonstrate knowledge of keys on a keyboard.
11. Turn a computer and monitor on and off.
12. Log on to a computer.
13. Double click and right click.
14. Drag and drop.
15. Use a mouse to select check boxes, use drop-down menus, and scroll.
16. Adjust volume and mute audio.
17. Identify icons on a desktop.
18. Use the recycle bin for trashing and retrieving items.

1. Identify the operating system used by a computer.
2. Demonstrate knowledge of the Windows Start menu.
3. Identify drives on a computer.
4. Access the help menu.
5. Use 'Search' to locate a file, program, or document.
6. Identify and demonstrate knowledge of basic office software programs. Identify their corresponding file extensions.
7. Identify the desktop.
8. Identify the taskbar.
9. Minimize and maximize windows.
10. Open and exit programs.
11. Open, close and switch between windows.
12. Demonstrate knowledge of Windows file organizational system.
13. Delete documents or files.
14. Shutdown, restart, and log off a computer.

World Wide Web

1. Identify an Internet Service Provider and ways to connect to the Internet.
2. Demonstrate knowledge of browsers and identify commonly used browsers.
3. Identify a website.
4. Identify a homepage.
5. Identify common domain types.
6. Demonstrate knowledge of ways to increase Internet safety for children.
7. Demonstrate knowledge of antivirus software.
8. Avoid providing financial information unless on a secured website.
9. Correctly enter a security code.
10. Fill out an online form.
11. Identify the address bar and enter a URL address.
12. Identify browser toolbar buttons and use them correctly.
13. Identify search engines and enter search terms into the search engine.
14. Use scroll bars.
15. Use a hyperlink to access other webpages.
16. Create a new tab, open a webpage in a tab, and move between tabs.
17. Identify a pop-up window and close it.
18. Enable an individual pop up window.

1. Define email.
2. Tell the difference between a URL and an email address.
3. Register for a new email account.
4. Log into email.
5. Address an email and create an email message. Then, Send an email.
6. Open an email and reply to all.
7. Forward an email.
8. Add an attachment to an email.
9. Open an attachment in an email.
10. Delete an email and retrieve an email from the trash.
11. Understand basics of email etiquette.
12. Use caution when opening an email from an unfamiliar source.
13. Avoid giving out personal information to unfamiliar people.
14. Identify and delete junk mail, including spam.
15. Be selective and cautious about forwarding email to large groups of people.
16. Sign out of email.
17. Define computer virus.

1. Identify different types of social media and their primary functions (Facebook, LinkedIn, Twitter).
2. Create a new account on a social media network.
3. Recognize information posted by others or online or on social media networks that may present a risk to you (user as consumer of information).
4. Demonstrate knowledge of managing "friends" on Facebook: adding friends or accepting/declining "friend" requests.
5. Demonstrate an awareness that social media accounts have privacy settings that can be set by users.
6. Demonstrate an understanding of the consequences of "liking" something.
7. Share content by uploading media.
8. Identify information that is unwise to post and/or upload on a social media (too much personal sharing, inappropriate photos/comments) (User as publisher of information).
9. Distinguish between public and private "spaces" on social media sites (ex: Facebook messages and Facebook wall).
10. Post, share, like or comment on content.
11. Demonstrate knowledge of the permanence of anything posted on the internet.

1. Open a new or existing document.
2. Identify the Ribbon.
3. Use Save As to save to a particular folder and name the document.
4. Identify file extensions.
5. Use Spelling and Grammar check.
6. Format the size, color and type of font.
7. Set single or double spacing.
8. Align text.
9. Use bullets and automatic numbering.
10. Use the Undo button.
11. Cut, copy and paste.
12. Set margins.
13. Select portrait or landscape.
14. Demonstrate knowledge of the difference between "Save" and "Save As" functions.
15. Print.
16. Save and close a document.

1. Open a workbook.
2. Identify parts of Excel Screen: ribbon, formula bar, active cell, name box, column letter, row number.
3. Locate a cell.
4. Identify sheet tabs, create a new tab, and rearrange tabs.
5. Name worksheets.
6. Create headings and freeze them.
7. Format cells: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.)
8. Adjust rows and columns.
9. Enter data in a cell.
10. Copy and move cell entries.
11. Choose page orientation.
12. Select a print area and print.
13. Save and name workbook.
14. Insert and delete rows and columns.
15. Write a formula in the formula bar (-, +, *, /).
16. Use Auto Fill.
17. Use AutoSum (Sum, average, etc.).
18. Select a range.
19. Sort data (least to greatest, alphabetically, etc.).
20. Create a graph using data.
21. Save and close workbook using the quick access toolbar.

1. Open a new or existing PowerPoint presentation.
2. Identify parts of the PowerPoint Screen: slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars.
3. Insert new slides, duplicate, or reuse slides.
4. Manage text (insert, delete, copy, cut and paste, drag and drop, format, and use spellcheck).
5. Apply or change a theme.
6. Use zoom control.
7. Insert items into a presentation, resize, and adjust them (video, chart, pictures, clip art, screenshots).
8. Add a textbox, adjust it, resize it, or delete it.
9. Change the view of slides (normal, slide sorter, reading view, slideshow view).
10. Insert, delete and move slides using slide navigation pane.
11. Use the quick access toolbar.
12. Apply and customize slide transitions (select, preview, add sound, automatic advance).
13. Understand the basics of PowerPoint etiquette (limited text, text that stands out on background, clear titles)
14. Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features).
15. Save a presentation as a .ppt, .pdf, .png, etc.
16. Create handouts.
17. Print a presentation.

Information Literacy

1. Define a problem, formulate a question, or identify a decision that needs to be made.
2. Identify purpose for accessing information; how the information will help solve the problem, answer the question, help to make a decision, help with accomplishing a goal or objective.
3. Define the kind of information needed to complete the task.
4. Identify different types and formats of information found online (articles, databases, images, videos, etc.).
5. Plan steps required to solve the problem or accomplish the task.
6. Recognize the costs, in time or money, and benefits of accessing different sources of information (article, newspaper, consumer reports).
7. Demonstrate use of efficient search strategies to locate varied resources, including refining search to hone in on relevant information found in a previous search.
8. Locate potentially relevant information in media found online, including text, video, images, etc. Locate the source of the information.
9. Make use of hyperlinks to follow desired/required path of information.
10. Demonstrate basic understanding of use of non-Internet sources of information (personal documents, Excel spreadsheet, etc).

Information Literacy

11. Discern between relevant and non-relevant information in an information source and select the information that addresses the issue that motivated the search.
12. Determine the quality of information by identifying bias, assessing the reliability of sources, and identifying the impact of context.
13. File/store information in a format that facilitates ease of access for future use (e.g., file naming, folder organization, bookmarking, etc.)
14. Monitor extent to which information solves a problem and know when additional information is needed.
15. Synthesize relevant information from one or more sources.
16. Integrate new information into current knowledge and use it to support understanding, views, perspectives, or opinions.
17. Act on information to solve basic problems or answer a question.
18. Select appropriate format for sharing information, based on audience and purpose, and distribute to intended audience.
19. Evaluate the result of gaining/using the information. Was the question answered? Was the problem solved? Was a better decision made? Was a goal or objective met?

- Digital Literacy Basics
 - Short modules
 - Good for ELLs and students with little to no computer experience
- Digital Literacy Advanced
 - Longer modules with more interactive elements
 - Includes pretest to determine skills gaps

- Basic Computer Skills
- Microsoft Windows
- World Wide Web
- Email
- Microsoft Word
- Jobs Skills
- Cloud Storage
- Social Media

Digital Literacy Basics

Home > Courses > Digital Literacy > Digital Literacy Basics

NAVIGATION

Home

- ▀ Dashboard
- Ohio Aspire Online Instruction
- ▾ Current course
 - ▾ Digital Literacy Basics
 - Participants
 - Badges
 - Basic Computer Skills
 - Microsoft Windows
 - World Wide Web
 - Email
 - Microsoft Word
 - Job Skills
 - Cloud Storage
 - Social Media
 - My courses

ADMINISTRATION

- Course administration
- Switch role to...
- Site administration

Your progress

Welcome to Digital Literacy Basics

To get started, click on the lesson you would like to study. Lessons have icons next to their name. When you complete a lesson, a check mark will appear next to its name. Below each lesson is a handout that can be printed out to help you follow along with the slideshow.

Basic Computer Skills

- Using a computer is not for me
- Why use a computer?
- Why use a computer worksheet
- What is a computer
- What is a computer?
- Mouse Basics
- Mouse Basics
- Using the keyboard
- Using the keyboard
- Computer Ports
- Computer Ports

Microsoft Windows

- What is Windows 10?
- What is Windows 10?
- Windows 10 - Working from the Desktop
- Working from the desktop
- Windows 10 - Files and Folders
- Files and Folders
- Windows 10 - Working with Windows
- Working with Windows

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 - Why use a computer?
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- My courses

ADMINISTRATION

- Course administration
- Switch role to...
 - Return to my normal role
- Site administration
 -
 - Search

Using a computer is not for me

"Using a computer is not for me"

PDF Why_Use_a_Computer_1.pdf

DIGITALLEARN.ORG
A PLA INITIATIVE

Why Use a Computer?



Hi, I'm Kate. I'm here to tell you a few stories about people who've just started to use computers, and how it's changing their lives. These are people who, maybe like you, haven't felt that using computers and the Internet made sense for them.

Use your mouse to click on the green Continue button.

Page 14 of 14

Aspire Digital Literacy Advanced

LEARN MORE. EARN MORE.

- Use Computing Devices
- Navigate an Operating System
- Use the Keyboard Effectively
- Create Documents using Word Processing Software
- Demonstrate Basic Email Functions
- Perform Basic File Management Techniques
- Use the Internet
- Explore Social Media
- Manage Personal Data

Digital Literacy Advanced

Home > Courses > Digital Literacy > Digital Literacy Advanced

Turn editing on

NAVIGATION

Home

- Dashboard
- ▶ Ohio Aspire Online Instruction
- ▼ Current course
 - ▼ **Digital Literacy Advanced**
 - ▶ Participants
 - ▶ Badges
 - ▶ General
 - ▶ 1. Use Computing Devices
 - ▶ 2. Navigate an Operating System
 - ▶ 3. Use a Keyboard Effectively
 - ▶ 4. Create Documents using Word Processing Software
 - ▶ 5. Demonstrate Basic Email Functions
 - ▶ 6. Perform Basic File Management Techniques
 - ▶ 7. Use the Internet
 - ▶ 8. Explore Social Media
 - ▶ 9. Manage Personal Data
 - ▶ My courses

ADMINISTRATION

- ▼ Course administration
 - ✎ Turn editing on
 - ⚙ Edit settings
 - ⚙ Course completion
 - ▶ Users
 - ▼ Filters
 - ▶ Reports
 - 📊 Grades
 - 🎯 Outcomes
 - ▶ Badges
 - 🔄 Backup
 - 🔄 Restore
 - 📂 Import
 - 📄 Publish
 - 🔄 Reset
 - ▶ Question bank
- ▶ Switch role to...

Welcome to Digital Literacy Advanced

Your progress

To get started, click on the lesson you would like to study. Lessons have  icons next to their name. When you complete a lesson, a check mark will appear next to its name.

-  How to Navigate this Course
-  Pre-Assessment Test

1. Use Computing Devices

-  Use the Mouse
-  Operate a Computer and Printer
-  Identify Computer Devices
-  Use Computing Devices Test

2. Navigate an Operating System

-  Use Windows and the Windows 7 Operating System
-  Use Personalization Features Access Software Programs
-  Examine the Windows Operating System
-  Navigate an Operating System Test

3. Use a Keyboard Effectively

-  Explore the Keyboard
-  Practice Keyboarding Mechanics
-  Use the Keyboard
-  Use a Keyboard Effectively Test

Home

- ▣ Dashboard
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 - Badges
 - General
 - ▼ 1. Use Computing Devices
 - ▣ Use the Mouse
 - ▣ Operate a Computer and Printer
 - ▣ Identify Computer Devices
 - ▣ Use Computing Devices Test
 - 2. Navigate an Operating System
 - 3. Use a Keyboard Effectively
 - 4. Create Documents using Word Processing Software
 - 5. Demonstrate Basic Email Functions
 - 6. Perform Basic File Management Techniques
 - 7. Use the Internet
 - 8. Explore Social Media
 - 9. Manage Personal Data
 - My courses

ADMINISTRATION

- SCORM package administration
- Course administration
- Switch role to...
- Site administration

Use the Mouse

Menu Narration

Resources

- ▼ 1. Basic Mouse Skills
 - 1.1. Introduction
 - 1.2. Learning Objectives
 - 1.3. Mouse
 - 1.4. Touchpad
 - 1.5. Holding a Mouse
 - 1.6. Basic Mouse Motions
 - 1.7. Pointing
 - 1.8. Mouse Pointers
 - 1.9. Practice Pointing
 - 1.10. Left-Click
 - 1.11. Practice Left-Click
 - 1.12. Right-Click
 - 1.13. Practice Right-Click
 - 1.14. Double-Click
 - 1.15. Practice Double-Click
 - 1.16. Drag-and-Drop
 - 1.17. Practice Drag-and-Drop
- ▼ 2. Using the Mouse
 - 2.1. Drop-Down
 - 2.2. Practice Drop-Down
 - 2.3. Scrolling
 - 2.4. Scroll Wheel
 - 2.5. Practice Scrolling
 - 2.6. Checkboxes

Introduction
Glossary 1.1



INTERFACE project

◀ ▶

NEXT ▶

Menu **Narration**

- 1. Basic Mouse Skills
 - 1.1. Introduction**
 - 1.2. Learning Objectives
 - 1.3. Mouse
 - 1.4. Touchpad
 - 1.5. Holding a Mouse
 - 1.6. Basic Mouse Motions
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 - 1.12. Right-Click
 - 1.13. Practice Right-Click
 - 1.14. Double-Click
 - 1.15. Practice Double-Click
 - 1.16. Drag-and-Drop
 - 1.17. Practice Drag-and-Drop
- 2. Using the Mouse
 - 2.1. Drop-Down
 - 2.2. Practice Drop-Down
 - 2.3. Scrolling
 - 2.4. Scroll Wheel
 - 2.5. Practice Scrolling
 - 2.6. Checkboxes

Use the Mouse

Introduction



Here are some key terms:

- Use Mouse Keys
- Use the Mouse Handout
- Glossary

INTERFACE project

NEXT >

Digital Literacy Curriculum

- RIFLI Computer Skills
 - <http://www.rifli.org/find-resources/>
- Technology Literacy Collaborative of Minnesota
 - <http://www.tlc-mn.org/curriculum/categories/digital-literacy-curriculum/>
 - <http://www.tlc-mn.org/curriculum/beginning-computer-four-session-class/>
 - <http://www.tlc-mn.org/curriculum/beginning-e-mail-four-session-class/>
 - <http://www.tlc-mn.org/curriculum/beginning-internet-four-session-class/>
 - <http://www.tlc-mn.org/curriculum/microsoft-word-2007/>

Distance Education

- Per the state update on 9/7/2017, we are moving to just a providing program/program-only DE model next year

Questions?