

<b>Digital Literacy Skills by REEP Level and Topic Area</b>											
	These are the technology-based tasks that support the language objectives of the REEP curricula. During planning, teachers should identify the multiple steps it takes to complete the task. For example, under Mobile Devices, "Connect to Wifi" can be deconstructed into multiple tasks, as follows: locate the settings menu, tap on connections, tap on a specific network, type a password, etc. The teacher should then model these steps for the students. These standards have been adapted from the standards of the Northstar Digital Literacy Assessment.										ACCESS
	<b>Mobile Devices</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>300</b>	<b>350</b>	<b>400</b>	<b>450</b>	<b>500/550</b>	<b>EXIT</b>
1	Identify the operating system used by a mobile device. (Android, iPhone, etc)	T	T	T	T	R	R	M	M	M	M
	Connect to Wifi.	T	T	T	T	R	R	M	M	M	M
	Download an application.	T	T	T	T	R	R	M	M	M	M
	Use a voice recorder.	T	T	T	T	R	R	M	M	M	M
	Use a voice command to search.	-	T	T	R	R	M	M	M	M	M
	Take a photo or record a video.	T	T	T	R	R	M	M	M	M	M
	Share media (photo, video, etc)	-	T	T	R	R	M	M	M	M	M
	Access and listen to voicemail messages.	-	T	T	T	R	R	M	M	M	M
2	Use appropriate register when answering phone calls.	-	-	-	T	T	R	M	M	M	M
	Identify mobile service providers and plans.	-	-	-	T	T	R	M	M	M	M
	Use settings to uninstall or modify apps.	-	-	-	T	T	R	M	M	M	M
	<b>Basic Computer</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>300</b>	<b>350</b>	<b>400</b>	<b>450</b>	<b>500/550</b>	<b>EXIT</b>
1	Turn on and shut down a computer.	T	T	T	T	R	R	R	R	M	M
	Identify parts of a desktop and laptop computer.	T	T	T	T	R	R	R	R	M	M
	Plug in headphones correctly.	T	T	T	T	R	R	R	R	M	M
	Adjust volume and mute audio.	T	T	T	T	R	R	R	R	M	M
	Identify icons on a desktop.	T	T	T	T	R	R	R	R	M	M
	Use a mouse or touchpad to double click, right click, select check boxes, use drop-down menus, drag and drop, and scroll.	T	T	T	T	R	R	R	R	M	M
	Demonstrate knowledge of keys on a keyboard.	T	T	T	T	R	R	R	R	M	M
2	Identify storage media.	-	-	-	-	T	T	R	R	M	M
	Identify mouse pointers. (Arrow (default), Hand Pointer (links), iBeam (text), Spinning Wheel (wait))	-	-	-	-	T	T	R	R	M	M
	Demonstrate understanding that software programs are upgraded periodically.	-	-	-	-	-	-	T	T	R	R
	<b>Windows</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>300</b>	<b>350</b>	<b>400</b>	<b>450</b>	<b>500/550</b>	<b>EXIT</b>
1	Identify the desktop.	T	T	T	T	R	R	M	M	M	M
	Open and exit programs.	T	T	T	T	R	R	M	M	M	M
	Minimize, maximize, and close windows.	T	T	T	T	R	R	M	M	M	M
	Demonstrate knowledge of the Windows Start menu.	-	-	T	T	R	R	M	M	M	M

	Identify the taskbar and its functions.	-	-	T	T	R	R	M	M	M	M
2	Identify the operating system used by a computer.	-	-	-	-	T	T	M	M	M	M
	Identify drives on a computer.	-	-	-	-	T	T	R	R	M	M
	Demonstrate knowledge of Windows file organizational system.	-	-	-	-	T	T	R	R	M	M
	Delete documents or files.	-	-	-	-	T	T	R	R	M	M
	Use 'Search' to locate a file, program, or document.	-	-	-	-	T	T	R	R	M	M
	Access the help menu.	-	-	-	-	T	T	R	R	M	M
	<b>Internet</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>300</b>	<b>350</b>	<b>400</b>	<b>450</b>	<b>500/550</b>	<b>EXIT</b>
1	Identify commonly used browsers.	T	T	R	R	R	M	M	M	M	M
	Identify a website.	T	T	R	R	R	M	M	M	M	M
	Identify the address bar and demonstrate understanding of its functionality.	T	T	R	R	R	M	M	M	M	M
	Use a hyperlink to access other webpages.	T	T	R	R	R	M	M	M	M	M
	Navigate and find information on a website by scrolling, clicking on links, drop down menus, and keyboard shortcuts (zoom, find)	T	T	T	R	R	M	M	M	M	M
	Recognize ads.	T	T	T	R	R	M	M	M	M	M
	Identify common browser tools and icons (e.g., favorites, downloads, refresh, and back).	-	-	T	R	R	M	M	M	M	M
	Correctly enter a security code.	-	-	T	R	R	M	M	M	M	M
	Identify common domain types.	-	-	T	T	T	R	R	M	M	M
	Create a new tab, open a webpage in a tab, and move between tabs.	-	-	T	T	T	R	R	M	M	M
	Identify search engines and enter search terms into the search engine.	-	-	T	T	T	R	R	M	M	M
	Avoid providing financial information unless on a secured website.	-	-	T	T	T	R	R	M	M	M
Fill out an online form.	-	-	T	T	T	T	R	R	M	M	
2	Identify and enable a pop-up window.	-	-	-	T	T	T	R	R	M	M
	Identify an Internet Service Provider and ways to connect to the Internet.	-	-	-	-	-	T	T	R	R	M
	Demonstrate knowledge of browser settings including privacy settings and browser extensions	-	-	-	-	-	T	T	R	R	M
	Demonstrate knowledge of antivirus software.	-	-	-	-	-	T	T	R	R	M
	Identify different types and formats of information found online (articles, databases, images, videos,	-	-	-	-	-	T	T	R	R	R
	Demonstrate use of efficient search strategies including filters to hone in on relevant information.	-	-	-	-	-	T	T	R	R	R
	Locate the source of the information and assess reliability	-	-	-	-	-	T	T	R	R	R
	<b>Email</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>300</b>	<b>350</b>	<b>400</b>	<b>450</b>	<b>500/550</b>	<b>EXIT</b>
1	Register for a new email account.	-	T	T	T	R	R	M	M	M	M
	Log in and Sign out of email	-	T	R	R	M	M	M	M	M	M
	Define email.	-	T	R	R	M	M	M	M	M	M
	Tell the difference between a URL and an email address.	-	T	R	R	M	M	M	M	M	M

	Address an email, include a subject, and create an email message. Then, send an email.	-	-	-	T	T	T	T	R	M	M
2	Add and open an attachment in email.	-	-	-	T	T	R	R	M	M	M
	Understand basics of email etiquette.	-	-	-	-	T	T	T	R	M	M
	Reply to an email.	-	-	-	-	-	T	T	R	M	M
	Forward an email.	-	-	-	-	-	T	T	R	M	M
	Be selective and cautious about forwarding email to large groups of people.	-	-	-	-	-	T	T	R	M	M
	Use caution when opening an email from an unfamiliar source.	-	-	-	-	-	T	T	R	M	M
	Identify and delete junk mail, including spam.	-	-	-	-	-	T	T	R	M	M
	Unsubscribe from a mailing list.	-	-	-	-	-	T	T	R	M	M
	Delete an email and retrieve an email from the trash.	-	-	-	-	-	T	T	R	M	M
Define computer virus.	-	-	-	-	-	T	T	R	M	M	
	<b>Social Media</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>300</b>	<b>350</b>	<b>400</b>	<b>450</b>	<b>500/550</b>	<b>EXIT</b>
1	Identify different types of social media and their primary functions.	-	-	-	T	T	R	R	M	M	M
	Create a new account on a social media network.	-	-	-	T	T	R	R	M	M	M
	Post, share, like or comment on content.	-	-	-	T	T	R	R	M	M	M
	Share and delete content, including photos, videos, and links.	-	-	-	T	T	R	R	M	M	M
2	Distinguish between public and private "spaces" on social media sites (ex: Facebook messages and Facebook wall).	-	-	-	-	-	T	T	R	R	M
	Demonstrate an awareness that social media accounts have privacy settings that can be set by users.	-	-	-	-	-	T	T	R	R	M
	Identify information that is unwise to post in specific forums on social media (too much personal sharing, inappropriate photos/comments) (User as publisher of information).	-	-	-	-	-	T	T	R	R	M
	Recognize information posted by others or online or on social media networks that may present a risk to you (user as consumer of information).	-	-	-	-	-	T	T	R	R	M
	Demonstrate knowledge of the permanence of anything posted on the internet.	-	-	-	-	-	T	T	R	R	M
	<b>Word Processing</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>300</b>	<b>350</b>	<b>400</b>	<b>450</b>	<b>500/550</b>	<b>EXIT</b>
1	Access a word processing program and open a new or existing document.	-	T	T	T	T	R	R	R	R	M
	Name, save, and close a document.	-	T	T	T	T	R	R	R	R	M
	Print.	-	T	T	T	T	R	R	R	R	M
	Use the undo button.	-	T	T	T	T	R	R	R	R	M
	Use spelling and grammar check.	-	T	T	T	T	R	R	R	R	M
	Identify and pin/unpin the ribbon.	-	T	T	T	T	R	R	R	R	M
	Format the size, color and type of font.	-	T	T	T	T	R	R	R	R	M
	Use a template.	-	T	T	T	T	R	R	R	R	M
Cut, copy and paste.	-	-	-	-	-	T	T	T	R	M	

