**Meaningful Digital Literacy Materials** Neela Jayaraman & Heather Tatton-Harris

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| **Instructional Material Framework****Instructional Strategies*** Make connections (Prior learning, background knowledge)
* You do (exploration), I do, we do, you do – repetition
* Situated within students’ experience (Personalization)
* Cooperative, project-based experience
* Language – elaborated and scaffolded

**Guiding Principles*** Use the Internet for communication and finding information
* Be safe in a digital environment
* Use software that is meaningful to their lives and helpful for their future
* Be informed technology consumers
* Gain efficiency (typing speed) and comfort with a computer

**Ultimate Objective:** Technology becomes an integrated part of students’ lives! |

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| **First Literacy Project - Instructional Materials Developed*** **Units on Spam & Google Drive – Spreadsheet**
* **Published to website, easily downloaded and tailored**
* **Materials:**
	+ Student Packet
	+ Teacher's Guide
	+ Online Resources

**Student Packet contents*** Clearly written objectives
* Vocabulary & Building Background
* Exploring to learn
* Authentic, project-based, collaborative tasks
* Assessment tasks

**Teacher’s Guide*** NRS/SPL levels
* Timeframe
* Assumptions and prerequisites
* Instructional strategies
* Metaphor suggestions to explain abstract

concepts (e.g. save vs. save as)* Exit ticket ideas

**Online Resources*** + - Instructional videos
		- Online vocabulary practice
		- Online interactive materials for supplemental practice
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**Computer Literacy Sequencing Suggestions**

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| **Phase 1 Topics – Entry** |
| 1. Hardware: Computer parts, keyboard, turning on/off , mouse skills, keyboarding
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| 1. Operating System I: Windows (open, close, start, etc.)
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| 1. Notepad
 |
| 1. Software I: What are programs? (Introduce web browsers)
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| 1. Internet features
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| 1. Searching Internet using keywords
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| **Phase 2 Topics - Survival** |
| 1. Email with Gmail
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| 1. Privacy I: Passwords & what should be private
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| 1. Word on Google Drive
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| **Phase 3 Topics – Stepping Stone** |
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| 1. Computer Security I (Physical issues)
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| 1. Software II: MS Office
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| 1. Word
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| 1. Excel
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| 1. PPT
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| 1. OS II: Saving files, Organizing files, Creating folders
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| 1. Google Drive: Compare Google Drive & MS Office
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| 1. Google Account options: Gmail, Drive, Calendar
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| 1. Google Chrome I: Browser Settings
 |
| 1. Google Chrome II: Apps
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| 1. Privacy II: Spam, scams, secure websites, browsing history
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| 1. Hardware/Digital Language: Storage Options (Internal, external, cloud), kb, mb, gb, etc.
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| 1. How to Buy a Computer
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| **Phase 4 Topics - Milestone** |
| 1. Social media
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| 1. Privacy III: privacy settings in social networking sites
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| 1. OS III: user settings
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| 1. Networks & VOIP: connection types, VoIP
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| 1. Creating websites: Culminating projects, Weebly.com
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