**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 |

**Computer Literacy Sequencing Suggestions**

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| **Phase 1 Topics – Entry** |
| 1. Hardware: Computer parts, keyboard, turning on/off , mouse skills, keyboarding |
| 1. Operating System I: Windows (open, close, start, etc.) |
| 1. Notepad |
| 1. Software I: What are programs? (Introduce web browsers) |
| 1. Internet features |
| 1. Searching Internet using keywords |

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| **Phase 2 Topics - Survival** |
| 1. Email with Gmail |
| 1. Privacy I: Passwords & what should be private |
| 1. Word on Google Drive |

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| **Phase 3 Topics – Stepping Stone** |
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| 1. Computer Security I (Physical issues) |
| 1. Software II: MS Office |
| 1. Word |
| 1. Excel |
| 1. PPT |
| 1. OS II: Saving files, Organizing files, Creating folders |
| 1. Google Drive: Compare Google Drive & MS Office |
| 1. Google Account options: Gmail, Drive, Calendar |
| 1. Google Chrome I: Browser Settings |
| 1. Google Chrome II: Apps |
| 1. Privacy II: Spam, scams, secure websites, browsing history |
| 1. Hardware/Digital Language: Storage Options (Internal, external, cloud), kb, mb, gb, etc. |
| 1. How to Buy a Computer |

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| **Phase 4 Topics - Milestone** |
| 1. Social media |
| 1. Privacy III: privacy settings in social networking sites |
| 1. OS III: user settings |
| 1. Networks & VOIP: connection types, VoIP |
| 1. Creating websites: Culminating projects, Weebly.com |