



IC3 GS6 Level 2

IC3 Digital Literacy Certification

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 Identify and explain common hardware adjustments

- 1.4.1 Identify and explain common sound setting adjustments
- 1.4.2 Identify and explain monitor brightness and contrast controls

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

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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

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 Assess the perspective of a search result or digital artifact

3.2.3 Assess the bias of a search result or digital artifact

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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 Workbooks

4.1.4 Perform basic image editing

4.1.5 Describe basic video-editing techniques

4.1.6 Display proficient keyboarding skills

4.1.7 Track changes in a document

4.1.8 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 Explain file versioning concepts

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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

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

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6.2 Apply digital etiquette standards for collaborative processes

6.2.1 Video conferences

6.2.2 Webinars

7. Safety and Security

7.1 Avoid health risks and physical harm while using digital technologies

7.1.1 Describe health risks of standard computing practices

7.1.2 Describe risks of internet use

7.1.3 Describe the purpose of universal hardware design

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 methods of protecting against untrusted portable media devices

7.3.2 Define device encryption and identify encryption methods

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

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