



IC3 OD Living Online 1019

IC3 Living Online - Global Standard 5

IC3 Digital Literacy Certification

Objective Domains

Manage Workbook Options and Settings

1. Internet Concepts

1.1 Identify Internet concepts

- 1.1.1 Identify Internet infrastructure
- 1.1.2 Locate and validate Internet content
- 1.1.3 Identify browser concepts
- 1.1.4 Identify intellectual property (IP) and copyright concepts
- 1.1.5 Identify licensing concepts
- 1.1.6 Identify censorship concepts
- 1.1.7 Identify plagiarism concepts

2. Common Functionality

2.1 Demonstrate website navigation techniques

- 2.1.1 Navigate website content by clicking and double-clicking
- 2.1.2 Display hidden information by mousing over website content
- 2.1.3 Drag and drop files onto a website page

3. Email clients

3.1 Recall email clients and services

- 3.1.1 Recall email service providers
- 3.1.2 Recall desktop email applications
- 3.1.3 Recall web email services

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3.2 Understand message concepts

- 3.2.1 Identify the components of a message header
- 3.2.2 Distinguish among message response options (reply, reply all, forward)
- 3.2.3 Distinguish between courtesy copy options (cc, bcc)
- 3.2.4 Determine the effects of message and mailbox size limits
- 3.2.5 Identify the purpose of an email signature

3.3 Understand email management concepts

- 3.3.1 Identify types of junk mail
- 3.3.2 Locate quarantined messages
- 3.3.3 Configure message archival settings
- 3.3.4 Locate deleted messages
- 3.3.5 Restore deleted messages
- 3.3.6 Empty the Deleted Items folder
- 3.3.7 Recall reasons for creating email folders
- 3.3.8 Create a folder
- 3.3.9 Move a message to a folder

3.4 Understand email attachment concepts

- 3.4.1 Recognize email attachments
- 3.4.2 Attach files to an email message
- 3.4.3 Save an email attachment from a message

3.5 Understand contact management concepts

- 3.5.1 Create a list of contacts
- 3.5.2 Create a contact record

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4. Calendaring

4.1 Manage appointments and events in online calendar applications

- 4.1.1 Create one-time and recurring events, appointments, and meetings
- 4.1.2 Invite people to an event or meeting
- 4.1.3 Recognize necessary and optional elements of an event or meeting invitation

4.2 Share online calendars

- 4.2.1 Request access to someone's calendar
- 4.2.2 Share your calendar Know how to view multiple calendars

4.3 Manage multiple calendars using online calendar applications

- 4.3.1 Display multiple calendars side by side
- 4.3.2 Overlay multiple calendars
- 4.3.3 Change the color assigned to a calendar

4.4 Understand online calendar subscriptions

- 4.4.1 Identify common types of subscription calendars
- 4.4.2 Subscribe to an Internet calendar

5. Social Media

5.1 Understand social media concepts

- 5.1.1 Identify the purposes of social networks
- 5.1.2 Identify the effect of following a person or group on a social network
- 5.1.3 Identify the effects of posting information online

5.2 Understand social network concepts

- 5.2.1 Distinguish among school, business, and personal social networking
- 5.2.2 Distinguish between open and closed social networks

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5.3 Recall information-posting platform concepts

- 5.3.1 Recall the definition and purpose of blogs
- 5.3.2 Recall the definition and purpose of wikis
- 5.3.3 Recall the definition and purpose of forums
- 5.3.4 Recognize means of communication on blogs, wikis, and forums

5.4 Understand cyber bullying concepts

- 5.4.1 Recall the definition of cyber bullying
- 5.4.2 Recognize actions that are classified as cyber bullying
- 5.4.3 Identify the outcome of cyber bullying

6. Communications

6.1 Understand communication options

- 6.1.1 Distinguish between communication methods
- 6.1.2 Recommend the most appropriate communication method for a given circumstance

6.2 Understand SMS text messaging concepts

- 6.2.1 Identify appropriate uses of text messaging as a business communication tool

6.3 Understand chat platform concepts

- 6.3.1 Identify available chat platforms
- 6.3.2 Identify appropriate uses of chat platforms in a business setting

6.4 Identify online collaboration tools

- 6.4.1 Recall online collaboration tools for remote learners and workers
- 6.4.2 Identify online file storage systems for remote workers
- 6.4.3 Identify online conferencing platforms
- 6.4.4 Recall features of online conferencing platforms

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7. Online Conferencing

7.1 Understand online conferencing concepts

- 7.1.1 Distinguish between available online conferencing platforms
- 7.1.2 Recognize common capabilities of online conferencing platforms (voice, video, screen sharing, hosted presentations)

8. Streaming

8.1 Understand content streaming concepts

- 8.1.1 Recall the definition of streaming
- 8.1.2 Identify instances of audio streaming, video streaming, and live streaming
- 8.1.3 Distinguish between streaming and downloading

9. Digital Citizenship

9.1 Understand online communication methods

- 9.1.1 Recognize the speed and obtrusiveness of available online communication methods
- 9.1.2 Identify the best online communication method to use in a specific situation

9.2 Understand physical wellness aspects of living online

- 9.2.1 Identify ergonomic best practices for maintaining physical health while working on a computer or device
- 9.2.2 Identify the effects of screen time on physical health

9.3 Manage online identities

- 9.3.1 Modify information stored in an online profile

9.4 Understand personal and professional identity concepts

- 9.4.1 Distinguish between personal and professional online identities
- 9.4.2 Recognize elements of a person's online identity
- 9.4.3 Analyze the positive and negative effects of online activities

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