

Smart Futures Digital Literacy Credential for Non-CTE Students

(5 Micro-credentials = 1 Industry Recognized Credential)

Smart Futures embeds a set of micro-credentials within their Career Plan and Portfolio (CPP) platform. Each of the Smart Futures micro-credentials are aligned to [The Common Employability Framework](#), which is supported by PDE and created by the National Network of Business and Industry Associations. Aligning to this framework is convenient, as the skills identified (see the graphic below) are common across industry clusters and therefore are relevant for any career pathway.



Students earn a minimum of five (5) micro-credentials during grades 7-12 to equal an industry recognized credential for non-CTE students, which demonstrates that the student has developed a solid foundation of skills that translate to any occupation.

Students' micro-credentials are stored in the student's portfolio and are available to their families as well as teachers, counselors, and other relevant school staff.

The following are the micro-credentials that our students can earn in the Smart Futures CPP:

Title: Future Ready Math Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Mathematics, Critical Thinking

Levels: 0-5

Minimum score needed to earn micro-credential:

Level 3: Students receiving Special education services

Level 4: Students in regular education

Type: Assessment and locator test linked to remediation

Issued by: Smart Futures, remediation by Khan Academy

What Jobs require this skill? All careers require basic math skills.

Appropriate for grades: 7-12

Description: The Future Ready Math Badging system uses the results of a series of brief assessments to demonstrate the progress the student has made as it relates to the preparation needed for career success and provide help, if necessary, for improvement. Test results are used to compare to the math levels needed for career success. The assessment helps build a student's confidence in his/her ability to learn which is important for career, college, and life. SmartFutures testing/assessment process is based on the findings from the [key math shifts](#) outlined within the [Common Core State Standards Initiative Preparing America's Students for College and Career](#). The Common Core State Standards for Mathematics is specifically designed to help students succeed in college and career choices. The revised math standards outline three key shifts from the previous ones – greater focus on fewer topics, coherence, and rigor. (Common Core State Standards Initiative, n.d.) Support for the revised math standards is the research done by the [Center for Curriculum Redesign](#) which shows the typical usage of Mathematics by various professions. Numbers and operations, basic algebra and applied math are all necessary skills in all or many of these professions.

The need for a deep understanding of basic mathematics is also critical for students who enter the workplace without a college degree. In designing the SmartFutures math tests, we used these findings to create five levels of assessments and badges, from level 1 through level 5, plus an emerging skills level 0, focusing on the critical topics at each of the levels (Common Core State Standards Initiative, n.d.). The goal in accomplishing all 5 levels is to provide students the necessary foundation to be college and career ready. Each level of learning demonstrates that students have mastered the lower level material which is critical for learning new knowledge. Finally, SmartFutures developed word problem questions based on real-world situations to ensure students have a deeper understanding of the math concepts. Students must earn a Gold Level 5 Badge for it to count as one of the 5 industry recognized micro-credentials.

How Assessment works/Number of questions: The number of questions varies for each student depends on how the student answers. The first time a student takes the assessment begins with level 0 and they answer questions until they begin missing answers. To progress, students must answer 5 questions correctly at each level. If they miss a question they are given another similar question. If they answer incorrectly twice, the assessment ends and they are provided a badge at their current level of

success. This process serves as a placement test. Students may then try to upgrade their badge by taking an assessment for the next higher level. Students are also provided an IMPROVE plan for the questions they missed. Missed questions contain links to the appropriate subject area within [Khan Academy](#). Once the student completes and passes all levels, they are issued a Gold, Level 5 Badge.

Career Education and Workforce (CEW)Strand: Career Acquisition

CEW Topic: Career Acquisition Process

Level Descriptors

Developing: Level 0,

I Statement: I am developing math skills that will be needed for success in careers.

1. Counting and basic numbers

Advancing: Level 1

I Statement: I am advancing my math skills so I can be ready to enter the workplace.

2. Addition using whole numbers
3. Subtraction using whole numbers

Basic: Level 2

I Statement: I have a foundation of basic math skills that will help me prepare for career success.

4. Multiplication of whole numbers and fractions
5. Division of whole numbers and fractions

Level 3: Bronze

I Statement: I have earned a Bronze Future Ready Math badge.

6. Ratios, rates and percentages
7. Arithmetic number systems
8. Expressions and equations

Level 4: Silver

I Statement: I have earned a Silver Future Ready Math badge.

9. Rates and proportional relationships
10. Advanced arithmetic with rational numbers, negative and percentages
11. Advanced expressions and equations

Level 5: Bronze

I Statement: I have earned a Gold Future Ready Math badge.

12. Linear equations
13. Linear functions
14. Systems of equations

Title: Basic Computer Skills Micro-credential

Common Employability Skill Category: Applied Knowledge: Technology;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test with Remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Basic Computer Skills are needed for any entry level job that deals with computers, mobile devices, or other common forms of digital technology in any capacity. Basic Computer Skills are also a foundation skill critical for independent living.

Appropriate for grades: 7-Adult

Description: This assessment measures competency identifying parts and basic functions of common mobile devices, laptops, and desktop computers (e.g., touchpad, keyboard, and mouse).

Number of questions: 38

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I have the basic computer skills needed to perform common work-related tasks.

Topics:

1. Distinguish between different types of devices (tablets, desktop and laptop computers).
2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).
3. Log on to and shut down a computer.
4. Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).
5. Identify types of mice: mouse and touchpad.
6. Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links)).
7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).
8. Drag and drop.
9. Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling).
10. Access and control audio output features (volume, mute, speakers and headphones).
11. Identify icons on the desktop.
12. Demonstrate ability to trash and retrieve items using the trash or recycle bin.

13. Demonstrate understanding that it is possible to customize a computer for increased accessibility (customizing a mouse for left-handed use and sensitivity, and changing screen resolution on a monitor).
14. Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility, and that different versions may be installed on different computers.
15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).
16. Identify whether or not a computer is connected to the internet.
17. Identify and locate camera and microphone on laptops, tablets.
18. Turn the computer and monitor on and off

Title: Internet Basics Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Technology;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Internet Skills are needed for any entry level job that involves tasks that require the worker to access the Internet via a desktop computer, tablet, or mobile device. Knowledge and use of the World Wide Web is also a foundation skill critical for independent living.

Appropriate for grades: 7-Adult

Description: This assessment measures your ability to navigate and use the Internet as an everyday tool. Questions measure your ability to use browsers and Internet-related tools and your understanding of websites, searches, online navigation and basic security practices.

Number of questions: 34

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I can use the Internet to perform common work-related tasks.

Topics:

1. Identify the different ways a person can connect to the internet.
2. Demonstrate knowledge of browsers and identify commonly used browsers.
3. Demonstrate familiarity with website structure (e.g., landing pages, internal pages).
4. Identify top-level domains (e.g., .edu, .com, .org).
5. Demonstrate understanding of how to use browser tools and settings to protect privacy (e.g., private browser windows, clearing search history, and declining to save passwords on shared computers).
6. Demonstrate understanding of when it's safe and appropriate to share personal, private, or financial information (e.g., recognizing phishing attempts, identifying unsecured websites).
7. Identify ways to protect your devices (e.g., anti-malware software, recognizing possible virus attacks).
8. Demonstrate to a website that you are a legitimate user using CAPTCHA or other verification methods.
9. Fill out an online form.
10. Identify the web address bar and demonstrate understanding of its functionality.
11. Identify common browser tools and icons (e.g., favorites, downloads, refresh, and back).

12. Perform internet search using clear parameters (terms and filters).
13. Demonstrate ability to scroll up and down a page and left and right on a page.
14. Identify and make use of common website interactions (e.g., play buttons, hyperlinks).
15. Identify and work with tabs and windows.
16. Enable a specific pop-up window.
17. Use shortcut keys, or menu or mousing equivalents, to support user experience on the web (e.g., zoom, find text). Identify and locate camera and mic on laptops, tablets.
18. Turn the computer and monitor on and off.

Title: Using eMail Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Writing, Technology;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Using eMail is a skill that is needed for any entry level job that involves tasks that require the worker to use eMail messaging as a means to communicate with others via desktop computer, tablet, or mobile device. Using eMail is also a foundation skill.

Appropriate for grades: 7-Adult

Description: The assessment measures your ability to receive, create, send, and manage email messages.

Number of questions: 32

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I can use eMail to communicate effectively within a workplace setting.

Topics:

1. Define email and identify common email clients.
2. Tell the difference between a URL and an email address.
3. Register for a new email account, using a professional user name and a strong password.
4. Log into email.
5. Create and send an email, including recipient address, subject, and message.
6. Open and reply to an email.
7. Understand why and how to reply, reply all, and forward an email.
8. Add an attachment to an email.
9. Open and download an email attachment.
10. Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists.
11. Understand basics of email etiquette (using salutations and closings, avoiding all caps, making use of the subject line, understanding when it's ok to forward messages, knowing who to cc or bcc, etc.).

12. Use caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links, or giving out personal information.
13. Sign out of email, especially when using shared computers.

Title: Windows 10 Micro-credential

Common Employability Skill Category: Applied Knowledge: Technology;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Windows 10 is a skill that is needed for any entry level job that involves tasks that require the worker to use a PC computer using the Windows 10 operating system on a desktop computer or laptop computer.

Appropriate for grades: 7-Adult

Description: This assessment measures your ability to use the Microsoft Windows 10 operating system to perform common work-related functions on your computer.

Number of questions: 26

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I can use the Windows 10 operating system to perform common computer tasks.

Topics:

1. Identify the operating system used by a computer.
2. Identify the parts of the Windows 10 interface (desktop, taskbar, etc.).
3. Demonstrate knowledge of the Windows Start Menu, including Get Help.
4. Use Cortana to search for a file, program, or document.
5. Identify icons, functions, and any file extensions related to basic office software (Word, PowerPoint, and Excel) and default Windows programs (Microsoft Edge, Windows Defender, etc.).
6. Start and exit programs.
7. Minimize and maximize windows.
8. Open, close and switch between windows.
9. Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive).
10. Move documents and files, including to and from the Recycle Bin.
11. Log off, restart, and shutdown a computer.
12. Use Settings to uninstall or modify apps.

Title: MAC OS Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Technology;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: test

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? MAC OS is a skill that is needed for any entry level job that involves tasks that require the worker to use an Apple computer using the MAC Operating System on a desktop computer or laptop computer.

Appropriate for grades: 5-Adult

Description: This assessment measures your ability to use Apple's MAC OS operating system to perform common work-related functions on your computer.

Number of questions: 26

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I can use the MAC operating system to perform common computer tasks.

Topics:

1. Identify Mac OS
2. Click on the Dock
3. Click on the Menu bar
4. Click on the Desktop
6. Open Notes
7. Expand Notes
8. Close Notes
9. Application to change settings
10. Application to see all files, folders, applications
11. Application to make a slideshow presentation
12. Application to make a document
13. Application to make a spreadsheet
14. Question about Mac OS

15. Search for document
16. Open iTunes via Finder
17. Minimize Safari
18. Open minimized Safari
19. Quit Safari
20. Move document
21. Select portable storage device
22. Delete document
23. Restore deleted document
24. Install application using App Store
25. Log out
26. Shut down computer

Title: Microsoft Word Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Writing, Technology;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test, with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Microsoft Word is a skill that is needed for any entry level job that involves tasks that require the worker to create, manipulate or manage documents via a desktop computer, tablet, or mobile device. Using Microsoft Word is also a foundation skill critical for independent work.

Appropriate for grades: 7-Adult

Description: This assessment measures your ability to create and manage Microsoft Word documents.

Number of questions: 26

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I can use Microsoft Word to create, edit and manage workplace documents.

Topics:

1. Open a new or existing document.
2. Identify the parts of the Word window, including the Ribbon, Status Bar and Quick Access Toolbar.
3. Save a document, being intentional about name and location.
4. Identify file extensions that can be opened by Microsoft Word.
5. Use Spelling and Grammar check.
6. Format text: size, color and font type.
7. Set text spacing and alignment.
8. Apply bullets and automatic numbering.
9. Undo the previous action.
10. Cut, copy and paste.
11. Modify page layout, including margins and orientation.
12. Print.
13. Close a document.
14. Insert objects into a document, including images, shapes, hyperlinks, and tables.

Title: Microsoft Excel Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Writing, Technology;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Microsoft Excel is a skill that is needed for any entry level job that involves tasks that require the worker to create, manipulate or manage spreadsheets via a desktop computer, laptop, tablet, or mobile device.

Appropriate for grades: 5-Adult

Description: This assessment measures your ability to create and manage Microsoft Excel spreadsheets.

Number of questions: 31

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I can use Microsoft Excel to create, edit and manage workplace spreadsheets.

Topics:

1. Open and close a workbook.
2. Save a workbook, being intentional about name and location.
3. Identify parts of Excel screen: ribbon, formula bar, active cell, name box, column letter, row number, Quick Access Toolbar.
4. Locate a specific cell.
5. Enter data in a cell.
6. Copy and move cell entries.
7. Format cells and text: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.)
8. Create headings and freeze them.
9. Insert and delete rows and columns.
10. Adjust row and column size.
11. Identify worksheet tabs, create a new tab, rename tabs, and rearrange tabs.
12. Write a formula in the formula bar (-, +, *, /).

13. Select a range.
14. Use Autofill and AutoSum (Sum, Average, etc.) and understand the differences between them.
15. Sort (least to greatest, alphabetically, etc.) and filter data.
16. Insert a chart to display data.
17. Select a print area, choose page orientation, and print.

Title: Microsoft PowerPoint Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Writing, Technology;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Microsoft Powerpoint is a skill that is needed for any entry level job that involves tasks that require the worker to create, edit or manage presentations via a desktop computer, laptop, tablet, or mobile device.

Appropriate for grades: 5-adult

Description: This assessment measures your ability to create and manage Microsoft PowerPoint presentations.

Number of questions: 26

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I can use Microsoft Powerpoint to create, edit and manage workplace spreadsheets.

Topics:

1. Open a new or existing PowerPoint presentation.
2. Identify parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars).
3. Insert new slides, duplicate, or reuse slides.
4. Manage text (insert, delete, copy, cut and paste, drag and drop, format, and use spellcheck).
5. Apply or change a theme.
6. Use zoom control.
7. Insert items into a presentation, resize, and adjust them (video, chart, pictures, clip art, screenshots).
8. Add a textbox, adjust it, resize it, or delete it.
9. Change the view (normal view, slide sorter, reading view, slideshow view).
10. Insert, delete, and move slides using the slide navigation pane.
11. Use the quick access toolbar.
12. Apply and customize slide transitions (select, preview, add sound, automatic advance).

13. Understand the basics of PowerPoint etiquette (limited text, text that stands out on background, clear titles).
14. Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features).
15. Save a presentation as a .ppt, .pdf, .png, etc.
16. Create handouts.
17. Print a presentation.

Title: Social Media Micro-credential

Common Employability Skill Category: Applied Knowledge: Technology, Critical Thinking;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test, with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Social Media is a foundational career skill that is needed to acquire and maintain a career in today's workplace. It is an essential skill needed for safe, secure independent living.

Appropriate for grades: 7-adult

Description: This assessment measures your ability to create and manage common social media accounts in an effective and safe manner.

Number of questions: 17

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I can safely and effectively use social media as a means to communicate and share information with others.

Topics:

1. Identify different types of social media and their primary functions (especially Facebook, LinkedIn, Instagram, Twitter).
2. Create a new account on a social media network and log in.
3. Recognize information posted on social media networks that may present a risk to you (user as consumer of information).
4. Demonstrate knowledge of managing “friends” on Facebook: adding friends, accepting/declining “friend” requests, and the difference between that and “following” someone.
5. Understand and change privacy settings.
6. Demonstrate an understanding of the consequences of “liking” or commenting on something.
7. Share and delete content, including photos, videos, and links.
8. Identify information that is unwise to post and/or upload on a social media (too much personal sharing, inappropriate photos/comments).
9. Distinguish between public and private “spaces” on social media sites (e.g., Facebook messages vs. Facebook timeline).
10. Post, share, like, or comment on content.
11. Demonstrate knowledge of the permanence of anything posted on the internet.

Title: Information Literacy Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Science, Technology, Critical Thinking; Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Information Literacy is an essential foundational workplace skill needed for any career. Careers assume that candidates can interpret common digital information and use the Internet to find solutions to common workplace problems.

Appropriate for grades: 5-adult

Description: This assessment measures your ability to access and use information found on the internet to solve or address common work-related tasks and issues.

Number of questions: 32

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I know how to effectively and safely use the Internet as a resource to find the information I need to perform within a career.

Topics:

1. Define a problem, formulate a question, or identify a decision that needs to be made.
2. Identify the purpose for accessing information (how the information will help solve the problem, answer the question, make a decision, or accomplish a goal or objective).
3. Define the kind of information needed to complete the task.
4. Identify types and formats of information found online (articles, databases, images, videos, etc.).
5. Plan steps required to solve the problem or accomplish the task.
6. Recognize the costs, in time or money, and benefits of accessing different sources of information (article, newspaper, consumer reports).
7. Demonstrate use of efficient search strategies to hone in on relevant information.
8. Locate relevant information in media found online, including text, video, images, etc. Locate the source of the information.
9. Make use of hyperlinks to follow the desired/required path of information.
10. Demonstrate basic understanding of use of non-Internet sources of information (personal documents, Excel spreadsheets, etc).

11. Discern between relevant and non-relevant information in an information source and select the information that addresses the issue that motivated the search.
12. Determine the quality of information by identifying bias, assessing the reliability of sources, and identifying the impact of context.
13. File/store information in a format that facilitates ease of access for future use (e.g., file naming, folder organization, bookmarking, etc.)
14. Monitor the extent to which information solves a problem and know when additional information is needed.
15. Synthesize relevant information from one or more sources.
16. Integrate new information into current knowledge and use it to support understanding, views, perspectives, or opinions.
17. Act on information to solve basic problems or answer a question.
18. Select appropriate format for sharing information, based on audience and purpose, and distribute to the intended audience.
19. Evaluate the result of gaining/using the information. Was the question answered? Was the problem solved? Was a better decision made? Was a goal or objective met?

Title: Career Search Skills Micro-credential

Common Employability Skill Category: Applied Knowledge: Reading, Writing, Technology, Critical Thinking; Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test with remediation

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Career Search Skills are needed to acquire and maintain a career. As a result Career Search Skills is a skill essential for independent living.

Appropriate for grades: 7-adult

Description: This assessment measures your ability to use the internet to conduct a career search.

Number of questions: 31

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I know how to use the Internet to conduct a job search.

Topics:

1. Identify tools for determining career aptitude (self-assessment, interest inventories, skill identification, and values awareness).
2. Identify features and timeline of a job search plan.
3. Identify resources that aid in finding a job (internet resources, social media websites, job listings, targeted employment, job fairs, networking clubs, etc.)
4. Demonstrate the ability to use search and filter functions in job search sites.
5. Distinguish between skills sets (job skills, transferable skills, self-management skills, and emotional intelligence).
6. Demonstrate understanding of the value of volunteering.
7. Identify steps to prepare for a career or job fair (posting resume, preparing introduction, reading schedule/calendar).
8. Identify ways to research employers, labor markets, and salary ranges.
9. Identify elements of a strong portfolio including work samples and other supportive documents.
10. Identify elements of a cover letter and distinguish between weak and strong cover letters.
11. Identify elements of a resumé and best practices for writing one (including employment history, hard and soft skills, accomplishments, job search goals, gaps in employment, etc.)
12. Identify best practices for sending and following up with resumé.

13. Demonstrate understanding of hiring processes (including recruitment, screening, and selecting).
14. Identify the basic principles of direct employer contact (in-person, telephone, video calls, social media, and email)
15. Identify key steps in preparing for an interview including identifying common interview questions; distinguish between strong and weak answers to interview questions; how to practice for an interview, giving answers for gaps in employment or previous incarceration.
16. Distinguish between different types of interviews (such as screening, selection, informational, work sample, peer group, group, luncheon/coffee, stress, video conference, etc.).
17. Distinguish between legal and illegal job interview questions; appropriately respond to illegal questions in an interview.
18. Identify key post-interview steps (contacting references, thank you notes, social media).
19. Demonstrate understanding of proper etiquette throughout the job search process, including when you are not hired.
20. Demonstrate understanding of negotiables: salary, schedule, benefits, professional development, training, and vacation time.
21. Distinguish between jobs types (temporary, seasonal, part-time, full-time, and unpaid internships).
22. Identify best practices to be successful on the job (including meeting employer expectations, making arrangements so that responsibilities and problems outside of work do not interfere with the job, learning new skills, dressing professionally, showing appreciation, and accepting constructive criticism).

Title: Your Digital Footprint Micro-credential

Common Employability Skill Category: Applied Knowledge: Technology, Critical Thinking;
Workplace Skills: Working With Tools & Technology

Level: Pass/Fail

Type: Test

Issued by: Northstar Digital Literacy Assessment Project

What Jobs require this skill? Your Digital Footprint is an essential skill needed to acquire and maintain employment. Employers assume the employee understands the concept of security and privacy especially when it comes to sharing confidential information on the Internet.

Appropriate for grades: 7-adult

Description: This assessment measures your ability to utilize social media and other internet resources in a safe and secure manner.

Number of questions: 17

CEW Standard: Career Acquisition

CEW Topic: Career Acquisition Process

I Statement: I know how to protect personal or confidential information on the Internet so it does not pose a threat to me or my employer.

Topics:

1. Define digital footprint.
2. Understand why a digital footprint is important.
3. Understand the potential benefits and potential negative consequences of a digital footprint.
4. Differentiate between an intentional and unintentional digital footprint.
5. Understand the sources of a digital footprint (browsing, job search, shopping, social media).
6. Understand the intentional and potential unintentional consequences of what is put online.
7. Identify consequences of a digital footprint (permanent, real-life, employment-related).
8. Demonstrate how to manage an online identity responsibly.
9. Demonstrate ability to manage privacy settings.
10. Understand breaches of privacy and the dangers these represent.
11. Identify the different organizations interested in a digital footprint and what they might use it for (employers, retail, government).
12. Define cookies and understand how these are used to track a digital footprint.