

## CCUSD K-12 Digital Literacy Matrix (Professional Development)

### Elementary

Skills	K	1	2	3	4	5	Who is responsible for assessing student mastery?	Professional Development Plan	Evaluation Instrument
Turn on a computer and login	I	R	M	M	M	M	Teacher	Basic setup including cables and connections.  2015- Classroom Technology Setup up Screencast Tutorial	An increasing number of pages view on the CCUSD Education Technology Support Page
Use pointing device such as a mouse to manipulate shapes, icons; click on urls, radio buttons, check boxes; use scroll bar	I	R	M	M	M	M	Teacher	2015- Classroom Technology Setup up Screencast Tutorial	An increasing number of pages view on the CCUSD Education Technology Support Page
Use desktop icons, windows and menus to open applications and documents	I	R	M	M	M	M	Teacher	2015- Classroom Technology Setup up Screencast Tutorial	An increasing number of pages view on the CCUSD Education Technology Support Page
File management – saving documents Organizing documents	I	R	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign in sheets, agendas, attendance logs, and class surveys

								Learning Management System Trainings	
Explain and use age-appropriate online tools and resources (e.g. tutorial, assessment, web browser)	I	R	R	M	M	M	Teacher	List of available resources	An increasing number of pages view on the CCUSD Education Technology Support Page
Keyboarding <ul style="list-style-type: none"> <li>• Use proper posture and ergonomics</li> <li>• Locate and use letter and numbers keys with left and right hand placement.</li> <li>• Locate and use correct finger, hand for space bar, return/enter and shift key</li> <li>• Gain proficiency and speed in touch typing (numbers are adjusted WPM)</li> <li>• Students type adjusted 5 WPM x Grade level</li> <li>• 2nd = <math>5 \times 2 = 10</math> WPM adjusted, 5th = <math>5 \times 5 = 25</math> WPM</li> </ul>	I	R 5	R 10	R 15	R 20	R 25	Teacher	The district is in the process of purchasing a Typing Program for K-5 students that will connect with our Learning Management System  Trainings on the keyboarding program will begin in Fall 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.

Use a word processing application to write, edit, print and save simple assignments	I	R	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use menu/tool bar functions (e.g. font/size/style/, line spacing, margins)		I	R	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Highlight text, copy and paste text.		I	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Copy and paste images within the document and from outside sources. Insert and size a graphic in a document		I	R	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Proofread and edit writing using appropriate resources (e.g. dictionary, spell checker, grammar, and thesaurus)	0	I	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.

O – Optional for grade level    I – Introduce    R – Reinforce    M – Mastery (ability to teach others)

Skills	K	1	2	3	4	5	Whos is responsible for assessing mastery?	Professional Development Plan	Evaluation Tool
Demonstrate an understanding of the spreadsheet as a tool to record, organize and graph information				I	R	R	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart graph)			O	I	R	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Enter/edit data in spreadsheets and perform calculations using formulas			O	I	R	R	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use mathematical symbols e.g. + add, - minus, *multiply, /divide, ^ exponents				I	R	R	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use spreadsheets and other applications to make				I	R	R	Teacher	This will be accomplished	Sign-in sheets, logs, evaluations of trainings, attendance at

predictions, solve problems and draw conclusions								through Google Drive Classes that will be offered starting in September 2015	professional development days, classroom observation of students using technology.
Create, edit and format text on a slide	O	I	R	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Create a series of slides and organize them to present research or convey an idea			I	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Copy and paste or import graphics; change their size and position on a slide			I	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use painting and drawing tools/ applications to create and edit work	O	I	R	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Watch online videos and use play, pause, rewind and forward buttons while taking notes	I	R	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of

								starting in September 2015	students using technology.
O – Optional for grade level    I – Introduce    R – Reinforce    M – Mastery (ability to teach others)									

Skills	K	1	2	3	4	5	Whos is responsible for assessing mastery?	Professional Development Plan	Evaluation Tools
Explain and demonstrate compliance with classroom, school rules (Acceptable Use Policy) regarding responsible use of computers and networks	I	R	M	M	M	M	Teacher	Fair use of copyrighted materials  Classroom management with technology integration  Understanding of cyberbullying  Digital Literacy Classes posted to CCUSD ED Tech page to begin in September 2015	Digital Literacy Exam, Course Teacher Surveys.
Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use	I	R	M	M	M	M	Teacher	Fair use of copyrighted materials  Classroom management with technology integration  Understanding of cyberbullying  Digital Literacy Classes posted to CCUSD ED Tech page to begin in September 2015	Digital Literacy Exam, Course Teacher Surveys.
Explain Fair Use Guidelines for the use of copyrighted materials,(e.g. text, images, music, video in student projects) and	O	I	R	R	M	M	Teacher	Fair use of copyrighted materials  Classroom management with technology integration	Digital Literacy Exam, Course Teacher Surveys.

giving credit to media creators								Understanding of cyberbullying Digital Literacy Classes	
Identify and explain the strategies for the safe and efficient use of computers (e.g. passwords, virus protection software, spam filters, pop up blockers)		I	R	R	M	M	Teacher	Fair use of copyrighted materials  Classroom management with technology integration  Understanding of cyberbullying  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
Demonstrate safe online communication practices, recognition of the potentially public exposure of communications and appropriate etiquette			I	R	R	R	Teacher	Resources for cyberbullying and training.  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
Identify cyberbullying and describe strategies to deal with such a situation	I	R	R	M	M	M	Teacher	Resources for cyberbullying and training  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
Recognize and describe the potential risks and dangers associated with various forms of online communications		I	R	M	M	M	Teacher	Resources for cyberbullying and training  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
O – Optional for grade level    I – Introduce    R – Reinforce    M – Mastery (ability to teach others)									

Skills	K	1	2	3	4	5	Whos is responsible for assessing mastery?	Professional Development Plan	Evaluation Tools
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Understand the difference between natural language searching and advanced searching techniques and utilize both techniques to efficiently search for information	O	I	R	R	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
Use age appropriate technologies to locate, collect, organize content from media collection for specific purposes, citing sources	O	I	R	R	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
Perform basic searches on databases, (e.g. library, card catalog, encyclopedia) to locate information			I	R	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  Advanced Google Drive Classes	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Evaluate teacher-selected or self-selected Internet resources in terms of their usefulness and validity for research	I	R	R	R	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology



								material.  Advanced Google Drive Classes	
Use content specific technology tools (e.g. environmental probes, sensors, and measuring devices, simulations) to gather and analyze data			O	I	R	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  How to use content specific tools  Advanced Google Drive Classes	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology
Use Web 2.0 tools (e.g. online discussions, blogs and wikis) to gather and share information			O	I	R	M	Teacher	How to use Web 2.0 tools  (Screencast Tutorial Video)	An increasing number of pages view on the CCUSD Education Technology Support Page
Identify and analyze the purpose of a media message (to inform, persuade and entertain)	I	R	R	R	R	M		Google Drive Classes	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology
Work collaboratively online with other students under teacher supervision			I	R	R	M	Teacher	Google Drive Classes and Learning Management System	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology
Use a variety of	I	R	R	R	M	M	Teacher	Google Drive Classes	Sign-in sheets, logs, evaluations of trainings,

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## Middle and High School

Skills	6	7	8	9	10	11	12	Who is responsible for assessing mastery?	Professional Development Plan	Evaluation Tools
Identify successful troubleshooting strategies for minor hardware and software issues/problems (e.g., "frozen screen")	I	R	M	M	M	M	M	Teacher	Basic setup including cables and connections.  2015- Classroom Technology Setup up Screencast Tutorial	An increasing number of pages view on the CCUSD Education Technology Support Page
Independently operate peripheral equipment (e.g., scanner, digital camera, camcorder), if available	O	I	R	R	M	M	M	Teacher	Site contact available to assist when needed  Details on CCUSD Education Technology Support Page	An increasing number of pages view on the CCUSD Education Technology Support Page
Compress and expand large files	O	I	R	R	M	M	M	Teacher	Site contact available to assist when needed  Details on CCUSD Education Technology Support Page	An increasing number of pages view on the CCUSD Education Technology Support Page
Identify and use a variety of storage media (e.g., DVDs, flash drives, school servers, and online storage spaces), and provide a	I	R	R	R	M	M	M	Teacher	Site contact available to assist when needed  Details on CCUSD Education Technology Support Page	An increasing number of pages view on the CCUSD Education Technology Support Page

rationale for using a certain medium for a specific purpose										
Demonstrate automaticity in keyboarding skills by increasing accuracy and speed(For students with disabilities, demonstrate alternate input techniques as appropriate) 5 WPM (adjusted) x grade level (e.g. 10th x 5 = 50 WPM adjusted)	M	M	M	M	M	M	M	Teacher	The district is in the process of purchasing a Typing Program for K-5 students that will connect with our Learning Management System  Trainings on the keyboarding program will begin in Fall 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Identify and assess the capabilities and limitations of emerging technologies	O	I	R	R	M	M	M	Teacher	Site contact available to assist when needed  Details on CCUSD Education Technology Support Page	An increasing number of pages view on the CCUSD Education Technology Support Page
Demonstrate use of intermediate features in word processing application (e.g., tabs, indents, headers and footers, endnotes, bullet and numbering, tables.	I	R	R	R	M	M	M	English teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.



Skills	6	7	8	9	10	11	12	Who is responsible for assessing mastery?	Professional Development Plan	Evaluation Tools
Use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings and choose the most appropriate type to represent given data	I	R	R	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Enter formulas and functions; use the autofill feature in a spreadsheet application	I	R	R	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use functions of a spreadsheet application (e.g., sort, filter, find)	I	R	R	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use various number formats (e.g. scientific notations, percentages, exponents) as appropriate	O	O	I	R	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.

Use advanced formatting features of a spreadsheet application (e.g., reposition columns and rows, add and name worksheets)	O	I	R	R	M	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Differentiate between formulas with absolute and relative cell references	O	O	O	I	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use multiple sheets within a workbook, and create links among worksheets to solve problems	O	O	O	I	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Import and export data between spreadsheets and other applications	O	O	I	R	R	M	M	Teacher	This will be accomplished through Google Drive Classes that will be offered starting in September 2015	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Draw two and three dimensional geometric shapes using a variety of technology tools	I	R	R	R	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.





Skills	6	7	8	9	10	11	12	Whos is responsible for assessing mastery?	Professional Development Plan	Evaluation Tools
Create and present presentations with limited text or single images per slide in order to avoid plagiarism, engage audiences, and prove content knowledge	R	R	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Create presentations for a variety of audiences and purposes with use of appropriate transitions and animations to add interest	R	R	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use a variety of technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphin	M	M	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.

g calculator) to maximize the accuracy of work										
Make strategic use of digital media in presentations to enhance understanding	I	R	R	R	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use painting and drawing tools/ applications to create and edit work	I	R	R	R	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use note-taking skills while viewing online videos and using the play, pause, rewind and stop buttons	R	R	R	R	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Independently use appropriate technology tools (e.g., graphic organizer, audio, visual) to define problems and propose hypotheses	I	R	R	R	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.

Comply with the district's Acceptable Use Policy related to ethical use, cyberbullying, privacy, plagiarism, spam, viruses, hacking, and file sharing	M	M	M	M	M	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
Explain Fair Use guidelines for using copyrighted materials and possible consequences (e.g., images, music, video, text) in school projects	R	R	M	M	M	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
Analyze and explain how media and technology can be used to distort, exaggerate, and misrepresent information	I	R	R	M	M	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
Give examples of hardware and applications that enable people with disabilities to use technology	R	R	M	M	M	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.

Explain the potential risks associated with the use of networked digital environments (e.g., internet, mobile phones, wireless, LANs) and sharing personal information	R	R	R	M	M	M	M	Teacher	Resources for databases and searching.  Organization of resources for classroom lessons so students are only accessing screened material.  Digital Literacy Classes	Digital Literacy Exam, Course Teacher Surveys.
O – Optional for grade level    I – Introduce    R – Reinforce    M – Mastery (ability to teach others)										

Skills	6	7	8	9	10	11	12	Whos is responsible for assessing mastery?	Professional Development Plan	Evaluation Tools
Identify probable types and locations of Web sites by examining their domain names (e.g., edu, com, org, gov, au)	R	R	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use effective search strategies for locating and retrieving electronic information (e.g., natural language vs. Boolean logic operators)	R	R	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.

Use search engines and online directories. Explain how the various search engines differ and how they rank results	R	R	R	R	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use appropriate academic language in online learning environments (e.g., post, thread, intranet, discussion forum, drop box, account, and password)	I	R	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Explain how technology can support communication and collaboration, personal and professional productivity, and lifelong learning	M	M	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Write/Create correct in-text citations and reference lists for text and images from all sources in acceptable formats	I	R	R	R	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.

Use Web browsing to access information (e.g., enter a URL, access links, create bookmarks/favorites, print Web pages)	M	M	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use and modify databases and spreadsheets to analyze data and propose solutions	O	I	R	R	R	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Develop and use guidelines to evaluate the content, organization, design, use of citations, and presentation of technologically enhanced projects	I	R	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
O – Optional for grade level      I – Introduce      R – Reinforce      M – Mastery (ability to teach others)										

Skills	6	7	8	9	10	11	12	Whos is responsible for assessing mastery?	Professional Development Plan	Evaluation Tools
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Use a variety of media to present information for specific purposes (e.g., reports, research papers, presentations, newsletters, Web sites, podcasts, blogs), citing sources	R	R	R	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Demonstrate how the use of various techniques and effect (e.g., editing, music, color, rhetorical devices) can be used to convey meaning in media	O	I	R	R	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.
Use a variety of district approved Web 2.0 tools (e.g., e- mail discussion groups, blogs, etc.) to collaborate and communicate with peers, experts, and other audiences using appropriate	R	M	M	M	M	M	M	Teacher	Google Drive and Learning Management System Trainings	Sign-in sheets, logs, evaluations of trainings, attendance at professional development days, classroom observation of students using technology.

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