

## Informational and Technology Literacy Scope and Sequence

*The scope and sequence is based on the Wisconsin's Model Academic Standards for Information and Technology Literacy.*

<b>Scope and Sequence</b>													
I = Introduce P=Practice M=Mastery R=Reinforce													
	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>I. Media and Technology</b>													
<b>Students will use common media and technology terminology and equipment (A.4.1)</b>													
<i>Hardware:</i> Keyboard, mouse, monitor, printer	I	M	R	R	R	R	R	R	R	R	R	R	R
<i>Terminology:</i> Login/logoff, password, username, Favorites or Bookmarks, Internet Explorer, websites, address, drag and drop, click, double click, scrolling, software, open, close, X to close, Ctrl Alt Delete, backspace, enter, Shift, space bar, cursor, OK button, cancel	I	M	R	R	R	R	R	R	R	R	R	R	R
<i>Terminology:</i> Tool bar, task bar		I	M	R	R	R	R	R	R	R	R	R	R
<i>Task:</i> Generic login/logoff/shutdown		I	M	R	R	R	R	R	R	R	R	R	R
<i>Task/Terminology:</i> Highlight, font, font size, underline, bold, italics, font color			I	P	M	R	R	R	R	R	R	R	R
<i>Task/Terminology:</i> Clipart			I	P	P	P	M	R	R	R	R	R	R
<i>Task/Terminology:</i> iPAC				I	P	P	M	R	R	R	R	R	R
<i>Task:</i> Insert, alignment, minimize/maximize/resizing program windows, keyboarding, student logon with password, removable memory storage, save to network drives					I	P	M	R	R	R	R	R	R
<i>Terminology:</i> Removable memory storage, toggle, menu, scanner, digital camera, network, network drives, minimize/maximize, shared drive, copy/paste, graphics					I	M	R	R	R	R	R	R	R
<i>Task/Terminology:</i> Database, verbalize the difference between an online subscription database (e.g. CultureGrams, Wilson Biographies) and the free Internet.							I	P	P	P	M	R	R

	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>Students will identify and use common media formats (A.4.2)</b>													
<i>Terminology:</i> DVD players, CD players, VCR, Microphone, Streaming Audio/Video					I	M	R	R	R	R	R	R	R
<i>Task:</i> PowerPoint presentations					I	P	P	M	R	R	R	R	R
<b>Students will use a computer and productivity software to access and transmit information (A.4.3)</b>													
<i>Task:</i> KidPix, Kidspiration, Student Writing Center, navigating within grade appropriate/teacher selected Internet sites	I	P	M	R	R	R	R	R	R	R	R	R	R
<i>Task:</i> Printing documents, online textbook sites, curriculum support sites		I	P	M	R	R	R	R	R	R	R	R	R
<i>Task:</i> Save to folders/drives					I	P	P	M	R	R	R	R	R
<i>Task:</i> Select printer			I/M	R	R	R	R	R	R	R	R	R	R
<i>Task:</i> Internet Explorer - search engines, favorites						I	P	P	P	P	P	P	M
<b>Students will use a computer and communications software to access and transmit information (A.4.4)</b>													
Students will use communication software to communicate within the classroom or between sites in age appropriate projects. Communication software might include Manila or Blackboard.						I	P	P	P	P	M	R	R
<b>Students will use media and technology to create and present information (A.4.5)</b>													
<i>Task:</i> MS Word, PowerPoint, online research tools (e.g. Searchasaurus, Enchanted Learning, MAPs 101, encyclopedias, etc)			I	P	P	P	P	P	P	P	P	P	M
<i>Task:</i> MS Excel						I	P	P	P	P	P	P	M
<b>Students will evaluate the use of media and technology in a production or presentation (A.4.6)</b>													
<i>Task:</i> Website evaluation					I	P	P	P	M	R	R	R	R

	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>Students will use common media and technology terminology and equipment (A.8.1)</b>													
Identify and define computer and networking terms.									I	P	P	P	M
Demonstrate touch keyboarding skills at acceptable speed and accuracy levels (suggested range 20- 25 wpm).					I	P	P	P	M	R	R	R	R
Capture, crop, and save a graphic using a scanner, digital camera, or other digitizing equipment.								I	P	P	P	P	M
Use simple graphing calculator functions to solve a problem.										I	P	P	M
Describe the various applications of productivity software programs (e.g., word processing, database, spreadsheet, presentation software, communication software, drawing, desktop publishing).								I	M	R	R	R	R
<b>Students will identify and use common media formats (A.8.2)</b>													
Use electronic EBSCOhost, and online databases and encyclopedias to retrieve and select information.							I	P	P	P	P	P	M
Use streaming video (e.g. Safari) to retrieve and select information.							I	P	P	P	P	P	M
Create or modify detail to an image or picture.											I	P	M
<b>Students will use a computer and productivity software to organize and create information (A.8.3)</b>													
Explain the use of [and apply] basic word processing functions (e.g., menu, tool bars, dialog boxes, radio buttons, spell checker, thesaurus, page layout, headers and footers, word count, tabs.								I	P	P	P	P	M
Import pictures, images, and charts into documents								I	P	P	P	P	M
Use a graphical organizer program to construct outlines or webs that organize ideas and information (e.g. Inspiration).								I	P	P	P	M	R
Compose a class report using advanced text formatting and layout styles (e.g., single and double spacing, different size and style of fonts, indents, headers and footers, pagination, table of contents, works cited).								I	P	P	P	P	M
Classify collected data and construct a simple database by defining fields, entering and sorting data, and producing a report.												I	P
Construct a simple spreadsheet, enter data, and interpret the information.						I	P	P	M	R	R	R	R

	K	1	2	3	4	5	6	7	8	9	10	11	12
Plot and use different types of charts and graphs (e.g., line, bar, stacked, scatter diagram, area, pie charts, pictogram) from a spreadsheet program.						I	P	P	M	R	R	R	R
Process simple formulas within spreadsheets such as averages.							I	P	P	P	P	M	R
Incorporate database and spreadsheet information (e.g., charts, graphs, lists) in word processed documents.										I	P	P	P
<b>Students will use a computer and communications software to access and transmit information (A.8.4)</b>													
Students will use communication software to communicate. Communication software might include Manila, Blackboard or Photo Story.					I	P	P	P	P	P	M	R	R
<b>Students will use media and technology to create and present information (A.8.5)</b>													
Students will use programs such as PowerPoint, Photo Story Moviemaker for use in presentations.								I	P	P	P	P	M
<b>Students will evaluate the use of media and technology in a production or presentation (A.8.6)</b>													
Students will peer evaluate the use of media and technology in presentations.								I	P	P	P	P	M
Describe the effectiveness of the media and technology used in a production or presentation.								I	P	P	P	P	M
Identify criteria for judging the technical quality of a production or presentation.								I	P	P	P	P	M
Judge how well the production or presentation meets identified criteria.								I	P	P	P	P	M
Recommend ways to improve future productions or presentations.								I	P	P	P	P	M
<b>II. Information and Inquiry</b>													
<b>Students will define the need for information (B.4.1)</b>													
Students are able to identify key words based on information need.				I	P	P	P	P	P	P	P	P	M

	K	1	2	3	4	5	6	7	8	9	10	11	12
Students will use a District accepted research process (Super Three K-2; Big Six 3-8; Carol Kuhlthau's Inquiry - based learning 9-12) to define the need for information and subsequent steps of the process.	I	P	P	P	P	P	P	P	P	P	M	R	R
<b>Students will develop information-seeking strategies (B.4.2)</b>													
Students will be able to formulate appropriate questions and select the best source.					I	P	P	P	P	P	P	P	M
<b>Students will locate and access information sources (B.4.3)</b>													
Students will be able to locate and access the best source to answer formulated questions.					I	P	P	P	P	P	P	P	M
<b>Students will evaluate and select information from a variety of print, non-print, and electronic formats (B.4.4)</b>													
Using building file links and/or teacher selected Internet sites that support the curriculum.	I	P	M	R	R	R	R	R	R	R	R	R	R
Evaluate and select appropriate choices from predetermined lists of print and non-print resources (e.g. Student Educational Links page).					I	P	P	P	M	R	R	R	R
<b>Students will record and organize information (B.4.5)</b>													
<i>Task:</i> Students will record and organize information using programs such as Kidspiration.	I	P	M	R	R	R	R	R	R	R	R	R	R
<i>Task:</i> Students will record and organize information using programs such as Inspiration.								I	P	P	P	P	M
Students will recognize the need for citing sources.					I	P	M	R	R	R	R	R	R
Students will be able to locate and use information on the title page for citing sources.						I	P	M	R	R	R	R	R
Students will be able to locate and use information for citing sources in an MLA format.								I	P	P	P	P	M
<b>Students will interpret and use information to solve the problem or answer the question (B.4.6)</b>													

	K	1	2	3	4	5	6	7	8	9	10	11	12
Students will use age-appropriate applications to answer questions (e.g. Kidspix, Kidspiration, Microsoft Office, Educational Links, etc).	I	P	P	P	P	P	P	P	P	P	P	P	M
<b>Students will communicate the results of research and inquiry in an appropriate format (B.4.7)</b>													
Students will use age-appropriate applications to communicate results of inquiry (e.g. Kidspix, Kidspiration, Microsoft Office, etc).	I	P	P	P	P	P	P	P	P	P	P	P	M
<b>Students will evaluate the information products and process (B.4.8)</b>													
Students will become aware of website evaluation criteria: Authorship, Coverage, Currency, Accuracy, Objectivity.					I	P	M	R	R	R	R	R	R
Students will be able to brainstorm sources and select the <i>best</i> source.					I	P	P	P	M	R	R	R	R
<b>Students will define the need for information (B.8.1)</b>													
Revise and narrow the information questions to focus on the information need.								I	P	P	P	P	M
<b>Students will develop information seeking strategies (B.8.2)</b>													
Evaluate possible sources of information based on criteria of timeliness, genre, point of view, bias, and authority.								I	P	P	P	P	M
<b>Students will locate and access information sources (B.8.3)</b>													
Use word choice and phrasing (using quotation marks) with human or programmed guidance to narrow or broaden searches.				I	P	P	P	P	M	R	R	R	R
Use Boolean operators and truncation with human or programmed guidance to narrow or broaden searches [and, or, +, -, =, #, *].							I	P	P	P	P	P	M
<b>Students will evaluate and select information from a variety of print, nonprint, and electronic formats (B.8.4)</b>													
Distinguish between fact and opinion; recognize point of view or bias - evaluating web sites.								I	P	P	P	P	M
Compare pro/con positions and draw conclusions.									I	P	P	P	M
Determine if information is timely, valid, accurate, comprehensive, and relevant.								I	P	P	P	P	M

	K	1	2	3	4	5	6	7	8	9	10	11	12
Locate indicators of authority for all sources of information.								I	P	P	P	P	M
<b>Students will record and organize information (B.8.5)</b>													
Record concise notes in a prescribed manner, including bibliographic information.								I	P	P	P	P	M
Cite the source of specific quotations or visuals using footnotes, endnotes, internal citation formats, or works cited.								I	P	P	P	P	M
<b>Students will interpret and use information to solve the problem or answer the question (B.8.6)</b>													
Gather, compare, analyze and draw conclusions from new information to answer questions.									I	P	P	P	M
<b>Students will communicate the results of research and inquiry in a appropriate format (B.8.7)</b>													
Select a presentation format appropriate to the topic, audience, purpose, content, and technology available.								I	P	P	P	P	M
Develop an original product or presentation which addresses the information.								I	P	P	P	P	M
<b>Students will evaluate the information products and process (B.8.8)</b>													
Students will evaluate websites based on the following criteria: Authorship, Coverage, Currency, Accuracy, Objectivity.								I	P	P	M	R	R
<b>III. Independent Learning</b>													
<b>Students will pursue information related to personal interests, well-being and academic success (C.4.1)</b>													
Students will able to use an electronic library catalog to locate information related to topics of interest.				I	P	P	P	P	M	R	R	R	R
<b>Students will appreciate and derive meaning from literature and other creative expressions of information (C.4.2)</b>													
Students will comprehend, make connections, and/or reflect from an age appropriate variety of formats (e.g. Streaming Video, PowerPoint, Audio Book).	I	P	P	P	P	P	P	P	P	P	P	P	M

	K	1	2	3	4	5	6	7	8	9	10	11	12
Students will become information literate by accessing, evaluating, and using information critically, accurately, and creatively.	I	P	P	P	P	P	P	P	P	P	P	P	M
<b>Students will develop competence and selectivity in reading, listening, and viewing (C.4.3)</b>													
Students will comprehend, make connections, and/or reflect from an age appropriate variety of formats (e.g. Streaming Video, PowerPoint, Audio Book).	I	P	P	P	P	P	P	P	P	P	P	P	M
Students will demonstrate independent learning by: appreciating creative expressions of information, striving for excellence in information seeking and knowledge generation.	I	P	P	P	P	P	P	P	P	P	P	P	M
<b>Students will demonstrate positive social and ethical behaviors when using technology. (C.4.4)</b>													
Students will use technology appropriately in accordance with district policies.	I	P	P	P	P	P	P	P	M	R	R	R	R
Students will understand and abide by copyright/trademark law.						I	P	P	P	P	M	R	R
<b>Students will pursue information related to personal interests, well-being and academic success (C.8.1)</b>													
Students will select a topic based on personal interest and develop essential and supporting questions to guide their explorations.							I	P	P	P	P	P	M
<b>Students will develop competence and selectivity in reading, listening and viewing.(C.8.3)</b>													
Identify and select materials that reflect diverse perspectives								I	P	P	P	P	M
Students will understand opinion, bias and objectivity of sources.								I	P	P	P	P	M
<b>Students will demonstrate self motivation and increasing responsibility for their learning.(C.8.4)</b>													

	K	1	2	3	4	5	6	7	8	9	10	11	12
Students will establish goals and develop a plan for completing projects on time and within the scope of the assignment.								I	P	P	P	P	M
<b>IV Learning Community</b>													
<b>Students will participate productively in workgroups or other collaborative learning environments (D.4.1)</b>													
Students will work collaboratively to communicate information using technology (e.g. Movie Maker, Kidpix, Photo Story, etc).			I	P	P	P	P	P	P	P	P	P	M
<b>Students will use information, media, and technology in a responsible manner (D.4.2)</b>													
Return all borrowed materials on time.	I	M	R	R	R	R	R	R	R	R	R	R	R
Identify the school's rules on student use of age appropriate media and technology resources.	I	P	P	P	P	P	P	M	R	R	R	R	R
<b>Students will respect intellectual property rights (D.4.3)</b>													
Explain the concept of intellectual property rights.					I	P	P	M	R	R	R	R	R
Students will be socially responsible by practicing ethical behavior in regard to information and information technology.					I	P	M	R	R	R	R	R	R
Students will understand and explain examples of copyright violations.					I	P	M	R	R	R	R	R	R
<b>Students will recognize the importance of intellectual freedom and access to information in a democratic society (D.4.4)</b>													
Students will demonstrate social responsibility by recognizing the importance of information to a democratic society.								I	P	P	P	P	M
<b>Students will participate productively in workgroups or other collaborative learning environments (D.8.1)</b>													
Collaborate with others to identify information needs and seek solutions								I	P	P	P	P	M
Evaluate completed projects to determine how the workgroup could have functioned more efficiently and productively.								I	P	P	P	P	M
<b>Students will use information, media, and technology in a responsible manner (D.8.2)</b>													
Demonstrate responsible use of the Internet and other electronic resources consistent with the school's acceptable use policy.								I	P	M	R	R	R
Recognize the need for privacy and protection of personal information.								I	M	R	R	R	R

	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>Students will respect intellectual property rights (D.8.3)</b>													
Define the purpose of copyright and copyright law.											I	P	M
Students will understand the concepts of common knowledge, paraphrasing, summarizing, quoting, and recognize the need to cite.								I	P	P	M	R	R
Identify what kinds of works of authorship can be copyrighted.											I	P	M
Explain the concept of "fair use" as it pertains to the copyright law.											I	P	M
Recognize that the "fair use" provisions may differ depending on the media format.											I	P	M
Cite the source for words which are quoted verbatim and for pictures, graphics, and audio or video segments which are used in a product or presentation.											I	P	M
Explain and differentiate the purposes of a patent, trademark, and logo.											I	P	M
<b>Students will recognize the importance of intellectual freedom and access to information in a democratic society (D.8.4)</b>													
Explain the concept of intellectual freedom.											I	P	M