

Technology Literacy Certification Program (TLCP)

As a project is completed, TLCP centraloffice@fnwsu.org with the following:

Subject Line: TLCP-Category*

Body of e-mail:

Name of saved file

A brief reflection of project – software choices, skills used/learned, problems you ran into, etc.

Projects do not need to be completed in any particular order.

Forward all questions to centraloffice@fnwsu.org. Include TLCP in the subject line.

Category*	Objective	Activity	Documentation/Notes
Social/Ethical/Human	<p>Understand and practice responsible/ethical/legal behavior when using technology (e.g. careful handling of CD/digital equipment, appropriate use of e-mail, maintaining confidentiality, etc.)</p> <p>Understand personal consequences of inappropriate use of technology</p> <p>Document sources of information obtained through electronic resources using acceptable formats</p> <p>Articulate and provide examples of relevant, reliable and unreliable Internet resources</p> <p>Apply copyright and fair use guidelines [Activity - Word Processing, Web Page if applicable]</p>	<p><input type="checkbox"/> Read and sign district-wide user agreement for staff.</p> <p>AND one of the following:</p> <p><input type="checkbox"/> Participate in iSafe training programs:</p> <p>OR</p> <p><input type="checkbox"/> Participate in the iSafe lessons with your class - Intellectual Property - Grade 6 Lesson 5 and Webpage Evaluation - Grade 8 Lesson 1 (this will also cover Digital Resources activity requirement)</p> <p>OR</p> <p><input type="checkbox"/> Review the iSafe lessons above and write a reflection piece.**</p>	<p>The district-wide agreement is not yet completed. Once completed, you will be given a copy.</p> <p>Please forward signed agreement to your school technology coordinator.</p> <p>**Email reflection piece as stated above</p>

<p>Basic Skills</p>	<p>Log in/out of network</p> <p>Use a secure password and change it regularly</p> <p>Launch program from desktop shortcut/alias and from internal, external or network drive</p> <p>Create shortcut/alias</p> <p>Minimize/Maximize and navigate between open windows</p> <p>Create, open, save and print document (to/from multiple locations)</p> <p>Cut, copy, paste within/between a document(s)</p> <p>Right click (Windows)/CTRL click (Mac) for contextual menu, control/command</p> <p>Use removable media (e.g., floppy, CD, DVD, flash drive)</p> <p>*Create, name, rename folders and nested folders - open/save from/to these folders</p> <p>Copy and move files and folders</p> <p>Use digital tools to capture images and other information (temperature, light, sound) and import them into a computer</p> <p>Locate files and folders using the Find or Search command</p> <p>Identify and save documents in multiple formats (.doc, .rtf, .txt, .jpg, .bmp, .zip) [objective covered in Paint category]</p> <p>Create a duplicate/backup document in another location</p> <p>Compress and decompress files</p>	<p>A folder, named TLCP, has been created under Staff Folders.</p> <p><input type="checkbox"/> Inside the TLCP folder, create a folder with your name</p> <p>AND</p> <p>Inside your folder, create the following folders:</p> <p><input type="checkbox"/> Word Processing</p> <p><input type="checkbox"/> Database</p> <p><input type="checkbox"/> Spreadsheet</p> <p><input type="checkbox"/> Paint</p> <p><input type="checkbox"/> Visual Organizer</p> <p><input type="checkbox"/> Multimedia</p> <p><input type="checkbox"/> Web</p> <p><input type="checkbox"/> Problem Solving</p> <p><input type="checkbox"/> iSafe</p> <p><input type="checkbox"/> Implementation (professional staff only)</p>	
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<p>Word Processing</p>	<p>*Entering, selecting, deleting text</p> <p>*Manipulating formats (e.g., bold, italics and underline, fonts, size, text color alignment)</p> <p>*Add non-textual elements (shapes, lines, arrows, clipart, digital image, etc)</p> <p>Use spell check, grammar check, thesaurus</p> <p>*Modify/embed a digital image (flip, rotate, resize, crop, text wrap)</p> <p>*Manipulate page layout: header, footer, borders, page/section breaks, lists, tabs, margins, text boxes</p> <p>Columns, footnotes/endnotes, [linking text boxes], pagination, masthead [header spanning multiple columns]</p> <p>*Create a table</p> <p>*Apply copyright and fair use guidelines, if applicable</p>	<p><input type="checkbox"/> Newsletter OR <input type="checkbox"/> Brochure for class/personal OR <input type="checkbox"/> Other (specify)</p> <hr/> <p>*Project must incorporate these objectives.</p> <p>You will need to include digital images:</p> <ul style="list-style-type: none"> • from a scanner • from a camera • from the Internet <p>In any one of the following projects:</p> <ul style="list-style-type: none"> • Word processing • Multimedia • Web page 	<p>Document digital image process used in e-mail.</p> <p>Save work in Word Processing folder.</p>
<p>Databases</p>	<p>Identify components of database including field/category, record, file</p> <p>Create and manipulate a database by entering, sorting, filtering, searching/finding/querying and using multiple criteria</p> <p>Generate a report, merged letter or labels</p>	<p>Use of either Excel or Access</p> <p><input type="checkbox"/> Personal address book OR <input type="checkbox"/> Mail merge/form letter/mailling labels OR <input type="checkbox"/> Other (specify)</p>	<p>Save work in Database folder.</p>

<p>Spreadsheets</p>	<p>*Create a spreadsheet from a blank page,</p> <p>Include: *Formulas OR *Functions (SUM, AVG, MIN, MAX, MEDIAN, MODE, ROUND),</p> <p>Fill down, Fill series, Copy & Paste, Move Insert worksheet and rename, print area</p> <p>*Format cells as needed (numeric, currency, percent, values)</p> <p>Format cells: borders, fill color, alignment, text wrap, merge cells</p> <p>*Create a graphical representation appropriate to the numerical data (e.g bar, line, pie, scatter plot, x-y)</p>	<p><input type="checkbox"/> Gradebook OR <input type="checkbox"/> Budget - personal, classroom OR <input type="checkbox"/> Reading log OR <input type="checkbox"/> Real world example - classroom activity (e.g. student height) OR <input type="checkbox"/> Survey OR <input type="checkbox"/> Other (specify)</p> <hr/> <p>*Project must incorporate these objectives.</p>	<p>Save work in Spreadsheet folder.</p>
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Paint/draw/photo edit	<p>Select and use a draw or paint application appropriate for the task</p> <p>*Create original illustrations using paint and draw applications showing evidence of the some of the following: paint brush line rectangle oval text flood fill line thickness brush shapes colors</p> <p>*Save graphic images in multiple/appropriate formats (.jpg, .tif, .gif)</p> <p>Compare and contrast the use of paint and draw applications</p> <p>*Modify a digital image using flip, rotate, resize, crop, select, copy and paste</p> <p>Import/insert objects from other sources</p>	<p><input type="checkbox"/> Create/edit images for use in another project, save as .jpg format.</p> <hr/> <p>*Project must incorporate these objectives.</p>	Save in Paint folder
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<p>Visual Organizer</p>	<p>*Illustrate a concept with topic and sub-topics, selecting different shapes and colors to differentiate various levels or processes (concept map, web, bubble, flow chart)</p> <p>OR</p> <p>*Illustrate a variety of relationships, ideas and topics (cause and effect, Venn diagram, organizational charts, flow chart)</p> <p>Import an illustration</p> <p>Link an element to appropriate files/URLs</p>	<p><input type="checkbox"/> Create activity for use with students</p> <p>OR</p> <p><input type="checkbox"/> Compare/contrast</p> <p>OR</p> <p><input type="checkbox"/> Information web</p> <p>OR</p> <p><input type="checkbox"/> Diagram work day</p> <p>OR</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p> <p>*Project must incorporate these objectives.</p>	<p>Save in Visual Organizer folder.</p>
<p>Calculator</p>	<p>Using grade appropriate calculator and applications/functions (basic operations, fraction-decimal conversion, percentage)</p> <p>Using a graphing calculator and grade appropriate applications/functions (graphing, statistics, tables)</p>	<p>No activity</p>	

Multimedia	Create a linear or non-linear presentation including: *title slide *text *graphics *voice, relevant sound or video clip *scanned or digital photo *animation or slide transition bibliography table of contents	<input type="checkbox"/> Classroom project (alphabet, authors, sport rules, etc) <input type="checkbox"/> Tool for teaching a lesson OR <input type="checkbox"/> Other (specify) <hr/> *Project must incorporate these objectives. You will need to include digital images: <ul style="list-style-type: none">• from a scanner• from a camera• from the Internet In any one of the following projects: <ul style="list-style-type: none">• Word processing• Multimedia• Web page	Save in Multimedia folder. Document digital image process used in e-mail.
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World Wide Web	<p>*Create a web page using a web editor, html, online page creator</p> <p>Add the following to a web page:</p> <ul style="list-style-type: none">*text*graphic*table*link <p>background color page layout</p>	<p><input type="checkbox"/> Classroom page OR <input type="checkbox"/> Personal page OR <input type="checkbox"/> Lesson or project page OR <input type="checkbox"/> Other (specify)</p> <hr/> <p>Must include at least 2 pages with links</p> <p>*Project must incorporate these objectives.</p> <p>You will need to include digital images:</p> <ul style="list-style-type: none">• from a scanner• from a camera• from the Internet	<p>Document digital image process used in e-mail.</p> <p>Save files in Web folder.</p>
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<p>E-mail</p>	<p>Remember PASSWORD</p> <p>Add an entry into address book and use it to send e-mail</p> <p>Send/receive e-mail with attachment [note file format in the body]</p> <p>Create a mailing list</p> <p>Combine and compress multiple files and send as an attachment</p> <p>Create a signature</p>	<p><input type="checkbox"/> Create a signature AND <input type="checkbox"/> Create a list (group) of people AND <input type="checkbox"/> E-mail centraloffice@fnwsu.org as projects are completed AND <input type="checkbox"/> E-mail a compressed attachment to centraloffice@fnwsu.org</p>	
<p>Digital Resources</p>	<p>Locate information, using a variety of electronic resources, that are: Accurate Relevant Appropriate</p> <p>Identify possible bias (opinion vs fact)</p>	<p><input type="checkbox"/> Participate in iSafe lesson Webpage Evaluation - Grade 8 Lesson 1 OR <input type="checkbox"/> Participate in iSafe training program</p>	<p>Document program participation in TLCP.</p>

<p>Searching and Search Engines</p>	<p>Create a strategy for a search off-line</p> <p>Compare and contrast: directories, search engines, and meta-search engines</p> <p>Implement a search strategy using Boolean logic (AND, OR, NOT, NEAR)</p>	<p><input type="checkbox"/> Create a launchpad (this can be incorporated into the World Wide Web component)</p> <p>OR</p> <p><input type="checkbox"/> Create a webquest (this can be incorporated into the World Wide Web component)</p> <p>OR</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p>	<p>Save work in the Web folder</p>
<p>Using a Browser</p>	<p>Navigate to various websites by typing URL, hyperlinks, forward, back, home and refresh</p> <p>Bookmark sites and organize sites into categories</p> <p>Export and import bookmarks/favorites</p>	<p><input type="checkbox"/> Create a Tech Ticket from the fnwsu.org website and bookmark the site</p>	<p>In the ticket state that you have used a web browser</p>

<p>Problem Solving/Decision Making</p>	<p>Identify and justify decisions made (representing data, formatting, setting up formulas, selecting criteria for search, visual organizer) Example: What key words did I use and why? Are there other words that might have worked better? or How did the bar graph represent the data better than a pie chart?</p> <p>Select the appropriate tools and technology resources to address a variety of tasks and problems (spreadsheet vs database, word processor vs presentation program)</p> <p>Apply technology skills to learning unfamiliar technologies (digital cameras, scanners, probes) Example: What are the first steps I would take to figure out how to use a new technology?</p> <p>Identify and use a defensible troubleshooting process</p> <p>Create and use simulations or models, e.g. spreadsheets to design "what if" scenarios - Example: What would be the possible effects on the environment of extending the moose-hunting season another week?</p> <p>Use electronic Help to solve a problem or to learn something new</p>	<p><input type="checkbox"/> Use software appropriate to task for activities above. Document choices/decisions made in e-mail to centraloffice@fnwsu.org</p> <p>OR</p> <p><input type="checkbox"/> Create an activity that involves using technology to solve a real world problem</p> <p>OR</p> <p><input type="checkbox"/> Troubleshooting technology “Why is my printer not working?” “Why can’t I connect to the network?” Document troubleshooting in e-mail to centraloffice@fnwsu.org</p> <p>AND</p> <p><input type="checkbox"/> Develop a troubleshooting flowchart to describe how to solve a technical problem such as failure to print or use email</p>	<p>Save work within the Problem Solving folder, if applicable.</p>
<p>Implementation</p>	<p>Apply the above skills in your classroom teaching</p>	<p><input type="checkbox"/> Create a lesson plan which integrates technology into the classroom.</p>	<p>Requirement of professional staff only. Non-classroom professional and other staff may work with a classroom teacher on this project.</p> <p>Save work in implementation folder.</p>