

Community Adult Literacy Benchmarks: Information Technology - Level 1 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Communicate	<p>Use and understand basic technology vocabulary (e.g., screen, keyboard, printer)</p> <p>Show awareness of technology as a communication tool (can be used to create and share information)</p>			
Generate	<p>Begin to use a mouse/touchpad and keyboard/keypad</p> <p>Create documents with assistance</p> <p>Save documents with assistance</p>			
Find information	<p>Show awareness of the internet as a source of information (ask someone to find information on the internet)</p>			
Monitor	<p>Show understanding of what the internet is and how information is shared</p>			

Community Adult Literacy Benchmarks: Information Technology - Level 2 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Communicate	<p>Use and understand vocabulary related to entering information (e.g., enter key, delete, backspace)</p> <p>Use communication technology with assistance (e.g., create an email account, send an email, send a text message)</p>			
Generate	<p>Use a keyboard/keypad</p> <p>Create simple documents independently</p> <p>Save documents independently</p>			
Find information	<p>Perform basic searches to access and locate information, with assistance (e.g., use a search engine like Google or Yahoo)</p>			
Monitor	<p>Understand potential for varying degrees of accuracy and bias in information found on the internet</p> <p>Recognize the need for internet safety (e.g., use of credit card, provision of personal information)</p>			

Community Adult Literacy Benchmarks: Information Technology - Level 3 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Communicate	<p>Use and understand specific technology vocabulary (e.g., hard drive, software, operating system, search engine, app)</p> <p>Use communication technology independently</p> <p>Understand and use communication technology etiquette (e.g., include a subject line, respect other's privacy, choose an appropriate tone)</p>			
Generate	<p>Use a keyboard/keypad comfortably</p> <p>Create documents independently</p> <p>Manage files (e.g., create folders, organize files)</p>			
Find information	<p>Perform basic searches to access and locate information, independently</p>			
Monitor	<p>Recognize fact versus opinion in information found on the internet</p> <p>Understand and practice internet safety (e.g., protect own and others' personal information)</p>			

Community Adult Literacy Benchmarks: Information Technology - Level 4 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Communicate	<p>Use and understand a broad range of technology vocabulary (e.g., file extension, virus, adware, malware, cookie)</p> <p>Use various communication technology features (e.g., share files, maintain contacts, manage files)</p>			
Generate	<p>Use a keyboard/keypad comfortably</p> <p>Use various features of document programs (e.g., use edit and format tools, insert, cut and paste, etc.)</p> <p>Manage files (e.g., create folders, organize files)</p>			
Find information	<p>Use more refined search techniques to access information (e.g., look through internet sites, revise key word searches)</p>			
Monitor	<p>Evaluate information found on the internet for accuracy and bias</p> <p>Understand and use internet security tools</p>			