

Community Adult Literacy Benchmarks: Information Technology - Compilation

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
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>	<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>	<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>	<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>-begin to use a mouse/touchpad and keyboard/keypad</p> <p>-create documents with assistance</p> <p>-save documents with assistance</p>	<p>-use a keyboard/keypad</p> <p>-create simple documents independently</p> <p>-save documents independently</p>	<p>-use a keyboard/keypad comfortably</p> <p>-create documents independently</p> <p>-manage files (e.g., create folders, organize files)</p>	<p>→</p> <p>-use various features of document programs (e.g., use edit and format tools, insert, cut and paste, etc.)</p> <p>→</p>
Find information	<p>-show awareness of the internet as a source of information (ask someone to find information on the internet)</p>	<p>-perform basic searches to access and locate information, with assistance (e.g., use a search engine like Google or Yahoo)</p>	<p>-perform basic searches to access and locate information, independently</p>	<p>-use more refined search techniques to access information (e.g., look through internet sites, revise key word searches)</p>
Monitor	<p>-show understanding of what the internet is and how information is shared</p>	<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>	<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>	<p>-evaluate information found on the internet for accuracy and bias</p> <p>-understand and use internet security tools</p>