Illinois Computer Literacy

Grades K-12

Basic Operations, Concepts, and Keyboarding BOCK

1. **Identify the basic components of the computing device, whether a computer, laptop, or hand-held device (e.g., monitor/screen, keyboard, mouse/trackpad, ports, power source).** CL.BOCK.1
2. **Turn on/off a computing device and follow appropriate procedures to access the device.** CL.BOCK.2
3. **Use a mouse or trackpad to manipulate shapes and icons; navigate within applications (e.g., click on hyperlinks, radio buttons, check boxes, use scroll bars).** CL.BOCK.3
4. **Use desktop icons, windows, and menus to open, minimize, and close applications or files.** CL.BOCK.4
5. **Use shortcuts and command functions to operate the computer or applications (e.g., Command-P, Command-C, Command-V, Command-Z, Ctrl-Alt- Delete, etc.).** CL.BOCK.5
6. **Use gestures to navigate hand-held devices (e.g., swipe-left, swipe-right, pinch, etc.).** CL.BOCK.6
7. **Locate and utilize accessibility features.** CL.BOCK.7
8. **Use application help functions and online resources to solve basic operational issues (e.g., connecting to Bluetooth devices, finding a printer, internet connectivity) independently.** CL.BOCK.8
9. **Use proper posture and ergonomics while using a computing device, including hand-held devices.** CL.BOCK.9
10. **Locate and use the correct finger/hand for the space bar, return/enter, and shift key.** CL.BOCK.10
11. **Locate and use letter and number keys with correct left and right hand placement (home row).** CL.BOCK.11
12. **Learn to use special characters as needed (e.g., accents, tilde).** CL.BOCK.12
13. **Use a calendar, task manager, or other tools to organize oneself as well as manage projects.** CL.BOCK.13

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	14 **Use graphic organizers, brainstorming applications, or other digital tools to gather and organize information (e.g., a Jamboard, online drawing tool, online slides).** CL.BOCK.14
	15 **Understand all rules and guidelines in the school's Acceptable Use Policy.** CL.BOCK.15
	16 **Understand Fair Use guidelines and their application to all forms of work.** CL.BOCK.16
	17 **Demonstrate understanding of the difference between cloud computing vs. software applications for file storage/management.** CL.BOCK.17
	18 **Use login credentials to access network devices, accounts, file servers, and cloud services.** CL.BOCK.18
	19 **Name files with appropriate file names and understand where files are being saved.** CL.BOCK.19
	20 **Create, save, edit, copy, and rename files and folders to organize files and materials.** CL.BOCK.20
	21 **Delete and recover deleted files and folders and permanently delete files.** CL.BOCK.21
	22 **Retrieve previous file versions/access revision history for files located in cloud services.** CL.BOCK.22
	23 **Download, upload, attach files/folders via the web, email, or cloud services.** CL.BOCK.23
	24 **Compress files and folders via the web, email, or cloud services.** CL.BOCK.24
	25 **Use search tools to locate files and applications.** CL.BOCK.25
	26 **Associate document extensions with appropriate file types.** CL.BOCK.26
Data Management and Security DMS	1 **Protect accounts by logging out of applications on shared computing devices.** CL.DMS.1
	2 **Use passwords/passphrases to secure individual devices.** CL.DMS.2
	3 **Create robust passwords/passphrases and effectively manage password privacy.** CL.DMS.3
	4 **Keep passwords confidential and follow appropriate procedures if a password is compromised.** CL.DMS.4

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	5	**Adjust privacy settings on all social media accounts, online services, devices, and browsers.** CL.DMS.5
	6	**Apply appropriate login credential security and privacy principles to demonstrate effective and safe use of online and mobile applications to make payments.** CL.DMS.6
	7	**Identify when sensitive personal data that may include email, phone, and online banking/credit or debit card information has been compromised and follow appropriate procedures to secure.** CL.DMS.7
	8	**Effectively apply and use multi-factor authentication services and applications to secure sensitive information and files.** CL.DMS.8
	9	**Understand the difference between public and private data and the considerations when determining privacy settings to apply for specific applications.** CL.DMS.9
	10	**Use digital tools to follow appropriate procedures for identifying one's own digital footprint and demonstrate an understanding of managing the digital footprint.** CL.DMS.10
	11	**Distinguish between safe and unsafe practices when using online applications (e.g., gaming platforms, social media, virtual discussion platforms).** CL.DMS.11
Internet Searching and Online Databases ISOD	1	**Use refresh, forward, and back buttons to navigate a web browser.** CL.ISOD.1
	2	**Use tab browsing to navigate multiple pages.** CL.ISOD.2
	3	**Create favorites/bookmarks and add frequently used sites to the favorites/bookmark bar.** CL.ISOD.3
	4	**Locate the URL of a website and identify the characteristics of different domains (e.g., .org, .com, .edu, .net, .gov, international domains).** CL.ISOD.4
	5	**Use browser search tools and advanced search features to find information (e.g., search terms, compound operators, quotation marks around search query).** CL.ISOD.5
	6	**Use a browser's History feature to locate previously visited sites.** CL.ISOD.6
	7	**Exercise click restraint (scan results before clicking on first or early search results).** CL.ISOD.7
	8	**Use digital tools or platforms to organize, display, annotate, and/or share a curated collection.** CL.ISOD.8
	9	**Conduct an image search. (e.g., the Google Reverse Image tool, TinEye, Geolocating, Google Street view).** CL.ISOD.9

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	10 **Use digital tools, search engines, and video sites [e.g., YouTube] to determine how to perform an unfamiliar or unknown task.** CL.ISOD.10
Multimedia, Software Applications, and Collaboration Tools MSACT	1 **Use digital devices to capture multimedia (e.g., audio, video, and photo).** CL.MSACT.1
	2 **Use multimedia-editing tools to edit multimedia files (e.g., trim, splice). add effects,** CL.MSACT.2
	3 **Identify the differences among multimedia file types and save multimedia files (e.g., video, audio, photo) in multiple formats.** CL.MSACT.3
	4 **Use application features to copy/paste or insert/import and format text and graphics within documents and multimedia presentation files.** CL.MSACT.4
	5 **Copy/paste, import, and embed songs, videos, hyperlinks, or other media on a multimedia presentation or document.** CL.MSACT.5
	6 **Use basic drawing tools, including pencil, paint brush, shape, line, undo, redo, and eraser.** CL.MSACT.6
	7 **Use color palette/color wheel to change tool color.** CL.MSACT.7
	8 **Use advanced color editing tools, such as RGB, HEX codes, and eyedropper, to change to a color.** CL.MSACT.8
	9 **Use selection tools to copy, paste, move, and modify work.** CL.MSACT.9
	10 **Use text tools to add text features to artwork.** CL.MSACT.10
	11 **Use email, messaging, and other interactive tools and apps to share information through text and communicate in writing.** CL.MSACT.11
	12 **Set up, share, and utilize collaborative workspaces, files, or other digital tools for asynchronous and synchronous collaboration.** CL.MSACT.12
	13 **Use synchronous audio and visual collaboration tools, such as virtual/video conferencing, interactive television, and Voice over Internet Protocol, to connect with others.** CL.MSACT.13
	14 **Create and maintain a digital portfolio or collection of works related to one's learning.** CL.MSACT.14