



# Learning Upgrade® Digital Literacy Alignment

## Northstar Digital Literacy V 2.0 Version: April 2020

Standard	Description	Digital Literacy Lessons
<b>1: Basic Computer Skills</b>		
1	Distinguish between different types of devices (tablets, desktop and laptop computers).	2 Computer Basics 3 Phone Basics
2	Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).	2 Computer Basics
3	Log on to and shut down a computer.	
4	Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).	15 Text Creation
5	Identify types of mice: mouse and touchpad.	2 Computer Basics
6	Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links)).	
7	Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).	
8	Drag and drop.	Required throughout course
9	Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling).	Required throughout course
10	Access and control audio output features (volume, mute, speakers and headphones).	
11	Identify icons on desktop.	1 Internet Basics 2 Computer Basics
12	Demonstrate ability to trash and retrieve items using the trash or recycle bin.	12 Data Organization
13	Demonstrate understanding that it is possible to customize a computer for increased accessibility (customizing a mouse for left-handed use and sensitivity, and changing screen resolution on a monitor).	
14	Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility, and that different versions may be installed on different computers.	5 Apps Stores Programs
15	Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).	8 Cloud vs Local 11 Data Storage
16	Identify whether or not a computer is connected to the internet.	4 Network Basics
17	Identify and locate camera and mic on laptops, tablets.	17 Photo Creation 21 Video Creation
18	Turn computer and monitor on and off.	



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Standard	Description	Digital Literacy Lessons
<b>2: Internet Basics</b>		
1	Identify the different ways a person can connect to the internet.	1 Internet Basics 3 Phone Basics 4 Network Basics
2	Demonstrate knowledge of browsers and identify commonly used browsers.	1 Internet Basics
3	Demonstrate familiarity with website structure (e.g., landing pages, internal pages).	1 Internet Basics
4	Identify top-level domains (e.g., .edu, .com, .org).	
5	Demonstrate understanding of how to use browser tools and settings to protect privacy (e.g., private browser windows, clearing search history, and declining to save passwords on shared computers).	40 Content Protection 41 Passwords
6	Demonstrate understanding of when it's safe and appropriate to share personal, private, or financial information (e.g., recognizing phishing attempts, identifying unsecured websites).	39 Device Protection 40 Content Protection 42 Online Scams 43 Dealing with Strangers 46 Protect Personal Info
7	Identify ways to protect your devices (e.g., anti-malware software, recognizing possible virus attacks).	39 Device Protection 42 Online Scams
8	Demonstrate to a website that you are a legitimate user using CAPTCHA or other verification methods.	
9	Fill out an online form.	15 Text Creation
10	Identify address bar and demonstrate understanding of its functionality.	1 Internet Basics
11	Identify common browser tools and icons (e.g., favorites, downloads, refresh, and back).	1 Internet Basics
12	Perform internet search using clear parameters (terms and filters).	6 Search Browse
13	Demonstrate ability to scroll up and down a page and left and right on a page.	1 Internet Basics
14	Identify and make use of common website interactions (e.g., play buttons, hyperlinks).	1 Internet Basics
15	Identify and work with tabs and windows.	1 Internet Basics
16	Enable a specific pop-up window.	1 Internet Basics
17	Use shortcut keys, or menu or mousing equivalents, to support user experience on the web (e.g., zoom, find text).	



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Standard	Description	Digital Literacy Lessons
<b>3: Using email</b>		
1	Define email and identify common email clients.	28 Email
2	Tell the difference between a URL and an email address.	28 Email
3	Register for a new email account, using a professional user name and a strong password.	28 Email 41 Passwords
4	Log into email.	28 Email 41 Passwords
5	Create and send an email, including recipient address, subject, and message.	28 Email
6	Open and reply to an email.	28 Email
7	Understand why and how to reply, reply all, and forward an email.	28 Email
8	Add an attachment to an email.	28 Email
9	Open and download an email attachment.	28 Email
10	Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists.	14 Filtering 28 Email
11	Understand basics of email etiquette (using salutations and closings, avoiding all caps, making use of the subject line, understanding when it's ok to forward messages, knowing who to cc or bcc, etc.).	28 Email 36 Net Etiquette
12	Use caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links, or giving out personal information.	39 Device Protection 40 Content Protection 42 Online Scams 43 Dealing with Strangers
13	Sign out of email, especially when using shared computers.	



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Standard	Description	Digital Literacy Lessons
<b>4: Windows</b>		
1	Identify the operating system used by a computer.	2 Computer Basics
2	Identify the parts of the Windows 10 interface (desktop, taskbar, etc.).	
3	Demonstrate knowledge of the Windows Start Menu, including Get Help.	
4	Use Cortana to search for a file, program, or document.	56 Voice Assistants
5	Identify icons, functions, and any file extensions related to basic office software (Word, PowerPoint, and Excel) and default Windows programs (Microsoft Edge, Windows Defender, etc.).	9 Content Types 13 File Types 16 Numbers Spreadsheets 19 Documents
6	Start and exit programs.	
7	Minimize and maximize windows.	
8	Open, close and switch between windows.	
9	Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive).	9 Content Types 8 Cloud vs Local 12 Data Organization 13 File Types
10	Move documents and files, including to and from Recycle Bin.	12 Data Organization
11	Log off, restart, and shut down a computer.	
12	Use Settings to uninstall or modify apps.	5 Apps Stores Programs



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Standard	Description	Digital Literacy Lessons
<b>5: Mac OS</b>		
1	Identify the operating system used by a computer.	2 Computer Basics
2	Identify the parts of the Mac OS interface (desktop, Dock, Menu Bar, etc.).	2 Computer Basics
3	Use the Help menu.	
4	Use Finder or Spotlight to locate files and folders.	9 Content Types 8 Cloud vs Local 12 Data Organization 13 File Types
5	Open applications using Siri, Spotlight, Launchpad, the Dock, or the Applications Folder, and pin apps to the Dock.	5 Apps Stores Programs 56 Voice Assistants
6	Identify icons, functions, and any file extensions related to basic office software (Word, PowerPoint, and Excel) and default Apple programs.	9 Content Types 13 File Types 16 Numbers Spreadsheets 19 Documents 21 Video Creation
7	Move documents and files, and create new folders.	11 Data Storage 12 Data Organization
8	Delete files, and recover them from the Trash.	12 Data Organization
9	Identify peripheral devices on a computer (flash drives, camera, etc.) and cloud storage options (e.g. iCloud).	8 Cloud vs Local 11 Data Storage 12 Data Organization
10	Minimize And Maximize Windows.	
11	Close, switch between, and quit applications.	5 Apps Stores Programs
12	Use the App Store to add and update apps.	5 Apps Stores Programs
13	Demonstrate knowledge of System Preferences.	
14	Log out of, restart, and shut down a computer.	



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Standard	Description	Digital Literacy Lessons
<b>6: Microsoft Word</b>		
1	Open a new or existing document.	19 Documents
2	Identify the parts of the Word window, including the Ribbon, Status Bar and Quick Access Toolbar.	19 Documents
3	Save a document, being intentional about name and location.	12 Data Organization 19 Documents
4	Identify file extensions that can be opened by Microsoft Word.	13 File Types 19 Documents
5	Use Spelling and Grammar check.	
6	Format text: size, color and font type.	19 Documents
7	Set text spacing and alignment.	19 Documents
8	Apply bullets and automatic numbering.	19 Documents
9	Undo the previous action.	19 Documents
10	Cut, copy and paste.	19 Documents
11	Modify page layout, including margins and orientation.	19 Documents
12	Print.	
13	Close a document.	19 Documents
14	Insert objects into a document, including images, shapes, hyperlinks, and tables.	19 Documents



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Standard	Description	Digital Literacy Lessons
<b>7: Microsoft Excel</b>		
1	Open and close a workbook.	16 Numbers Spreadsheets
2	Save a workbook, being intentional about name and location.	16 Numbers Spreadsheets
3	Identify parts of Excel screen: ribbon, formula bar, active cell, name box, column letter, row number, Quick Access Toolbar.	16 Numbers Spreadsheets
4	Locate a specific cell.	16 Numbers Spreadsheets
5	Enter data in a cell.	16 Numbers Spreadsheets
6	Copy and move cell entries.	16 Numbers Spreadsheets
7	Format cells and text: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.).	16 Numbers Spreadsheets
8	Create headings and freeze them.	16 Numbers Spreadsheets
9	Insert and delete rows and columns.	16 Numbers Spreadsheets
10	Adjust row and column size.	16 Numbers Spreadsheets
11	Identify worksheet tabs, create a new tab, rename tabs, and rearrange tabs.	16 Numbers Spreadsheets
12	Write a formula in the formula bar (-, +, *, /).	16 Numbers Spreadsheets
13	Select a range.	16 Numbers Spreadsheets
14	Use Autofill and AutoSum (Sum, Average, etc.) and understand the differences between them.	16 Numbers Spreadsheets
15	Sort (least to greatest, alphabetically, etc.) and filter data.	16 Numbers Spreadsheets
16	Insert a chart to display data.	
17	Select a print area, choose page orientation, and print.	



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Standard	Description	Digital Literacy Lessons
<b>8: Microsoft PowerPoint</b>		
1	Open a new or existing PowerPoint presentation.	
2	Identify parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars).	
3	Insert new slides, duplicate, or reuse slides.	
4	Manage text (insert, delete, copy, cut and paste, drag and drop, format, and use spellcheck).	15 Text Creation
5	Apply or change a theme.	
6	Use zoom control.	
7	Insert items into a presentation, resize, and adjust them (video, chart, pictures, clip art, screenshots).	18 Graphic Creation
8	Add a textbox, adjust it, resize it, or delete it.	18 Graphic Creation
9	Change the view (normal view, slide sorter, reading view, slideshow view).	
10	Insert, delete, and move slides using slide navigation pane.	
11	Use the quick access toolbar.	
12	Apply and customize slide transitions (select, preview, add sound, automatic advance).	
13	Understand the basics of PowerPoint etiquette (limited text, text that stands out on background, clear titles).	
14	Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features).	
15	Save a presentation as a .ppt, .pdf, .png, etc.	13 File Types
16	Create handouts.	
17	Print a presentation.	





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Standard	Description	Digital Literacy Lessons
<b>9: Social Media</b>		
1	Identify different types of social media and their primary functions (especially Facebook, LinkedIn, Instagram, Twitter).	30 Direct Message 31 Social Media Post
2	Create a new account on a social media network and log in.	
3	Recognize information posted on social media networks that may present a risk to you (user as consumer of information).	35 Digital Identity 38 Online Relationships 40 Content Protection 43 Dealing with Strangers 45 Protect Personal Info
4	Demonstrate knowledge of managing “friends” on Facebook: adding friends, accepting/declining “friend” requests, and the difference between that and “following” someone.	38 Online Relationships 43 Dealing with Strangers
5	Understand and change privacy settings.	46 Protect Personal Info
6	Demonstrate an understanding of the consequences of “liking” or commenting on something.	31 Social Media Post 36 Net Etiquette
7	Share and delete content, including photos, videos, and links.	31 Social Media Post
8	Identify information that is unwise to post and/or upload on a social media (too much personal sharing, inappropriate photos/comments).	35 Digital Identity 36 Net Etiquette 38 Online Relationships
9	Distinguish between public and private “spaces” on social media sites (e.g., Facebook messages vs. Facebook timeline).	30 Direct Messages 31 Social Media Post
10	Post, share, like, or comment on content.	31 Social Media Post
11	Demonstrate knowledge of the permanence of anything posted on the internet.	35 Digital Identity 36 Net Etiquette 38 Online Relationships 46 Protect Personal Info



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Standard	Description	Digital Literacy Lessons
<b>10: Information Literacy</b>		
1	Define a problem, formulate a question, or identify a decision that needs to be made.	23 Design Process 48 Advocacy 49 Engagement
2	Identify the purpose for accessing information (how the information will help solve the problem, answer the question, make a decision, or accomplish a goal or objective).	23 Design Process 48 Advocacy 49 Engagement 51 News Sources
3	Define the kind of information needed to complete the task.	13 File Types 23 Design Process
4	Identify types and formats of information found online (articles, databases, images, videos, etc.).	9 Content Types 13 File Types 27 Open Resources
5	Plan steps required to solve the problem or accomplish the task.	23 Design Process
6	Recognize the costs, in time or money, and benefits of accessing different sources of information (article, newspaper, consumer reports).	26 Copyright Fair Use 27 Open Resources 51 News Sources
7	Demonstrate use of efficient search strategies to hone in on relevant information.	6 Search Browse
8	Locate relevant information in media found online, including text, video, images, etc. Locate the source of the information.	7 Trust Validity 51 News Sources
9	Make use of hyperlinks to follow desired/required path of information.	1 Internet Basics
10	Demonstrate basic understanding of use of non-Internet sources of information (personal documents, Excel spreadsheets, etc).	16 Numbers Spreadsheets 17 Photo Creation 18 Graphic Creation 19 Documents
11	Discern between relevant and non-relevant information in an information source and select the information that addresses the issue that motivated the search.	7 Trust Validity 51 News Sources
12	Determine the quality of information by identifying bias, assessing the reliability of sources, and identifying the impact of context.	7 Trust Validity 51 News Sources
13	File/store information in a format that facilitates ease of access for future use (e.g., file naming, folder organization, bookmarking, etc.).	11 Data Storage 12 Data Organization 13 File Types
14	Monitor extent to which information solves a problem and know when additional information is needed.	



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Standard	Description	Digital Literacy Lessons
<b>10: Information Literacy (continued)</b>		
15	Synthesize relevant information from one or more sources.	51 News Sources
16	Integrate new information into current knowledge and use it to support understanding, views, perspectives, or opinions.	23 Design Process 51 News Sources
17	Act on information to solve basic problems or answer a question.	6 Search Browse 51 News Sources
18	Select appropriate format for sharing information, based on audience and purpose, and distribute to intended audience.	31 Social Media Post 36 Net Etiquette 38 Online Relationships 43 Dealing with Strangers
19	Evaluate the result of gaining/using the information. Was the question answered? Was the problem solved? Was a better decision made? Was a goal or objective met?	23 Design Process



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Standard	Description	Digital Literacy Lessons
<b>11: Career Search Skills</b>		
1	Identify tools for determining career aptitude (self-assessment, interest inventories, skill identification, and values awareness).	
2	Identify features and timeline of a job search plan.	59 Job Search
3	Identify resources that aid in finding a job (internet resources, social media websites, job listings, targeted employment, job fairs, networking clubs, etc.).	59 Job Search
4	Demonstrate the ability to use search and filter functions in job search sites.	59 Job Search
5	Distinguish between skills sets (job skills, transferable skills, self-management skills, and emotional intelligence).	
6	Demonstrate understanding of the value of volunteering.	
7	Identify steps to prepare for a career or job fair (posting resume, preparing introduction, reading schedule/calendar).	59 Job Search
8	Identify ways to research employers, labor markets, and salary ranges.	59 Job Search
9	Identify elements of a strong portfolio including work samples and other supportive documents.	
10	Identify elements of a cover letter and distinguish between weak and strong cover letters.	
11	Identify elements of a resumé and best practices for writing one (including employment history, hard and soft skills, accomplishments, job search goals, gaps in employment, etc.)	
12	Identify best practices for sending and following up with resumé.	59 Job Search
13	Demonstrate understanding of hiring processes (including recruitment, screening, and selecting).	59 Job Search
14	Identify the basic principles of direct employer contact (in-person, telephone, video calls, social media, and email).	59 Job Search
15	Identify key steps in preparing for an interview including identifying common interview questions; distinguish between strong and weak answers to interview questions; how to practice for an interview, giving answers for gaps in employment or previous incarceration.	



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Standard	Description	Digital Literacy Lessons
<b>11: Career Search Skills (continued)</b>		
16	Distinguish between different types of interviews (such as screening, selection, informational, work sample, peer group, group, luncheon/coffee, stress, video conference, etc.).	59 Job Search
17	Distinguish between legal and illegal job interview questions; appropriately respond to illegal questions in an interview.	
18	Identify key post-interview steps (contacting references, thank you notes, social media).	59 Job Search
19	Demonstrate understanding of proper etiquette throughout the job search process, including when you are not hired.	59 Job Search
20	Demonstrate understanding of negotiables: salary, schedule, benefits, professional development, training, and vacation time.	
21	Distinguish between jobs types (temporary, seasonal, part-time, full-time, and unpaid internships).	
22	Identify best practices to be successful on the job (including meeting employer expectations, making arrangements so that responsibilities and problems outside of work do not interfere with the job, learning new skills, dressing professionally, showing appreciation, and accepting constructive criticism).	



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Standard	Description	Digital Literacy Lessons
<b>12: Your Digital Footprint</b>		
1	Define digital footprint.	35 Digital Identity
2	Understand why a digital footprint is important.	35 Digital Identity
3	Understand the potential benefits of having a digital footprint.	35 Digital Identity
4	Understand the sources of a digital footprint (browsing, job search, shopping, social media).	35 Digital Identity
5	Understand that actions online can have unintentional impacts to your digital footprint.	35 Digital Identity 36 Net Etiquette 38 Online Relationships
6	Identify consequences of a digital footprint (permanent, real-life, employment-related).	35 Digital Identity 36 Net Etiquette 38 Online Relationships
7	Demonstrate how to manage an online identity responsibly.	35 Digital Identity 36 Net Etiquette 38 Online Relationships
8	Demonstrate ability to manage privacy settings.	
9	Understand breaches of privacy and the dangers these represent.	42 Online Scams 43 Dealing with Strangers 46 Protect Personal Info
10	Identify the different organizations interested in a digital footprint and what they might use it for (employers, retail, government).	38 Online Relationships
11	Define cookies and understand how these are used to track digital footprint.	