Inquiry question: "What does it mean to be digitally literate in today's world?"

LEARNING OBJECTIVES:

Part A: Students will explore the term 'Digital Literacy' to define it and identify its key components. A Digital Literacy Survey will be used to gather data on students' usage and understanding of digital literacy, which will then be analyzed and categorized.

Part B: Students will learn how to use Canva to create a vision board that visually represents their understanding of digital literacy. In addition, they will learn how to utilize the Class Team to access assignment information to complete and submit the vision board.

TECH SKILLS:

- Use technology responsibly and make safe choices
- Use speech to text as an alternative to keyboard to express ideas (Windows H in Canva)
- Record, edit and publish media
- Use graphic organizers, brainstorming applications or other digital tools to gather and organize information
- Use features of a course or learning management system to access and complete assignments
- Use suitable digital tools to organize, display information
- Understand that spreadsheets are a tool used to collect, manage, analyze and visualize data
- Use spreadsheets to make predictions, solve problems, and draw conclusions.

CURRICULAR COMPETENCIES:

ELA: Recognize and appreciate how different features, forms, and genres of texts reflect various purposes, audiences, and messages

Mathematics: Use reasoning and logic to explore, analyze, and apply mathematical ideas; Use mathematical arguments to support personal choices

Science: Make predictions about the findings of their inquiry

CORE COMPETENCIES:

Communication	Thinking	Personal & social
• communicate clearly, using oral and written forms to explain the definition and components of digital literacy. • explain and interpret the meanings of "digital" and "literacy". • engage actively in brainstorming sessions, sharing ideas	• use critical thinking to categorize brainstormed ideas into five main headings, showing their ability to organize and synthesize information. • demonstrate creative thinking by making connections between concepts and translating into a personal vision board.	• work collaboratively in groups, showing respect for others' ideas and contributing to collective tasks. • complete the survey and participate in data analysis, to understand the importance of digital citizenship.

• engage in class discussions, demonstrating active listening and respectful dialogue. • use digital tools (Canva) to communicate ideas effectively.	• use analytical thinking to examine survey data, identify patterns, and draw conclusions.	• understand the impact of their digital footprint and use digital tools responsibly and ethically.

MATERIALS:

- Laptops
- Digital Literacy Graphic Organizer handouts (to be printed)
- Digital Literacy Survey duplicate link; Class Teams activated
- Vision Board "How to" Infographic; Exemplar Link; Template Links
- Video: "Using Canva to Create a Vision Board"

TEACHER PREPARATION:

1. Use *duplicate* link for Digital Literacy survey to create own copy of survey. Copy sharing link in Discussion post.
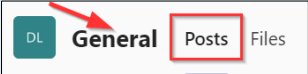
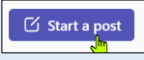> Open the survey in Forms *(this will automatically happen when the duplicate link has been clicked).*
>
> Click on "Collect responses" [▷ Collect responses] -> Check box beside "shorten url"; Copy link [https://forms.office.com/r/Y5... ☑ Shorten URL Copy link] .
>
> Open the Class Team that will house the link. Click on the "Posts" file heading in the "General" channel.
>
> [DL **General** Posts Files] -> Click on the "Start a post" button [☑ Start a post] -> Provide a title for the post,
>
> [Digital Literacy Survey
B I U S ≡ ≡ ∀ A AA 99 ⊖ ⊡ </>
https://forms.office.com/r/Y5sRq9Ttmt
Please fill out this form ✕
A post on Microsoft Forms provided by: forms.office.com
forms.office.com
☺ ⊡ + ⊡ Post] -> Paste the link in the text box provided -> Click "Post".
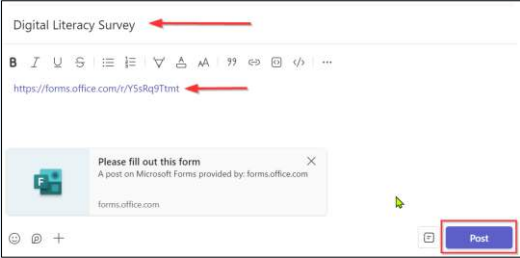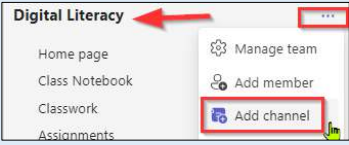
2. Print "Digital Literacy Graphic Organizer" for each student.
3. Create "Vision Board" channel in Class Team.

> Open the Class Team you will be creating the channels in -> Click on the "…" (more options) next to the Team
>
> [Digital Literacy …
Home page   ⚙ Manage team
Class Notebook   👥 Add member
Classwork   🔗 Add channel
Assignments]
>
> name -> "Add channel" Name the channel "Vision Board" -> Click on the drop-
>
> [Create a channel
Channel name *
Collaborative Communicator
Description
🖥 Standard
    Everyone on the team has access.
🔒 Private
    Specific teammates on the team have access.
Select ▼]
>
> down arrow beside channel type and select "Public" -> Click "Create".

4. Copy and paste links to Vision Board Exemplars in Discussion post.
5. Copy and paste links to Vision Board Templates in Discussion post.

INSTRUCTIONS:

Part A: Digital Literacy Definition; Survey Data Analysis
(Completion time: ~1 – 1 ½ hours)

Introduction:
1. Introduce the term *"Digital Literacy"*. What does "digital" mean? What does "literacy" mean?
2. Brainstorm all ideas that may represent what this may encompass. This information is written down so all students can see it.

Organizing Ideas:
1. Once all ideas are generated, determine five main organizational headings the ideas could fit under. *These are the five the best encapsulates digital literacy for a grade 6 student:*
   a. **Technology Skills**: Learn how to use different digital tools and solve basic tech problems.
   b. **Digital Citizenship**: Understand how to behave safely and responsibly online.
   c. **Safe/Reliable Searching**: Learn how to search for information online and decide if it's trustworthy.
   d. **Online Collaboration**: Use digital tools to communicate and work with classmates on group projects.
   e. **Digital Content Creator**: Use technology to make new things, like projects or presentations.

The specific titles of these sections can be adjusted from the feedback and ideas generated by the students. The key point is to capture the overall concept.

Break the students into groups of 3-5.

2. Handout the Digital Literacy Graphic Organizer.
   (Note: this is in digital form so could also be provided in digital format through Teams for those students who would benefit from doing so for the digital accessibility features.)
   a. Students are to write the definition for Digital Literacy in the space provided.
   b. Students are to write the five organizational headings in the "Heading" section on their worksheet.
   c. They are then, as a group, to determine where the ideas generated by the class would best fit and write it under each heading.
3. Share and discuss the findings with the class.

Digital Literacy Survey:
1. Click on the duplicate link below to create a class copy of the Digital Literacy Survey.

   Template of Digital Literacy Survey
2. Share the link in a discussion post in the Class Team. *(Instructions under Teacher Preparation Area)*
3. Students will access this link through the Class Team. Clicking on it will provide the survey for the students to complete.

Data Analysis:

1. Open the "editable" Form so the results from the survey can be viewed. Open "View responses" located at the top right of the window. (See instructions below)

Edge -> Apps launcher -> Forms -> Survey questions -> View Responses
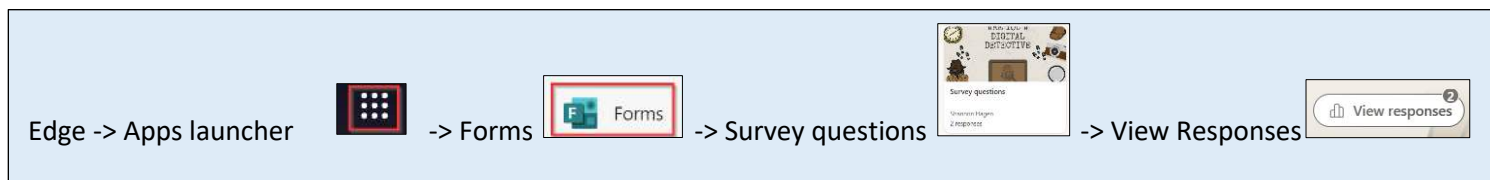
2. Examine the data (responses).
   a. Look for patterns
   b. Highest / Lowest responses to answers
   c. Unexpected responses
   d. Questions / misunderstandings
   e. Predictions
   f. Explorations / next steps

REFLECTION

1. Facilitate a reflective discussion on what students learned from the results of this survey.
2. Discuss how their understanding of digital literacy has either been reinforced or changed through this lesson.

Part B: Creation of Personal Vision Board to represent the phrase: "I am Digital Literate"

(Completion time: ~1 1/2 hours)

Introduction

1. Demonstrate to students how to access the SD71 Canva account using the correct link and login option.

Go to https://www.canva.com/ -> Click on "Login" -> Click on "Continue another way"

 -> Click on "Continue with Microsoft" .

If you are on a school device, it should auto log you in. If it does not, use your SD71 email address and password to log in.

2. Watch the video which provides a brief tutorial on how to use Canva, focusing on the tools and features relevant to creating a vision board. It will demonstrate how to add images, text, and design elements.

    Using Canva to Create a Vision Board

Activity: Creating Vision Boards

1. Display the infographic outlining how to create a vision board. Highlight not only the process, but the elements

   📄 [Crafting Your Digital Literacy Vision Board](#)

2. Show students the Vision Board Exemplars. Discuss how this meets the requirements in the infographic outline in addition to personally addressing the phrase, "I am Digitally Literate".

   📄 [Exemplar #1](#)   📄 [Exemplar #2](#)

3. Provide the templates to the vision boards in the Class Team. *(This can be done by copying and pasting the links into "Discussion Post" as was done for the Survey Link).* Have the student log into their own instance of Canva, *then* have them click on the template links. This will automatically create the vision boards in their own Canva accounts.
   Students will have the opportunity to choose what template they would like to use to create their vision boards, incorporating information and ideas gathered from the prior lesson. *Have them access the completed Digital Literacy Graphic Organizer from the previous lesson.*
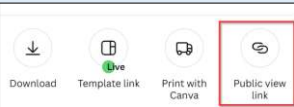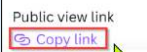
   - [Template #1: Pink and blue scrapbook](#)
   - [Template #2: Beige and brown photo collage](#)
   - [Template #3: Multicoloured Photo Collage](#)
   - [Template #4: Beige Scrapbook](#)
   - [Template #5: Letter Scrapbook](#)
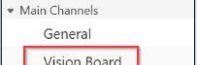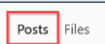   - [Template #6: White Organic Board](#)

4. Encourage students to use images, text, and design elements to visually represent how they are digital literate citizens.
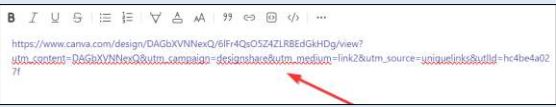
Submission and Presentation

1. Using the instructions below, students will create a public viewing link of their completed product and copy and paste it as a "post" in the Class Team "Vision Board" channel.

   Click on "Share" on top right of the Canva window [⬆ Share] -> Scroll down to "Public view link"

   [Download | Template link (Live) | Print with Canva | Public view link] -> Click "Create public view link" [Create public view link] -> Copy link [Public view link / Copy link]

   Open Class Team -> Click on "Vision Board" channel [▼ Main Channels / General / Vision Board] -> "Posts" from the top tab [Posts Files] -> "Start a post" [✏ Start a post]. Type "Name" in the title [Jon Smith's Vision Board] -> Paste the link in the text box -> [https://www.canva.com/design/DAGbXVNNexQ/6lFr4QsO5Z4ZLRBEdGkHDg/view? utm_content=DAGbXVNNexQ&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=hc4be4a02 7f] -> Click "Post". [Post].

2. *Students will then have the opportunity to view others' vision boards.*
   If time permits, have each student presents their vision board, explaining their design choices and what it means for them to be a digitally literate citizen.

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REFLECTION

1. Facilitate a reflective discussion on what students learned from each other's vision boards.
2. Discuss how their understanding of digital literacy has evolved through this activity.
3. Have students think about what improvements they could make in their use of digital technology to become a better digital literate citizen.
   (This will be explored further as the lessons progress).

EXTENSION ACTIVITIES

- **Digital Literacy Poster**
  Students create a poster (physical or digital) advocating for the importance of digital literacy and share it around the school.

- **Class Digital Literacy Pledge**
  As a class, create a "Digital Literacy Pledge" outlining commitment to responsible and effective use of technology. Print and display within the classroom. To extend this even further, this could be done as a school and post throughout the school.

- **Digital Literacy PSA Video**
  Students create a short video public service announcement (PSA) about digital literacy, focusing on online safety, information evaluation, or tech skills. These videos could then be shared to the younger classrooms.

- **Infographic Design**
  Students design an infographic on Canva that highlights tips or strategies for improving digital literacy. Print and post through classroom and school.

- **Explore Digital Tools**
  Assign students to explore a new digital tool or app (e.g., a collaboration tool or a coding platform) and create a mini-tutorial for their peers. This could be for iPads (top recommended apps: https://learn71.ca/integrating-technology/appinformation/) or for computers (supported SD71 applications: https://learn71.ca/integrating-technology/technology-support). These mini-tutorials could then be housed within a class team for full access.

- **Gamify Digital Literacy**
  Use an online platform (e.g., Kahoot, Lumi) to create a quiz on digital literacy topics, encouraging students to test their knowledge. Teachers could work with class to co-create questions and answers so quiz could be shared throughout the school.

- **Family Digital Literacy Guide**
  Task students with creating a digital literacy guide for their family, including tips on online safety, communication, and learning resources. This could easily tie into the subsequent lessons for accessing safe and reliable online sources.

Excel / Forms Survey Data Analysis

- **Create Charts and Graphs:** Use Excel to make bar charts, pie charts, and line graphs to show the survey results.
  Note: this is an advanced extension activity that may require the teacher to be familiar with and comfortable in Excel.

- **Find Patterns:** Using the various features in Excel, look for patterns or trends in the survey data. This could be comparing survey question answers *(ie amount of time on technology compared to use of AI),* highest incident of question answer *(ie what social media platform is most used)*, resorting answers *(yes/no isolated using the drop down arrow beside each column header)*, colour coding answers (yes-red; no-green) for easy visual display.
- **Test Hypotheses:** Come up with ideas (hypotheses) about what the answers might be for certain questions and use Excel to filter and analyze the data related to the ideas.
- **Make a Plan:** Use the survey data to make a plan to improve digital literacy in your class.