

## I AM A GLOBAL COMMUNICATOR

### Online chat etiquette

#### I can ...

(check all that you've completed)

- Understand the importance of not sharing personal information online.
- Understand that digital content is permanent and cannot be deleted.
- Build a positive digital footprint/reputation.
- Identify cyberbullying and describe strategies to deal with such a situation.
- Be respectful in all communications and collaborations using technological tools.

I am especially proud of

## I AM AN INNOVATIVE DESIGNER

### Microsoft Word tools for multimedia presentations

#### I can ...

(check all that you've completed)

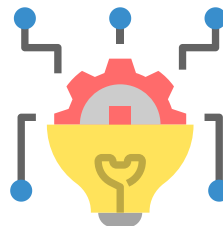
- Use a camera on a hand-held devices to take pictures and videos
- Create a multimedia presentation using text, visuals and audio to present research or convey an idea.
- Add a working link to a multimedia presentation.
- Use basic drawing tools including pencil, text, paint brush, shape, line, undo, redo and eraser.
- Use text tool to add text features to artwork.

I am especially proud of

Place  
sticker  
here



Place  
sticker  
here



# SD71 Digital Literacy Passport

Name \_\_\_\_\_



EMPOWERED LEARNER



DIGITAL CITIZEN



KNOWLEDGE CONSTRUCTOR



GLOBAL COMMUNICATOR



INNOVATIVE DESIGNER

Students, get ready for a cool journey!

Complete this 'Digital Literacy Passport' earning stickers for mastering skills like **perfect password creation, OneDrive navigation, Word formatting, mindful messaging and mastering digital media creation.**

These lessons make learning fun, engaging, and safe online for all our digital explorers!

## I AM AN EMPOWERED LEARNER

### OneDrive file management

#### I can ...

(check all that you've completed)

- Login to access my cloud accounts from anywhere.
- Understand how cloud computing is different than applications.
- Create, name, save, edit, copy and rename files and folders to organize documents and materials.
- Understand where files are being saved.
- Delete files/folders; recover deleted files/folders; empty trash.
- Upload/download/retrieve files to and from the cloud.
- Associate document extensions with appropriate file types.
- Use search tools to locate files and applications.

Place sticker here



I am especially proud of

## I AM A DIGITAL CITIZEN

### Logging onto the network and managing passwords

#### I can ...

(check all that you've completed)

- Keep passwords secret and understand why
- Create strong passwords and be able to change them when needed.
- Use technology responsibly and make safe choices.
- Understand the importance of not sharing personal information online.
- Explain responsible uses of technology and digital information and possible consequences of inappropriate use.
- Understand the SD 71 Intermediate Responsible Use Agreement.

Place sticker here



I am especially proud of

## I AM A KNOWLEDGE CONSTRUCTOR

### Microsoft Word features and accessibility tools

#### I can ...

(check all that you've completed)

- Use a word processing application to write, edit, print and save assignments.
- Highlight, copy and paste text.
- Use the menu/tool bar functions to format, edit and print.
- Proofread and edit writing using built-in resources.
- Share documents to work collaboratively with others.
- Use shortcuts and gestures to operate devices.
- Use learning tools to help with word processing – dictate, immersive reader, editor

Place sticker here



I am especially proud of