This issue we focus on:

DIGITAL ~~LITERACY~~ Literacies

Digital literacy (as defined by Wikipedia) is "the set of competencies required for full participation in a knowledge society. It includes knowledge, skills, and behaviors involving the effective use of digital devices … for purposes of communication, expression, collaboration and advocacy. While digital literacy initially focused on digital skills and stand-alone computers, the focus has shifted from stand-alone to network devices including the Internet and social media." **Source:** https://en.wikipedia.org/wiki/Digital_literacy

> **Editor Note:** Because of the large set of skills necessary to achieve digital literacy, we like to think of it in terms of digital literacies (plural).

Make Your Searches More Effective and Efficient

You can use the Boolean search words: **AND, OR,** and **NOT** to help narrow or widen your searches.

When you use **AND** the results will bring back items that match both search terms.
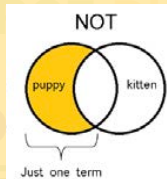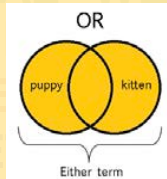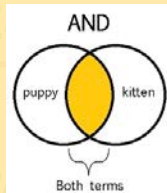
puppy AND kitten

When you use **OR** the results will bring back items that match the first terms, and also items that match the second term.

puppy OR kitten

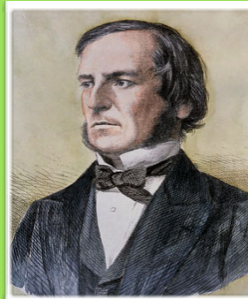When you use **NOT** the results will bring back items that match the first term with items matching the second term excluded.

puppy NOT kitten

AND — puppy / kitten — Both terms

OR — puppy / kitten — Either term

NOT — puppy / kitten — Just one term

http://library.nwacc.edu/search-hacks/boolean

MATHEMATICAL MINDS IN HISTORY

George Boole (1815-1864) was an English mathematician who developed Boolean logic in order to combine certain concepts and exclude certain concepts when searching databases.

SEE ALSO BOOLEAN ALGEBRA

SOFTWARE LITERACIES

HOW COMFORTABLE ARE YOU WITH THESE TYPES OF SOFTWARE PROGRAMS?

WORD PROCESSING

Examples: Microsoft Word, Google Docs, WordPerfect, OpenOffice, Pages, etc.

Skills: 1. Basic text formatting with bold, italic, and underlines.
2. Changing fonts and fonts sizes.
3. Copying, pasting, and editing text.
4. Inserting images, page breaks, sections, headings and footers.

SPREADSHEETS

Examples: Microsoft Excel, Google Sheets, Quattro, LibreOffice Calc, Numbers, etc.

Skills: 1. Entering data into cells and formatting it with styles and colors.
2. Copying, pasting, and moving data between cells and sheets.
3. Creating and editing formulas, making calculations.
4. Inserting images, creating charts and reports, analyzing data.

PRESENTATION SOFTWARE

Examples: Microsoft Powerpoint, Keynote, Google Slides, Prezi, OpenOffice Impress, etc.

Skills: 1. Organizing, outlining, and preparing content for the presentation.
2. Choosing appropriate themes and colors. Setting up master slides.
3. Adding, formatting and inserting text, images, audio and video.
4. Rehearsing and presenting your content in person or online.

I AM A DIGITAL CITIZEN

DO YOU CONSIDER YOURSELF to be a digitally literate person? What are the strongest skills that you possess? What areas do you need to work on? CREATE A PERSONAL GROWTH PLAN

SHIFTING GEARS

CHANGING LITERACIES

When the Web was young some of the most enviable skills were being able to find the information that you need, and downloading a file. We were consumers.

But since the Web 2.0 movement happened, the web has become known as the "read-write web." Required skills now revolve around being able to participate in social media by creating and posting content.

The skills can include creating blog posts, posting on timelines, direct messaging and tweeting. Many people are comfortable posting images on Instagram and Pinterest and posting video to Snapchat, Vine, or Youtube. Young people can now be creators and self-publishers.

A MAJOR WEB SHIFT

FROM

ONLINE CONSUMER

↓

TO

ONLINE CREATOR

POWERFUL VOICES for Kids
Digital & Media Literacy Education

POWERFUL VOICES FOR KIDS is a site full of Ideas, Research, News, and Blog posts about helping kids learn digital and media literacy. It has materials appropriate for students, parents, and teachers. Check it out at **http://www.discovermedialiteracy.com**.

SPECIFICALLY FOR TEACHERS: What type of teacher are you? What motivates you to help your students weather the challenges of digital literacy? This site defines 12 different types of teacher approaches to digital/media literacy and the strengths and challenges of each approach. Are you a trendsetter or a taste-maker?

TRENDSETTER
You meet students "where they live" by connecting the classroom to contemporary popular culture.

MOTIVATOR
You cultivate students' autonomy as independent learners who go where their creativity takes them.

TASTE-MAKER
You want students to appreciate culturally important media in history, art, literature, and sciences.

PROFESSIONAL
You develop students' creative competencies and practical skills as future authors, artists, writers, or media professionals.

Source: http://www.discovermedialiteracy.com/content/which-teacher-type-are-you

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SOFTWARE LITERACIES (cont.)

DATABASES

Examples: Microsoft Access and SQL Server, FileMaker Pro, MySQL, Oracle, SQLite, etc.

Skills: 1. Designing and creating tables and databases. Data types and fields.
2. Creating record layouts and entering data. Editing, copying and pasting.
3. Sorting, Filtering, and querying data.
4. Creating reports, exporting data and transferring it to other programs.

IMAGES/GRAPHICS

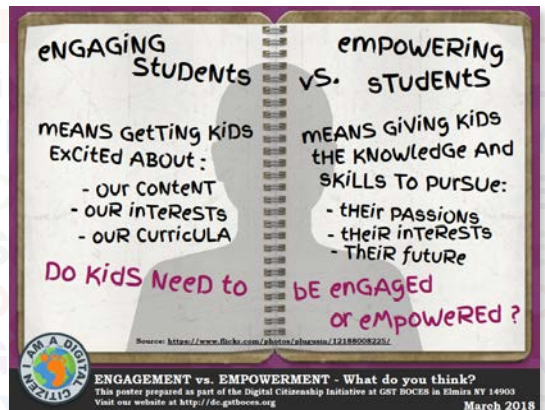Examples: Microsoft Paint, Corel Draw, Adobe Photoshop. PhotoViewer, iPhoto, Picasa, etc.

Skills: 1. Creating and editing bitmap (raster) and vector images.
2. Importing images and photos from phones, cameras, and other devices.
3. Inserting images into documents, and uploading them to web sites.

AUDIO/VIDEO

Examples: Audacity, Sound Editor, GarageBand, MovieMaker, Adobe Premiere, iMovie, etc.

Skills: 1. Creating and capturing audio and videos from different types of devices and from your desktop.
2. Editing, copying and pasting of audio and video clips, and moving between projects.
3. Saving, converting, and exporting in various formats. Uploading to online sites.

GET THIS MONTH'S DOWNLOADABLE RESOURCE

ENGAGING STUDENTS vs. EMPOWERING STUDENTS

This month's PDF poster is about Engagement vs. Empowerment

http://go.gstboces.org/dc-180301

v.18.3.3

GST BOCES Digital Citizenship Initiative - Visit our website at http://dc.gstboces.org

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