# IC3 Digital Literacy Certification



# IC3 Living Online - Global Standard 5

# **Objective Domains**

## 1. Internet Concepts

## 1.1 Identify Internet concepts

- 1.1.1 Identify Internet infrastructure
- 1.1.2 Locate and validate Internet content
- 1.1.3 Identify browser concepts
- 1.1.4 Identify intellectual property (IP) and copyright concepts
- 1.1.5 Identify licensing concepts
- 1.1.6 Identify censorship concepts
- 1.1.7 Identify plagiarism concepts

## 2. Common Functionality

## 2.1 Demonstrate website navigation techniques

- 2.1.1 Navigate website content by clicking and double-clicking
- 2.1.2 Display hidden information by mousing over website content
- 2.1.3 Drag and drop files onto a website page

## Email clients

## 3.1 Recall email clients and services

- 3.1.1 Recall email service providers
- 3.1.2 Recall desktop email applications
- 3.1.3 Recall web email services

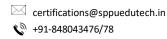
### 3.2 Understand message concepts

- 3.2.1 Identify the components of a message header
- 3.2.2 Distinguish among message response options (reply, reply all, forward)
- 3.2.3 Distinguish between courtesy copy options (cc, bcc)
- 3.2.4 Determine the effects of message and mailbox size limits
- 3.2.5 Identify the purpose of an email signature

## 3.3 Understand email management concepts

- 3.3.1 Identify types of junk mail
- 3.3.2 Locate quarantined messages
- 3.3.3 Configure message archival settings
- 3.3.4 Locate deleted messages
- 3.3.5 Restore deleted messages
- 3.3.6 Empty the Deleted Items folder
- 3.3.7 Recall reasons for creating email folders
- 3.3.8 Create a folder











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#### **Understand email attachment concepts** 3.4

- 3.4.1 Recognize email attachments
- 3.4.2 Attach files to an email message
- 3.4.3 Save an email attachment from a message

## **Understand contact management concepts**

- 3.5.1 Create a list of contacts
- 3.5.2 Create a contact record

## Calendaning

#### 4.1 Manage appointments and events in online calendar applications

- 4.1.1 Create one-time and recurring events, appointments, and meetings
- 4.1.2 Invite people to an event or meeting
- 4.1.3 Recognize necessary and optional elements of an event or meeting invitation

#### 4.2 Share online calendars

- 4.2.1 Request access to someone's calendar
- 4.2.2 Share your calendarKnow how to view multiple calendars

#### 4.3 Manage multiple calendars using online calendar applications

- 4.3.1 Display multiple calendars side by side
- 4.3.2 Overlay multiple calendars
- 4.3.3 Change the color assigned to a calendar

## **Understand online calendar subscriptions**

- 4.4.1 Identify common types of subscription calendars
- 4.4.2 Subscribe to an Internet calendar

## Social Media

#### 5.1 **Understand social media concepts**

- 5.1.1 Identify the purposes of social networks
- Identify the effect of following a person or group on a social network
- 5.1.3 Identify the effects of posting information online

#### 5.2 **Understand social network concepts**

- 5.2.1 Distinguish among school, business, and personal social networking
- 5.2.2 Distinguish between open and closed social networks

#### 5.3 **Recall information-posting platform concepts**

5.3.1 Recall the definition and purpose of blogs

#### **Understand cyber bullying concepts** 5.4

- 5.4.1 Recall the definition of cyber bullying
- 5.4.2 Recognize actions that are classified as cyber
- 5.4.3 Identify the outcome of cyber bullying

## Communications

#### 6.1 **Understand communication options**

- 6.1.1 Distinguish between communication methods
- 6.1.2 Recommend the most appropriate communication method for a given circumstance

#### 6.2 **Understand SMS text messaging concepts**

Identify appropriate uses of text messaging as a business communication tool

#### 6.3 **Understand chat platform concepts**

- 6.3.1 Identify available chat platforms
- 6.3.2 Identify appropriate uses of chat platforms in a business setting

#### 6.4 **Identify online collaboration tools**

- 6.4.1 Recall online collaboration tools for remote learners and workers
- 6.4.2 Identify online file storage systems for remote
- 6.4.3 Identify online conferencing platforms
- 6.4.4 Recall features of online conferencing platforms

## Online Conferencing

#### 7.1 **Understand online conferencing concepts**

- Distinguish between available online conferencing platforms
- Recognize common capabilities of online conferencing platforms (voice, video, screen sharing, hosted presentations)

## 8. Streaming

#### 8.1 **Understand content streaming concepts**

- 8.1.1 Recall the definition of streaming
- Identify instances of audio streaming, video streaming, and live streaming
- Distinguish between streaming and downloading

## Digital Citizenship





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- 5.3.2 Recall the definition and purpose of wikis
- 5.3.3 Recall the definition and purpose of forums
- 5.3.4 Recognize means of communication on blogs, wikis, and forums

## 9.1 Understand online communication methods

- 9.1.1 Recognize the speed and obtrusiveness of available online communication methods
- 9.1.2 Identify the best online communication method to use in a specific situation

# 9.2 Understand physical wellness aspects of living online

- 9.2.1 Identify ergonomic best practices for maintaining physical health while working on a computer or device
- 9.2.2 Identify the effects of screen time on physical health

## 9.3 Manage online identities

9.3.1 Modify information stored in an online profile

# 9.4 Understand personal and professional identity concepts

- 9.4.1 Distinguish between personal and professional online identities
- 9.4.2 Recognize elements of a person's online identity
- 9.4.3 Analyze the positive and negative effects of online activities



