COLEGIO DE STA. ANA DE VICTORIAS, INC.

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TECHNOLOGY FOR TEACHING AND LEARNING 1 (EDUC 214)

SEMI FINAL COVERAGE

MODULE 3: NON-DIGITAL AND DIGITAL SKILLS AND TOOLS IN DELIVERING TECHNOLOGY-ENHANCED LESSONS

LESSON 5: DIGITAL LITERACY SKILLS IN THE 21ST CENTURY

LEARNING OUTCOMES

At the end of this lesson, the student should be able to:

1. Identify and describe the elements of digital literacies
2. Conduct a self-evaluation on level of digital literacy skill

LEARNING INPUTS

INTRODUCTION

The 21st century has redefined digital literacy. It has broadened its perspective to include other aspects of the 21st context. These literacies include:

1. Cyber Literacy
2. Media Literacy
3. Arts and Creativity Literacy
4. Financial Literacy
5. Multicultural Literacy or Global Understanding

This lesson will focus on digital skills and digital literacy as a response to the 21st Century developments.

This millennial students are generally tech-savvy, digital natives. They practically know how to go about a tablet, an ipad, smartphones or laptops better than anyone else. This suggests their digital skills.

Thinking on how to use the digital tools, accessing information, and exhibiting ways of working in a globally competitive contexts, together with skills in living in the 21st century refer to the digital literacies.

The skills you need to be able to perform well in the situation are known as 'digital literacy'. In the 21st century, you need to be equipped with these skills to keep abreast (updated) with the demands in the workplace.

Below is the Digital Literacy Skills Self-Inventory. Find out how confident you are when working online by putting a tick mark in the corresponding column.

DIGITAL LITERACY SKILLS SELF-INVENTORY

Digital Literacy Skills – Finding, Using, Creating Information and Understanding Digital Practices	Not confident	Somewhat Confident	Very Confident
1. Selecting the right tool when you need to locate, use or present information			
2. Presenting your digital identity online			
3. Identifying and communicating with an expert online			
4. Using online tools and sites to search or share information online			
5. Recognizing owner of ideas and information found online through citations			
6. Distinguishing the search engines to get information			
7. Knowing the information that can be searched in the web			
8. Using the right key words to search for related online materials			
9. Using social networking sites as a source of information			
10. Scanning or skimming a page of a site or a blog among others to get the relevant information quickly			
11. Signing up in pertinent sites having experts and authorities in the discipline to be updated with information they can provide			
12. Using materials in a variety of online media (i.e. videos, podcast, sites, etc)			
13. Assessing the credibility of an online resource			
14. Citing correct reference to other person's work found online			
15. Using bookmarking to organize and legally share files			
16. Posting comments to online forum, blogs or Vblogs or web pages while observing netiquette			
17. Writing and posting online views or ideas suited to the target readership or audiences			
18. Collaborating with others online in creating and sharing documents or presentations			
19. Using multimedia to capture the information or message (i.e. recording and editing a digital story, video or a podcast)			
20. Communicating with others through online modality (e.g. skype, forums, blogs, social networking sites, etc.)			

What have you realized after taking the *Digital Literacy Skills Self-Inventory*?

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What are digital literacies?

- Digital learners are the individual's capabilities to be able to effectively and responsibly function and perform in a digital society.
- The term digital literacy was coined by Paul Gilster in 1997 and it came from the discussion of the concepts on
  a) Visual literacy
  b) Technological literacy requiring one to be able to use technology in addressing a need
  c) Computer literacy, which in the 1980s started to become a household item manipulated to achieve one's target
  d) Information literacy which refers to the finding, evaluating, using and sharing of information
- In the teaching and learning context, digital literacy is an important competence. In school, it has become a buzzword which refers to the ability to access, process, understand, utilize create media content using information technologies and the internet (Hsieh, 2012)

The Digital Literacies

- **Media Literacy** – is one's ability to critically read information or content and utilize multimedia in creatively producing communications

- **Information Literacy** – is locating information from the web and interpreting while evaluating its validity in order that it can be shared

- **ICT Literacy** – is knowing how to select and use digital devices, applications or services to accomplish tasks requiring the use of the internet

- **Communications and Collaboration** – are one's capabilities in being able to participate in the digital networks in the teaching and learning context (synchronous/asynchronous)

- **Identity Management** – is being able to understand how to ensure safety and security in managing online identity and foster a positive digital reputation.

- **Learning Skills** – are ways of knowing how to study and learn in a technology-enriched environment; this is knowing how to utilize technology in addressing the need to learn efficiently

- **Digital Scholarship** – is being able to link and participate in professional and research practices

The Four C's of the 21ˢᵗ Century Skills

These 4C's are important for students to do well in school and succeed in the workplace.

The Four Cs of 21st Century Skills

1. **Critical Thinking** is learning how to solve problems.   It teaches students not to accept immediately claims without seeking the truth. It is the ability to   differentiate facts or figures but also discover these for the sake of knowing what ought to be.

2. **Creativity** requires students to think out and be able to look at a problem from multiple perspectives including proposing multiple possibilities and alternatives to address a problem and take the risk. Creativity encourages students to think beyond what is expected of them. However, creativity may not ensure success all the time but it may lead to another direction that can actually be a better way of figuring out how to solve the problem that others may not see.

3. **Communication** makes students express their ideas in the clearest and organized manner. Through varied modes – face-to-face, synchronous or asynchronous, they need to know how to efficiently and clearly convey ideas.

4. **Collaboration** happens when students know how to work well with others to accomplish a given task or solve a problem at hand. When students are made to work with others in a pair or in a team, they are given the chance to practice how to relate with others.

   Citizenship and **Character** are also added to the 4C's

   Citizenship is known as netizenship in the virtual world. This is making the person consider how one behaves accordingly by observing the norms and rules that are in accordance with what are sociably and virtually acceptable. As a result, one is projecting a reputable digital identity which is his or her character.

Digital Literacy Skill vs. Digital Literacy

Digital Literacy Skills are required in the wired world. These skills vary from texts to images to multimedia. Future teachers who will be handling students considered a tech savvy should equip themselves with competencies and fluencies needed to handle the fast emerging tools and applications that should be able to handle even artificial intelligences.

Lynch (2017) identified eight (8) digital literacy skills needed to become digitally literate:

1. **Coding** – coding is a universal language. Basic understanding of HTML, CSS and the like will create a shared understanding of what can be one with the web pages.

2. **Collaboration** – the use of Google Docs among others allows student to begin experimenting with effective online collaboration

3. **Cloud software** – this is essential part of document management. The cloud is used to store everything from photos to research projects, to tem papers and even music

4. **Word Processing Software** – Google, Microsoft Online Drop Box are available for storage and management solutions

5. **Screen casting** – a screencast is a video recording using the computer screen, and usually includes an audio. On the other hand, when you take a picture on the screen of your computer, it is called Print screen. Both can be used in explaining topics as well as providing a visual support to clarify what you are thinking. While the print screen is a picture, the screen casting is a video screen capture which is a great way to share ideas and it's easy to use for novice video creator.

6. **Personal Archiving** – students should be taught the concepts of meta-data, tagging, keywords and categories to make them aware how they are represented online.

7. **Information evaluation** – critical thinking to weed out fake news is crucial in the 21st century skill. The use of tools and skills needed to process information are very much needed.

8. **Use of social media** – social media serves different purposes depending on the user, the technology and the need. For example, students should realize that Twitter can be useful for staying current on the latest news in the field

Digital Skills	Digital Literacy
1. Sending an email or text	1. Evaluate the appropriate digital channel for online communication with peers, teachers, and parents
2. Using Microsoft office/Google	1. Identify the benefits and drawbacks of each digital tool 2. Evaluate critically which tool is most effective for the project at hand
3. Tweeting, Posting to Facebook, Uploading a Video to YouTube, or posting a photo to Instagram	1. Navigate the social media safely to protect oneself 2. Identify hate propaganda and fake news

4. Researching from the worldwide web	1. Evaluate the information online
	    a. Is the site legitimate?
	    b. Is the author an expert?
	    c. Is the information current or dated?
	    d. Is the idea neutral or biased?