Computers: One Click at a Time / Northstar Digital Literacy Standards Cross-Reference Guide

Essential Computer Skills: Phone Keyboard Basics & Logging In

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Identify and distinguish between lowercase letters.	Workbook and Online	8 Smartphone Basics – pages 138-139
2	Identify and distinguish between uppercase letters.	Workbook and Online	8 Smartphone Basics – pages 138-139
3	Identify and distinguish between lowercase and uppercase letters.	Workbook and Online	8 Smartphone Basics – pages 138-139
4	Locate a smartphone keyboard.	Workbook and Online	8 Smartphone Basics – pages 138-139
5	Identify commonly used special keys on a smartphone keyboard including Enter, Backspace, and Shift.	Workbook and Online	1 Using a Computer – pages 22-23 8 Smartphone Basics – pages 131-132, 138-139
6	Use the Shift key to type uppercase and lowercase letters on a smartphone keyboard.	Workbook and Online	8 Smartphone Basics – pages 138-139
7	Identify the numbers 1 – 9 on a smartphone keyboard after reading and hearing the words that represent those numbers.	Online	8 Smartphone Basics
8	Navigate to the symbols keyboard on a smartphone.	Online	8 Smartphone Basics
9	Identify common symbols on a smartphone keyboard.	Workbook and Online	1 Using a Computer – pages 22-23 8 Smartphone Basics
10	Accurately type/copy information (e.g., complete a short form with name, email address, and phone number) on a smartphone keyboard using knowledge of keyboard keys.	Workbook and Online	1 Using a Computer – pages 22-23 8 Smartphone Basics
11	Install an app on a smartphone.	Workbook	8 Smartphone Basics – pages 142-143
12	Find and open a browser app on a smartphone.	Online	4 Using the Internet
13	Navigate to a specific login site using the search/address bar.	Online	4 Using the Internet
14	Recognize the Wi-Fi symbol to determine if a device is connected to the internet.	Workbook	8 Smartphone Basics – page 136
15	Operate the "see password" icon to view a password while typing.	Online	3 Software
16	Follow steps to reset a password using a provided temporary password.		
17	Determine if a username is compliant by recognizing listed qualities of a compliant username.	Online	3 Software

Essential Computer Skills: Phone Keyboard Basics & Logging In (continued)

Northstar Standard	Learning Outcome	Modality	Lesson(s)
18	Determine if a password is compliant by recognizing listed qualities of a strong password.	Workbook and Online	6 Online Safety & Privacy – pages 95 and 97
19	Identify if a text message is safe or suspicious by recalling qualities of scam messages.	Workbook and Online	6 Online Safety & Privacy – pages 98-100
20	Use a process to create a password that is strong by industry standards.	Workbook	6 Online Safety & Privacy – pages 95 and 97
21	Accurately type a compliant username and password on a smartphone keyboard and follow steps to log in.	Online	

Essential Computer Skills: Basic Computer Skills

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Distinguish between different types of devices (tablets, desktop and laptop computers).	Workbook and Online	1 Using a Computer – pages 8-9
2	Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).	Workbook and Online	1 Using a Computer – pages 15-16
3	Log on to and shut down a computer.	Workbook and Online	1 Using a Computer – page 17
4	Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).	Workbook and Online	1 Using a Computer – pages 22-23
5	Identify types of mice: mouse and touchpad	Workbook	1 Using a Computer – pages 15-16, 19
6	Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links)).	Workbook and Online	1 Using a Computer – page 20
7	Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).	Workbook	1 Using a Computer – page 20
8	Drag and drop.	Workbook	1 Using a Computer – page 20
9	Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling).	Workbook and Online	2 The Desktop – pages 34-35
10	Access and control audio output features (volume, mute, speakers and headphones).	Workbook and Online	2 The Desktop – pages 28-29, 32
11	Identify icons on desktop.	Workbook and Online	2 The Desktop – page 28-29, 32
12	Demonstrate ability to trash and retrieve items using the trash or recycle bin.	Online	2 The Desktop
13	Demonstrate understanding that it is possible to customize a computer for increased accessibility (customizing a mouse for left-handed use and sensitivity, and changing screen resolution on a monitor).		
14	Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility, and that different versions may be installed on different computers.	Online	3 Software
15	Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).	Workbook and Online	1 Using a Computer – page 11
16	Identify whether or not a computer is connected to the internet.	Online	2 The Desktop
17	Identify and locate camera and mic on laptops, tablets.	Online	1 Using a Computer
18	Turn computer and monitor on and off.	Workbook and Online	1 Using a Computer – page 17

Essential Computer Skills: Internet Basics

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Identify the different ways a person can connect to the internet.	Workbook and Online	2 The Desktop – page 31 8 Smartphone Basics – page 136
2	Demonstrate knowledge of browsers and identify commonly used browsers.	Workbook and Online	2 The Desktop – page 231 4 Using the Internet – page 58
3	Demonstrate familiarity with website structure (e.g., landing pages, internal pages).	Online	4 Using the Internet
4	Identify top-level domains (e.g., .edu, .com, .org).	Workbook and Online	5 Using Email – pages 75-76
5	Demonstrate understanding of how to use browser tools and settings to protect privacy (e.g., private browser windows, clearing search history, and declining to save passwords on shared computers).	Workbook and Online	4 Using the Internet – pages 61-62 6 Online Safety & Privacy – pages 91, 93-94
6	Demonstrate understanding of when it's safe and appropriate to share personal, private, or financial information (e.g., recognizing phishing attempts, identifying unsecured websites).	Workbook and Online	4 Using the Internet – pages 61-62 6 Online Safety & Privacy – pages 98-100 8 Smartphone Basics – pages 149-152
7	Identify ways to protect your devices (e.g., anti-malware software, recognizing possible virus attacks).	Workbook and Online	3 Software – pages 51-53 6 Online Safety & Privacy – 88-94, 95-97 8 Smartphone Basics – pages 149-152
8	Demonstrate to a website that you are a legitimate user using CAPTCHA or other verification methods.	Online	Required upon signup
9	Fill out an online form.		
10	Identify address bar and demonstrate understanding of its functionality.	Workbook and Online	4 Using the Internet – pages 59-60
11	Identify common browser tools and icons (e.g., favorites, downloads, refresh, and back).	Workbook and Online	4 Using the Internet – pages 58-59
12	Perform internet search using clear parameters (terms and filters).	Workbook and Online	4 Using the Internet – pages 59-60
13	Demonstrate ability to scroll up and down a page and left and right on a page.	Workbook and Online	2 The Desktop – pages 35-36
14	Identify and make use of common website interactions (e.g., play buttons, hyperlinks).	Online	All Lessons
15	Identify and work with tabs and windows.	Workbook and Online	2 The Desktop – pages 33-34
-3416	Enable a specific pop-up window.	Online	All Lessons with Crossword Puzzles
17	Use shortcut keys, or menu or mousing equivalents, to support user experience on the web (e.g., zoom, find text).	Online	4 Using the Internet

Essential Computer Skills: Using Email

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Define email and identify common email clients.	Workbook and Online	5 Using Email – page 75
2	Tell the difference between a URL and an email address.	Workbook and Online	4 Using the Internet – page 59 5 Using Email – pages 75-76
3	Register for a new email account, using a professional user name and a strong password.	Workbook and Online	5 Using Email – page 75 6 Online Safety & Privacy – pages 95 and 97
4	Log into email.	Online	5 Using Email
5	Create and send an email, including recipient address, subject, and message.	Workbook and Online	5 Using Email – pages 77-83
6	Open and reply to an email.	Workbook and Online	5 Using Email – pages 77-81
7	Understand why and how to reply, reply all, and forward an email.	Workbook and Online	5 Using Email – pages 78-81
8	Add an attachment to an email.	Workbook and Online	5 Using Email – pages 82-83
9	Open and download an email attachment.		
10	Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists.	Workbook and Online	5 Using Email – pages 84-85
11	Understand basics of email etiquette (using salutations and closings, avoiding all caps, making use of the subject line, understanding when it's ok to forward messages, knowing who to cc or bcc, etc.).	Workbook and Online	5 Using Email – pages 78-79
12	Use caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links, or giving out personal information.	Workbook and Online	6 Online Safety & Privacy – pages 98-100
13	Sign out of email, especially when using shared computers.	Workbook	6 Online Safety & Privacy – page 91

Essential Computer Skills: Windows 10

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Identify the operating system used by a computer.	Workbook and Online	3 Software – pages 39-43
2	Identify the parts of the Windows 10 interface (desktop, taskbar, etc.).	Workbook and Online	2 The Desktop – pages 28-31
3	Demonstrate knowledge of the Windows Start Menu, including Get Help.	Workbook and Online	1 Using a Computer – page 17
4	Demonstrate ability to search for a file, program, or document.	Online	2 The Desktop
5	Identify icons, functions, and any file extensions related to basic office software (Word, PowerPoint, and Excel) and default Windows programs (Microsoft Edge, Windows Defender, etc.).	Workbook and Online	1 Using a Computer 2 The Desktop – pages 28-31 3 Software
6	Start and exit programs.	Workbook and Online	2 The Desktop – pages 34-35
7	Minimize and maximize windows.	Workbook and Online	2 The Desktop – pages 34-35
8	Open, close and switch between windows.	Workbook and Online	2 The Desktop – pages 33-35
9	Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive).	Workbook and Online	2 The Desktop – pages 30-31
10	Move documents and files, including to and from Recycle Bin.	Online	2 The Desktop
11	Shutdown, restart, and log off a computer.	Workbook and Online	1 Using a Computer – pages 17-18
12	Use Settings to uninstall or modify apps.	Workbook and Online	2 The Desktop – pages 29-30

Essential Computer Skills: Windows 11

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Identify the operating system used by a computer.	Workbook and Online	3 Software – pages 39-43
2	Minimize and maximize windows.	Workbook and Online	2 The Desktop – pages 34-35
3	Open, close, and switch between windows.	Workbook and Online	2 The Desktop – pages 29, 33-35
4	Shutdown, restart, and log off a computer.	Workbook and Online	1 Using a Computer – page 17 2 The Desktop – page 29
5	Identify the parts of the Windows 11 interface (desktop, taskbar, Start Menu, etc.).	Workbook and Online	2 The Desktop – pages 28-30
6	Demonstrate ability to search for a file, program, or document.	Online	2 The Desktop
7	Identify icons, functions, and any file extensions related to basic office software (Word, PowerPoint, and Excel) and default Windows programs (Microsoft Edge, Windows Defender, etc.).	Workbook and Online	1 Using a Computer 2 The Desktop – pages 28-31 3 Software
8	Start and exit programs.	Workbook and Online	2 The Desktop – pages 33-35
9	Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive).	Online	2 The Desktop – pages 30-31
10	Move documents and files, including to and from Recycle Bin.	Online	2 The Desktop
11	Demonstrate knowledge of Settings.	Workbook and Online	2 The Desktop – pages 29-30
12	Use the Microsoft Store to add apps.		

Essential Software Skills: Microsoft Word

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Open a new or existing document.	Online	3 Software
2	Identify the parts of the Word window, including the Ribbon, Status Bar and Quick Access Toolbar.	Online	3 Software
3	Save a document, being intentional about name and location.	Online	3 Software
4	Identify file extensions that can be opened by Microsoft Word.		
5	Use Spelling and Grammar check.	Online	3 Software
6	Format text: size, color and font type.	Online	3 Software
7	Set text spacing and alignment.	Online	3 Software
8	Apply bullets and automatic numbering.	Online	3 Software
9	Undo the previous action.	Workbook and Online	3 Software – page 45
10	Cut, copy and paste.	Online	1 Using a Computer 3 Software
11	Modify page layout, including margins and orientation.	Online	3 Software
12	Print.	Online	3 Software
13	Close a document.	Workbook and Online	2 The Desktop – pages 34-35 3 Software
14	Insert objects into a document, including images, shapes, hyperlinks, and tables.	Online	1 Using a Computer 3 Software

Essential Software Skills: Microsoft Excel

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Open and close a workbook.	Online	3 Software
2	Save a workbook, being intentional about name and location.	Online	3 Software
3	Identify parts of Excel Screen: ribbon, formula bar, active cell, name box, column letter, row number, Quick Access Toolbar.	Workbook and Online	3 Software – page 47
4	Locate a specific cell.	Workbook and Online	3 Software – page 50
5	Enter data in a cell.	Online	3 Software
6	Copy and move cell entries.	Workbook and Online	3 Software – page 49
7	Format cells and text: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.).	Online	3 Software
8	Create headings and freeze them.	Online	3 Software
9	Insert and delete rows and columns.	Online	3 Software
10	Adjust row and column size.	Online	3 Software
11	Identify worksheet tabs, create a new tab, rename tabs, and rearrange tabs.	Online	3 Software
12	Write a formula in the formula bar (-, +, *, /).	Workbook and Online	3 Software – pages 48 and 50
13	Select a range.	Online	3 Software
14	Use Auto Fill and AutoSum (Sum, Average, etc.) and understand the differences between them.	Online	3 Software
15	Sort (least to greatest, alphabetically, etc.) and filter data.	Online	3 Software
16	Insert a chart to display data.	Online	3 Software
17	Select a print area, choose page orientation, and print.	Online	3 Software

Essential Software Skills: Microsoft PowerPoint

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Open a new or existing PowerPoint presentation.	Online	3 Software
2	Identify parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars).	Online	3 Software
3	Insert new slides, duplicate, or reuse slides.	Online	3 Software
4	Manage text (insert, delete, copy, cut and paste, drag and drop, format, and use spellcheck).	Online	3 Software
5	Apply or change a theme.	Online	3 Software
6	Use zoom control.		
7	Insert items into a presentation, resize, and adjust them (video, chart, pictures, clip art, screenshots).	Online	3 Software
8	Add a textbox, adjust it, resize it, or delete it.	Online	3 Software
9	Change the view (normal view, slide sorter, reading view, slideshow view).	Online	3 Software
10	Insert, delete, and move slides using slide navigation pane.	Online	3 Software
11	Use the quick access toolbar.	Online	3 Software
12	Apply and customize slide transitions (select, preview, add sound, automatic advance).	Online	3 Software
13	Understand the basics of PowerPoint etiquette (limited text, text that stands out on background, clear titles).	Online	3 Software
14	Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features).	Online	3 Software
15	Save a presentation as a .ppt, .pdf, .png, etc.	Online	3 Software
16	Create handouts.	Online	3 Software
17	Print a presentation.	Online	3 Software

Essential Software Skills: Google Docs

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Log in and out of a Google account and navigate to Google Docs.	Online	3 Software
2	Identify the parts of the Google Docs interface, including menu bar, toolbar, document title, comments button, and share button.	Online	3 Software
3	Open a new or existing Google Docs document.	Online	3 Software
4	Rename a document.	Online	3 Software
5	Use Spelling and grammar check.	Online	3 Software
6	Format text: size, color and font type.	Online	3 Software
7	Set text spacing and alignment.	Online	3 Software
8	Apply bullets and automatic numbering.	Online	3 Software
9	Undo the previous action.	Online	3 Software
10	Cut, copy and paste text.	Online	3 Software
11	Modify page setup, including margins and orientation.	Online	3 Software
12	Insert objects into a document, including images, links, and tables.	Online	3 Software
13	Print.	Online	3 Software
14	Download a document in another file format, such as Word or PDF.	Online	3 Software
15	Share a document, being intentional about the difference between viewer, commenter, and editor.	Online	3 Software
16	Collaborate with others in Google Docs by using suggestion mode to track changes, accepting edits, and adding and replying to comments.	Online	3 Software
17	View and restore a previous version of a document.	Online	3 Software

Using Technology in Daily Life: Social Media

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Identify different types of social media and their primary functions (especially Facebook, LinkedIn, Instagram, Twitter).	Workbook and Online	4 Using the Internet – pages 69 and 71
2	Create a new account on a social media network and log in.	Online	4 Using the Internet
3	Recognize information posted on social media networks that may present a risk to you (user as consumer of information).	Workbook and Online	4 Using the Internet – pages 70-72
4	Demonstrate knowledge of managing "friends" on Facebook: adding friends, accepting/declining "friend" requests, and the difference between that and "following" someone.		
5	Understand and change privacy settings.	Workbook and Online	4 Using the Internet 6 Online Safety & Privacy – pages 101-102 8 Smartphone Basics – pages 149-152
6	Demonstrate an understanding of the consequences of "liking" or commenting on something.	Online	4 Using the Internet
7	Share and delete content, including photos, videos, and links.	Online	4 Using the Internet
8	Identify information that is unwise to post and/or upload on a social media (too much personal sharing, inappropriate photos/comments).	Online	4 Using the Internet
9	Distinguish between public and private "spaces" on social media sites (e.g., Facebook messages vs. Facebook timeline).	Online	4 Using the Internet
10	Post, share, like, or comment on content.	Online	4 Using the Internet
11	Demonstrate knowledge of the permanence of anything posted on the internet.	Online	4 Using the Internet

Using Technology in Daily Life: Information Literacy

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Define a problem, formulate a question, or identify a decision that needs to be made.	Online	7 Real-World Applications
2	Identify the purpose for accessing information (how the information will help solve the problem, answer the question, make a decision, or accomplish a goal or objective).	Online	7 Real-World Applications
3	Define the kind of information needed to complete the task.	Online	7 Real-World Applications
4	Identify types and formats of information found online (articles, databases, images, videos, etc.).	Online	7 Real-World Applications
5	Plan steps required to solve the problem or accomplish the task.	Online	7 Real-World Applications
6	Recognize the costs, in time or money, and benefits of accessing different sources of information (article, newspaper, consumer reports).	Online	7 Real-World Applications
7	Demonstrate use of efficient search strategies to hone in on relevant information.	Online	7 Real-World Applications
8	Locate relevant information in media found online, including text, video, images, etc. Locate the source of the information.	Online	7 Real-World Applications
9	Make use of hyperlinks to follow desired/required path of information.	Online	3 Software 7 Real-World Applications
10	Demonstrate basic understanding of use of non-Internet sources of information (personal documents, Excel spreadsheets, etc.).	Workbook and Online	3 Software 4 Using the Internet – pages 63-68, 70 7 Real-World Applications
11	Discern between relevant and non-relevant information in an information source and select the information that addresses the issue that motivated the search.	Online	7 Real-World Applications
12	Determine the quality of information by identifying bias, assessing the reliability of sources, and identifying the impact of context.	Online	6 Online Safety & Privacy 7 Real-World Applications
13	File/store information in a format that facilitates ease of access for future use (e.g., file naming, folder organization, bookmarking, etc.).	Online	3 Software
14	Monitor extent to which information solves a problem and know when additional information is needed.	Online	7 Real-World Applications
15	Synthesize relevant information from one or more sources.	Online	7 Real-World Applications
16	Integrate new information into current knowledge and use it to support understanding, views, perspectives, or opinions.	Online	6 Online Safety & Privacy 7 Real-World Applications
17	Act on information to solve basic problems or answer a question.	Online	7 Real-World Applications

Northstar Standard	Learning Outcome	Modality	Lesson(s)
18	Select appropriate format for sharing information, based on audience and purpose, and distribute to intended audience.	Online	7 Real-World Applications
19	Evaluate the result of gaining/using the information. Was the question answered? Was the problem solved? Was a better decision made? Was a goal or objective met?	Online	3 Software 7 Real-World Applications

Using Technology in Daily Life: Career Search Skills

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Identify tools for determining career aptitude (self-assessment, interest inventories, skill identification, and values awareness).	Workbook and Online	7 Real-World Applications – pages 106-107, 111-112
2	Identify features and timeline of a job search plan.	Workbook and Online	7 Real-World Applications – pages 107-108
3	Identify resources that aid in finding a job (internet resources, social media websites, job listings, targeted employment, job fairs, networking clubs, etc.).	Workbook and Online	7 Real-World Applications – pages 107-108
4	Demonstrate the ability to use search and filter functions in job search sites.	Online	7 Real-World Applications
5	Distinguish between skills sets (job skills, transferable skills, self-management skills, and emotional intelligence).	Online	7 Real-World Applications
6	Demonstrate understanding of the value of volunteering.	Online	3 Software
7	Identify steps to prepare for a career or job fair (posting resume, preparing introduction, reading schedule/calendar).	Workbook and Online	7 Real-World Applications – page 113
8	Identify ways to research employers, labor markets, and salary ranges.	Workbook and Online	7 Real-World Applications – pages 107-108
9	Identify elements of a strong portfolio including work samples and other supportive documents.	Workbook and Online	3 Software 7 Real-World Applications – pages 114-115
10	Identify elements of a cover letter and distinguish between weak and strong cover letters.	Online	7 Real-World Applications
11	Identify elements of a resume and best practices for writing one (including employment history, hard and soft skills, accomplishments, job search goals, gaps in employment, etc.).	Online	7 Real-World Applications
12	Identify best practices for sending and following up with resumes.	Online	7 Real-World Applications
13	Demonstrate understanding of hiring processes (including recruitment, screening, and selecting).	Online	7 Real-World Applications
14	Identify the basic principles of direct employer contact (in-person, telephone, video calls, social media, and email).	Online	7 Real-World Applications
15	Identify key steps in preparing for an interview including identifying common interview questions; distinguish between strong and weak answers to interview questions; how to practice for an interview, giving answers for gaps in employment or previous incarceration.	Online	7 Real-World Applications
16	Distinguish between different types of interviews (such as screening, selection, informational, work sample, peer group, group, luncheon/coffee, stress, video conference, etc.).	Online	7 Real-World Applications

Northstar Standard	Learning Outcome	Modality	Lesson(s)
17	Distinguish between legal and illegal job interview questions; appropriately respond to illegal questions in an interview.	Online	7 Real-World Applications
18	Identify key post-interview steps (contacting references, thank you notes, social media).	Online	7 Real-World Applications
19	Demonstrate understanding of proper etiquette throughout the job search process, including when you are not hired.	Online	7 Real-World Applications
20	Demonstrate understanding of negotiables: salary, schedule, benefits, professional development, training, and vacation time.	Online	7 Real-World Applications
21	Distinguish between job types (temporary, seasonal, part-time, full-time, and unpaid internships).	Online	7 Real-World Applications
22	Identify best practices to be successful on the job (including meeting employer expectations, making arrangements so that responsibilities and problems outside of work do not interfere with the job, learning new skills, dressing professionally, showing appreciation, and accepting constructive criticism).	Online	7 Real-World Applications

Using Technology in Daily Life: Supporting Distance Learning

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Understand models of remote instruction offered by schools (including synchronous and asynchronous distance learning, hybrid or blended learning) and strengths and challenges for each model.	Workbook and Online	7 Real-World Applications – pages 116-117
2	Identify requirements for beginning distance learning successfully, including technology and technology support resources.	Workbook	7 Real-World Applications – page 116
3	Log in and sign out of a distance learning platform.	Online	Student Supplement Course
4	Demonstrate internet skills essential for distance learning, including connecting a device to the internet, navigating to a website, closing and enabling pop-ups, and making use of common website interactions (e.g., play buttons, hyperlinks).	Online	7 Real-World Applications
5	Understand the benefits and uses of parental control settings to create a safer online learning environment for children.		
6	Identify the common features of distance learning platforms such as the dashboard, classes, calendar, and assignments.	Online	7 Real-World Applications
7	Join a synchronous class meeting using a virtual meeting platform.	Online	7 Real-World Applications
8	Mute, turn on/off video, chat, and change screen view in synchronous class meetings.	Online	7 Real-World Applications
9	Understand basics of synchronous classroom etiquette.	Online	7 Real-World Applications
10	Open an assignment in a learning platform and complete it using voice record, video, document upload, or other platform tools.	Online	All Lessons
11	Organize links and passwords for quick access using browser favorites, password managers, or other tools.	Workbook and Online	2 The Desktop – page 31 6 Online Safety & Privacy – page 96
12	Troubleshoot common technical issues encountered during virtual learning, including factors that may impact internet speed, audio and video issues.	Online	1 Using a Computer 4 Using the Internet 7 Real-World Applications
13	Advocate for your specific needs and/or ask for technical help by making use of virtual communication tools such as email or learning platform messaging.	Online	7 Real-World Applications
14	Identify ways to provide support for social emotional development while participating in distance learning.	Online	7 Real-World Applications

Using Technology in Daily Life: Accessing Telehealth Appointments

Northstar Standard	Learning Outcome	Modality	Lesson(s)
1	Activate an account for an online health portal in order to access telehealth appointments (e.g., by changing a temporary password, or by accessing a website and entering an activation code provided by clinic staff via text or email).		Refer to *Digital Health: One Click at a Time* workbook
2	Create a secure password.	Workbook	6 Online Safety & Privacy – pages 95-97
3	Log in and sign out of an online health portal.		Refer to *Digital Health: One Click at a Time* workbook
4	Organize links and passwords for quick access using browser favorites, password managers, or other tools.	Workbook and Online	2 The Desktop – page 31 6 Online Safety & Privacy – page 96
5	Navigate multiple pages using the back, home, and menu buttons to view and manage virtual telehealth appointments (e.g., view scheduled appointments, reschedule appointments, cancel upcoming appointments, complete pre-visit questions).		Refer to *Digital Health: One Click at a Time* workbook
6	Prepare a device for the virtual visit. Download an app on a smartphone, or other device, to access telehealth appointments.	Workbook	8 Smartphone Basics – pages 142-143
7	Demonstrate understanding of how to create an environment for an effective telehealth visit (e.g., being in a quiet, private, well-lit space, adjusting the camera view, ensuring space to walk/move, positioning camera at eye level).		Refer to *Digital Health: One Click at a Time* workbook
8	Join a scheduled virtual telehealth appointment with a medical provider via a shared link or an online health portal.		Refer to *Digital Health: One Click at a Time* workbook
9	Use virtual meeting features including mute, video, and chat.	Online	7 Real-World Applications
10	Troubleshoot common technical issues encountered during telehealth appointments, including factors that may impact audio and video (e.g., updating software, checking internet speed, switching locations, closing and reopening apps).		Refer to *Digital Health: One Click at a Time* workbook
11	Recognize the difference between using mobile data versus wifi and be able to switch between the two.	Workbook and Online	8 Smartphone Basics – page 136
12	Recover or reset a password for an online health portal.		Refer to *Digital Health: One Click at a Time* workbook
13	Demonstrate knowledge of accessibility features that can be requested prior to a virtual health appointment (e.g., interpreters, captions).		Refer to *Digital Health: One Click at a Time* workbook
14	Identify help or contact-us button in order to access tech support.		Refer to *Digital Health: One Click at a Time* workbook

Using Technology in Daily Life: Your Digital Footprint

Northstar Standard	Learning Outcome	Modality	Lesson
1	Define digital footprint.	Workbook	6 Online Safety & Privacy – pages 101-103
2	Understand why a digital footprint is important.	Workbook and Online	6 Online Safety & Privacy – pages 101-103
3	Understand the potential benefits of having a digital footprint.	Workbook and Online	6 Online Safety & Privacy – pages 101-103
4	Understand the sources of a digital footprint (browsing, job search, shopping, social media).	Workbook and Online	6 Online Safety & Privacy – pages 101-103
5	Understand that actions online can have unintentional impacts to your digital footprint.	Workbook	4 Using the Internet – pages 61, 70, 72
6	Identify consequences of a digital footprint (permanent, real-life, employment-related).	Workbook	4 Using the Internet – page 72
7	Demonstrate how to manage an online identity responsibly.	Workbook	7 Real-World Applications – pages 114-115
8	Demonstrate ability to manage privacy settings.	Workbook and Online	4 Using the Internet 6 Online Safety & Privacy – pages 101-102 8 Smartphone Basics – pages 149-152
9	Understand breaches of privacy and the dangers these represent.	Workbook and Online	6 Online Safety & Privacy – pages 88-94
10	Identify the different organizations interested in a digital footprint and what they might use it for (employers, retail, government).	Workbook	6 Online Safety & Privacy – pages 101-103
11	Define cookies and understand how these are used to track a digital footprint.	Workbook and Online	6 Online Safety & Privacy – pages 101-103

Using Technology in Daily Life: Cybersecurity Basics

Northstar Standard	Learning Outcome	Modality	Lesson
1	Define cybersecurity and why it is essential for protecting personal information.		
2	Create strong and unique passwords that meet security requirements.	Workbook and Online	6 Online Safety & Privacy – pages 95-97
3	Demonstrate understanding of technologies that support secure login (e.g., password managers and passkeys).	Workbook and Online	6 Online Safety & Privacy – page 96
4	Utilize multi-factor authentication (MFA) on accounts for added security and explain the benefits of MFA.	Workbook and Online	6 Online Safety & Privacy – page 96
5	Identify characteristics of common internet dangers such as spam, phishing, AI-generated scams, and malware and recognize appropriate next steps if targeted by a scam.	Workbook and Online	3 Software – pages 51-53 6 Online Safety & Privacy – pages 88-94, 98-100
6	Recognize characteristics of suspicious websites.	Workbook and Online	4 Using the Internet – pages 61-62 6 Online Safety & Privacy – pages 98-100
7	Demonstrate ways to identify secure websites and reliable sources from which to download resources.	Workbook and Online	4 Using the Internet – pages 61-62
8	Adjust privacy settings in web browsers (e.g., safe browsing settings) and on websites (e.g., cookie preferences).	Website and Online	4 Using the Internet 6 Online Safety & Privacy – pages 101-102 8 Smartphone Basics – pages 149-152
9	Recognize the risks associated with sharing personal information on websites and social media, including potential identity theft, and take measures to practice safe sharing habits.	Workbook and Online	4 Using the Internet – pages 61, 70, 72
10	Lock devices using strong and unique passwords, PINs, or other methods (e.g., biometric data like face recognition) to prevent unauthorized access.	Workbook	6 Online Safety & Privacy – pages 95-97 8 Smartphone Basics – pages 149-152
11	Identify software tools to protect your devices (e.g., anti-malware software, regular software and/or app updates, device tracking apps).	Workbook and Online	3 Software – page 51 8 Smartphone Basics – page 149
12	Use mechanisms for storing files (flash drives, hard drives, cloud-based storage) to regularly back up data.	Online	1 Using a Computer