Career Ready Practice

11. Use Technology to Enhance Productivity

Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They are proficient with ubiquitous technology applications. They understand the inherent risks, personal and organizational, of technology applications, and they take actions to prevent or mitigate these risks.

Points Given

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	
Use technology as a tool to research, organize, evaluate, and communicate information.	Effectively and consistently applies the use and understanding of technology as a tool for learning and communicating the learning.	When collecting, organizing, evaluating, and communicating research, technology is effectively utilized.	Uses technology to collect, organize, evaluate, and/or communicate information, but does not do so on a consistent basis.	Does not use technology effectively to collect, organize, evaluate, and/or communicate information.	**Technology for research**	
Utilize multiple media and technologies, and know how to judge their effectiveness as well as assess their impact.	Works creatively to craft a comprehensive product using multiple media and technologies and thoughtfully reflects on the effectiveness and impact of the product.	Crafts a product using multiple media and technologies and reflects on the effectiveness and impact of the product.	Crafts a product using multiple media and technologies but does not effectively reflect on the effectiveness and impact of the product.	Attempts, but does not complete, crafting a product using multiple media and technologies and does not effectively reflect on the effectiveness and impact of the product.	**Technology for presentation**	
Understand the ethical issues surrounding the access and use of information.	Consistently accesses and uses information ethically.	Understands the ethical limitations when accessing and using information.	Understands there is a need for ethical limitations.	Does not understand the need for ethics in regards to information literacy.	**Ethical technology usage**	
Apply a fundamental understanding of the legal issues surrounding use of media.	Uses various forms of media with a full understanding of appropriate use from both an ethical and legal standpoint.	Uses a form of media both legally and ethically.	Uses media but does not always understand the legal issues in its use.	Uses media but does not have a regard to legal use of it.	**Legal technology usage**	

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Understand the public access and use of technological equipment and information technology.	Correctly manages and distributes data researched and applied from information technology ethically and legally.	Manages and distributes data researched and applied from information technology ethically and legally.	Uses information technology, but does not completely understand the ethical and legal obligations of accessing and distributing.	Uses information technology, but disregards ethical and legal obligations on its distribution.	**Managing and distributing technology**	
Examine how individuals interpret messages differently, how values and points of view are included or excluded, and how media can influence beliefs and behaviors.	Understands and creates media that influences beliefs and behaviors, while considering diverse values and points of view in interpreting messages.	Explores how media can influence beliefs and behaviors, while considering diverse values and points of view in interpreting messages.	Explores how media can influence beliefs and behaviors, but does not acknowledge diverse values and points of view.	Does not understand the power of media in relationship to beliefs and behaviors in relation to interpreting a message.	**Influence of technology and intent**	
Understand and utilize the most appropriate media creation tools, characteristics, and conventions.	Creates products using innovative digital tools to compose, illustrate, and communicate original ideas or research.	Creates products using digital tools to compose, illustrate, and communicate information.	Attempts to create a product using digital tools to compose, illustrate, and communicate information but does not complete.	Does not attempt or does not understand how to utilize digital tools.	**Technology as communication**	
Use digital technologies, communication/networking tools, and social networks appropriately to access, manage, integrate, evaluate, and create information to successfully function in a knowledge economy.	Effectively and consistently uses technology, communication, and relationships to successfully operate in a knowledge economy (creating, evaluating, and trading knowledge).	Uses technology as a tool to communicate and connect with others to access and successfully utilize information to operate in a knowledge economy (creating, evaluating, and trading knowledge).	Uses technology to communicate and connect with others but does not utilize it as a tool to operate in a knowledge economy (creating, evaluating, and trading knowledge).	Does not utilize technology to communicate and connect with others effectively.	**Technology as connection**	

Total Points Given:_____ / 8 = [   ] Score.

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