

CAREER READY PRACTICE



#5 Use Digital Skills & Technologies to Enhance Productivity & Make Data-Informed Decisions

Career-ready individuals are digitally literate - proficient with the digital skills and technology that are regularly used in their evolving workplace. This Career Ready Practice involves using digital tools to enhance productivity, understanding the impact of technology on one's work, and staying updated with technological advancements that may have future impacts for a given industry area. Individuals can use technology and digital tools to analyze and report data, helping to make decisions that are data informed and data driven. Digitally literate individuals are also able to understand digital security and privacy and are able to use social media professionally and responsibly.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Examine how individuals interpret technology differently, how values and points of view are included or excluded, and how new technology can influence beliefs and behaviors.	Understands and creates new technology that influences beliefs and behaviors, while considering diverse values and points of view in interpreting messages.	Explores how new technology can influence beliefs and behaviors, while considering diverse values and points of view in interpreting messages.	Explores how new technology can influence beliefs and behaviors but does not acknowledge diverse values and points of view.	Does not understand the power of new technology in relationship to beliefs and behaviors in relation to interpreting a message.	Adaptability to New Technologies	
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.	Continuous Digital Learning	

Understand the public access, understanding and use of technological data and information provided.	Correctly manages and distributes data researched and applied from information technology ethically and legally in a variety of areas.	Manages and distributes data researched and applied from information technology ethically and legally.	Uses data from technology but does not completely understand the ethical and legal obligations of accessing and distributing it.	Uses data but disregards ethical and legal obligations on its distribution or public understanding.	Data Analysis	
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.	Proficiency with Digital Tools	
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 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 Integration	

TOTAL POINTS GIVEN: ____/5= ____ SCORE