

## Student Journal Guidelines | Final Project Work | Preparing for the Future

### Week 1: Digital Awareness, Device Knowledge, Internet Basics, Digital Access [Digital Basics]

#### 1. Digital Literacy Poster

- **Objective:** Understand the concept of digital literacy and its significance.
- **Activity:** Create a poster explaining the importance of digital literacy using colourful pens.
- **21st Century Skills:** Critical Thinking, Creativity, Communication
- **Instructions:**
  1. **Research:** Use books, articles, and online resources to gather information about digital literacy.
  2. **Brainstorm:** List key points to include in your poster, such as the definition, benefits, and examples of digital skills.
  3. **Design:** Use a large sheet of paper and colourful pens to design your poster. Include headings, bullet points, and illustrations.
  4. **Write:** Write clear and concise information about digital literacy.
  5. **Review:** Show your poster to your teacher or classmates for feedback and make necessary revisions.

#### 2. Computer Components Diagram

- **Objective:** Identify basic computer components and their functions.
- **Activity:** Draw a computer and label its parts, explaining their functions.
- **21st Century Skills:** Information Literacy, Critical Thinking
- **Instructions:**
  1. **Research:** Look up the basic components of a computer and their functions.
  2. **Draw:** On a blank page in your notebook, draw a computer and its components.
  3. **Label:** Label each part and write a brief description of its function.
  4. **Review:** Check your work for accuracy and completeness.

#### 3. Internet Usage Journal

- **Objective:** Understand how the internet works and its various uses.
- **Activity:** Keep a journal for a week, noting different ways you use the internet daily.
- **21st Century Skills:** Information Literacy, Communication
- **Instructions:**
  1. **Journal Setup:** Create a section in your notebook titled "Internet Usage Journal".
  2. **Daily Entries:** Each day, write down the different ways you use the internet (e.g., browsing, emailing, social media).
  3. **Reflection:** At the end of the week, write a summary of your internet usage and what you learned.

#### 4. Online Safety Guide

- **Objective:** Learn about online threats and how to protect oneself.
- **Activity:** Create a guide with tips on staying safe online.
- **21st Century Skills:** Information Literacy, Critical Thinking, Communication
- **Instructions:**
  1. **Research:** Look up information on online threats and safety measures.

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2. **Outline:** Create an outline of your guide, including sections like strong passwords, recognizing phishing emails, and safe browsing practices.
  3. **Write:** **Write the guide in your notebook, using colorful pens to highlight important points.**
  4. **Review:** Share your guide with your teacher or classmates for feedback.
5. **Digital Content Organization**
- **Objective:** Understand the importance of organizing digital content.
  - **Activity:** Organize a set of digital files (documents, spreadsheets, presentations) and create a folder structure.
  - **21st Century Skills:** Information Literacy, Organizational Skills
  - **Instructions:**
    1. **Plan:** Decide on a logical naming convention and folder structure for your files.
    2. **Organize:** **On a blank page in your notebook, draw your folder structure and list the files in each folder.**
    3. **Review:** Check your organization for clarity and completeness.

### Week 2: Digital Behaviour, Online Safety, Ethics, Personal Responsibility [Digital Responsibility]

6. **Email Etiquette Handbook**
- **Objective:** Learn the basics of email communication and etiquette.
  - **Activity:** Write a handbook on proper email etiquette.
  - **21st Century Skills:** Communication, Information Literacy
  - **Instructions:**
    1. **Research:** Look up guidelines for proper email etiquette.
    2. **Outline:** Create an outline for your handbook, including sections like **subject lines, greetings, body content, and signatures.**
    3. **Write:** Write the handbook in your notebook, using colorful pens to highlight key points.
    4. **Review:** Share your handbook with your teacher or classmates for feedback.
7. **Collaborative Project Plan**
- **Objective:** Explore tools for online collaboration and learning.
  - **Activity:** Plan a collaborative project using an online tool and document the process.
  - **21st Century Skills:** Collaboration, Communication, Information Literacy
  - **Instructions:**
    1. **Choose a Tool:** Select an online collaboration tool like Microsoft Teams
    2. **Plan:** Outline the steps for your collaborative project, including roles and responsibilities.
    3. **Document:** **Write the plan in your notebook, detailing each step and the tool used.**
    4. **Review:** Share your plan with your teacher or classmates for feedback.
8. **Digital Citizenship Pledge**
- **Objective:** Understand responsible online behaviour.
  - **Activity:** **Write a pledge outlining how you will behave responsibly online.**
  - **21st Century Skills:** Digital Citizenship, Communication

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- **Instructions:**

1. **Research:** Look up principles of responsible online behaviour.
2. **Draft:** Write a draft of your pledge, including commitments to respect others, protect privacy, and think before posting. Design a postcard with these contents.
3. **Write:** Write the final version of your pledge in your notebook, using colorful pens to make it visually appealing.
4. **Review:** Share your pledge with your teacher or classmates for feedback.

### 9. Social Media Pros and Cons Chart

- **Objective:** Learn about the pros and cons of social media.
- **Activity:** Create a chart listing the advantages and disadvantages of social media.
- **21st Century Skills:** Critical Thinking, Information Literacy
- **Instructions:**
  1. **Research:** Look up information on the benefits and drawbacks of social media.
  2. **Draw:** On a blank page in your notebook, draw a chart with two columns: Pros and Cons.
  3. **List:** List the advantages and disadvantages of social media in the appropriate columns.
  4. **Review:** Share your chart with your teacher or classmates for feedback.

### 10. Digital Footprint Reflection

- **Objective:** Understand the importance of managing one's digital footprint.
- **Activity:** Reflect on your digital footprint and write about how you can manage it better.
- **21st Century Skills:** Digital Citizenship, Critical Thinking
- **Instructions:**
  1. **Research:** Look up information on digital footprints and their impact.
  2. **Reflect:** Think about your own digital footprint and how you can manage it better.
  3. **Write:** Write a reflection in your notebook, using colorful pens to highlight key points.
  4. **Review:** Share your reflection with your teacher or classmates for feedback.

## Week 3: Diving Deeper into Technology and Hands-on Walkthroughs of Microsoft Tools [Tech Exploration]

### 11. IT in Industries Report

- **Objective:** Learn about IT's role in various industries.
- **Activity:** Write a report on how IT is used in a specific industry.
- **21st Century Skills:** Information Literacy, Critical Thinking, Communication
- **Instructions:**
  1. **Choose an Industry:** Select an industry like healthcare, finance, or education.
  2. **Research:** Look up information on how IT is used in that industry.



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3. **Outline:** Create an outline for your report, including sections like introduction, IT applications, and conclusion.
4. **Write:** Write the report in your notebook, using colorful pens to highlight key points.
5. **Review:** Share your report with your teacher or classmates for feedback.

### 12. AI and ML Concept Map

- **Objective:** Understand AI concepts and real-world applications.
- **Activity:** Create a concept map explaining AI and ML.
- **21st Century Skills:** Critical Thinking, Information Literacy, Creativity
- **Instructions:**
  1. **Research:** Look up information on AI and ML concepts.
  2. **Draw:** On a blank page in your notebook, draw a concept map with AI and ML at the center.
  3. **Connect:** Add branches for key concepts and real-world applications.
  4. **Review:** Share your concept map with your teacher or classmates for feedback.

### 13. Data Science Infographic

- **Objective:** Learn what data science is and its importance.
- **Activity:** Design an infographic that explains data science and career opportunities.
- **21st Century Skills:** Information Literacy, Creativity, Communication
- **Instructions:**
  1. **Research:** Look up information on data science.
  2. **Plan:** Outline the key points to include in your infographic.
  3. **Design:** Use a blank page in your notebook to design the infographic, using colorful pens to make it visually appealing.
  4. **Review:** Share your infographic with your teacher or classmates for feedback.

### 14. Financial Literacy Budget Plan

- **Objective:** Understand basic financial literacy concepts.
- **Activity:** Create a simple budget plan for a month.
- **21st Century Skills:** Financial Literacy, Critical Thinking
- **Instructions:**
  1. **Research:** Look up information on budgeting and financial planning.
  2. **Plan:** Create a budget plan with categories like income, expenses, savings, and investments.
  3. **Write:** Write the budget plan in your notebook, using colorful pens to highlight key points.
  4. **Review:** Share your budget plan with your teacher or classmates for feedback.

### 15. Coding Project

- **Objective:** Introduce students to coding concepts.
- **Activity:** Write a simple program using a coding language like Scratch or Python.
- **21st Century Skills:** Computational Thinking, Problem Solving
- **Instructions:**

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1. **Choose a Language:** Select a coding language like Scratch or Python.
2. **Plan:** Outline a simple project, such as a calculator or a simple game.
3. **Code:** Write the code in your notebook, explaining each step.
4. **Test:** Test your code and make any necessary revisions.
5. **Review:** Share your project with your teacher or classmates for feedback.

### Week 4: Preparing for the Future and Search, Design, Communication, Project Thinking, Career Readiness with Final Project Work [Future Readiness]

#### 16. Digital Skills Career Pathway

- **Objective:** Learn how digital skills are used in various careers.
- **Activity:** Research a career path in digital skills and create a pathway diagram.
- **21st Century Skills:** Career Readiness, Information Literacy, Critical Thinking
- **Instructions:**
  1. **Choose a Career:** Select a career path in digital skills.
  2. **Research:** Look up information on the education, skills required, and potential job roles for that career.
  3. **Draw:** On a blank page in your notebook, draw a pathway diagram showing the steps to achieve that career.
  4. **Review:** Share your pathway diagram with your teacher or classmates for feedback.

#### 17. Digital Portfolio Creation

- **Objective:** Guide students in creating a digital portfolio.
- **Activity:** Start a digital portfolio with examples of your work.
- **21st Century Skills:** Digital Literacy, Communication, Creativity
- **Instructions:**
  1. **Choose Work Samples:** Select examples of your work to include in your portfolio.
  2. **Organize:** Create sections for different types of work (e.g., projects, essays, artwork, Strength, Goal, Achievements).
  3. **Design:** Use a blank page in your notebook to design the layout of your portfolio.
  4. **Write:** Write descriptions for each work sample, explaining what it is and why it is important.
  5. **Review:** Share your portfolio with your teacher or classmates for feedback.

#### 18. Learning Platform for Career Pathway

- **Objective:** Discuss various career paths in the digital world.
- **Activity:** Write about Govt and Private Organization Initiative on Learning Platform
- **21st Century Skills:** Career Readiness, Information Literacy, Communication
- **Instructions:**
  1. **Choose a Career:** Select a digital career that interests you.
  2. **Research:** Look up information on Skill development Courses, job responsibilities, required skills, and future prospects for that career.

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3. **Outline:** Create an outline for your essay, including an introduction, body, and conclusion.
4. **Write:** Write the essay in your notebook, using colorful pens to highlight key points.
5. **Review:** Share your essay with your teacher or classmates for feedback.

### 19. Device and Software Usage Guide

- **Objective:** Teach students how to use devices/software effectively.
- **Activity:** **Create a user guide for a device or software application.**
- **21st Century Skills:** Digital Literacy, Communication, Problem Solving
- **Instructions:**
  1. **Choose a Device/Software:** Select a device or software application you are familiar with.
  2. **Outline:** Create an outline for your user guide, including sections like setup, basic functions, and troubleshooting.
  3. **Write:** Write the user guide in your notebook, using colorful pens to highlight key points.
  4. **Review:** Share your user guide with your teacher or classmates for feedback.

### Group Project

#### Project Title:

**“Smart Classroom, Smarter Learning: Our Technology Upgrade Plan”**

#### Objective:

Empower students to reflect on how digital tools can improve their own classroom environment and create a **practical, student-driven technology enhancement proposal**.

#### Project Brief:

<b>Theme</b>	<b>Empowering our classroom with technology</b>
<b>What It Is</b>	A collaborative class project where students design a plan to improve digital learning in their classroom
<b>Duration</b>	2–3 days
<b>End Product</b>	A 5–10 minute class video presenting their proposal

#### Instructions for Students:

##### 1. **Form Working Committees**

(You can divide the class into 4–5 task teams such as below)

- **Team 1 – Research & Brainstorm:** Identify what tech is missing / what could improve learning
- **Team 2 – Planning Team:** Choose 2–3 improvement ideas and outline steps for implementation
- **Team 3 – Design & Documentation:** Create charts/posters/diagrams showing ideas
- **Team 4 – Digital Tools Team:** Use Word/PowerPoint/Canva to create digital versions of the plan



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- **Team 5 – Media & Presentation:** Write script, record and edit the video
- 2. **Think Like Leaders:**
  - What can make learning more fun, easy, or smart in our classroom?
  - Can we use more devices, smart boards, better internet, educational apps?
- 3. **Use Your Skills From the Course:**
  - Internet search for tech ideas
  - Cyber safety principles
  - Collaboration with peers
  - Creating digital content
  - Emailing or documenting proposals
  - AI or coding ideas (optional, if explored)
- 4. **Document Creatively:**
  - Create one large class poster
  - Digital slide deck using PowerPoint or Sway
  - Record team members sharing points in 5–10 mins
  - Use background music, voiceover, or video editing if possible
- 5. **Final Video Must Include:**
  - School name and class
  - Total number of students
  - Main project idea(s)
  - Students explaining how it will help
  - Summary of feedback received from peers or teachers






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### **Expected Outcomes:**

- A **video proposal** of your “**Smart Classroom Plan**”
- Display work in school or send to district education department
- Showcase the impact of digital literacy in real life

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### **21st Century Skills Practiced:**

-  Communication
-  Collaboration
-  Critical Thinking
-  Creativity
-  Digital Fluency

### **Knowledge Check Assessment Quiz**

1. <https://forms.office.com/r/C6BRsgB8F6>

### **Important Timelines**

1. Individual Project Readiness < **23<sup>rd</sup> May 2025**
2. Group Project Readiness < **29<sup>th</sup> May 2025**
3. Knowledge Check Assessment Completion < **19<sup>th</sup> May 2025**

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### FAQs for Foundational Digital Literacy Course Level 1

Q: How should I submit my journal entries?

A: You can print out the Project Instruction Sheet and write with a pen on regular notebook, or type and print out your entries. Both formats are acceptable.

Q: What type of notebook should I use for individual projects?

A: A normal-sized notebook is fine for individual projects. You can use any notebook that is comfortable for you to write in but it should be dedicated notebook for this project.

Q: Where should I shoot the video for the group project?

A: You can shoot the video in class or elsewhere, depending on your group's preference. You can also record a virtual presentation and merge the content into one presentation/video format.

Q: How will I submit my assignments and projects?

A: You will submit your assignments and projects online through a portal, which will be communicated to you in June. You'll need to scan your work and upload it to the portal.

Q: Can I work with a group for the group project?

A: Yes, you'll work with a group of students to plan, design, and present your ideas for a smart classroom.

Q: How will group attendance be tracked?

A: Your DTHL Coordinator will track group attendance and upload it to the portal.

Q: How will submit our group project ?

A: Group Project should be completed and submitted to DTHL Coordinator, Next DTHL Coordinator will upload it on communicated portal. (Mid June)

Q: Do I need to maintain a dedicated notebook for this course?

A: Yes, it's recommended that you maintain a dedicated notebook for the Foundational Digital Literacy course Level 1, where you can take notes and reflect on your learning.

Q: What is the objective of the project work and assignments?

A: The objective is to reflect on your learning and become a self-regulated learner.

Q: When will I get the login credentials for the portal?

A: You'll receive the login credentials in June, and you'll be able to upload your assignments and projects online.