

Digital Literacy Rubric

Designed at Cleveland State University

	Capstone 4	Milestones		Benchmark 1
		3	2	
Digital information gathering	Identifies the appropriate digital tool(s) for the task. Successfully gathers and organizes highly relevant information using chosen digital tool(s). Can report on their methodology for choosing and using the digital tool(s).	Identifies the appropriate digital tool(s) for the task. Successfully gathers and organizes relevant information using chosen digital tool(s).	Successfully gathers and organizes relevant information using assigned digital tool(s).	Successfully gathers information using assigned digital tool(s).
Digital communication and collaboration	Identifies digital tool(s) and techniques relevant to the communication or collaboration context. Successfully establishes and follows a communication or collaboration protocol using chosen digital tool(s). Can report on their methodology for choosing and using the digital tool(s).	Identifies digital tool(s) and techniques relevant to the communication or collaboration context. Successfully establishes and follows a communication or collaboration protocol using chosen digital tool(s).	Successfully establishes and follows a communication or collaboration protocol using assigned digital tool(s).	Successfully follows a communication or collaboration protocol using assigned digital tool(s).
Digital presentation	Identifies relevant digital tool(s) or technique(s) to present work. Deploys the tool(s) and technique(s) successfully, with respect to disciplinary and digital medium conventions. Can report on their methodology for choosing and using the digital tool(s) or technique(s).	Identifies relevant digital tool(s) or technique(s) to present work. Deploys the tool(s) and technique(s) successfully, with respect to disciplinary and digital medium conventions.	Presents relevant work using assigned digital tool(s) in a manner consistent with disciplinary and digital medium conventions.	Presents relevant work using assigned digital tool(s)
Safe, ethical, and legal digital practices	Explains safe online practices and/or ethical and legal uses of digital information and technologies. Successfully applies safe online practices and/or ethical and legal uses of digital information and technologies. Can report how their actions are consistent with identified practices.	Explains safe online practices and/or ethical and legal uses of digital information and technologies. Successfully applies safe online practices and/or ethical and legal uses of digital information and technologies.	Explains safe online practices and/or ethical and legal uses of digital information and technologies.	Successfully identifies safe online practices and/or ethical and legal uses of digital information and technologies when prompted

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Digital learning strategies	Establishes and follows a protocol for learning a new digital technology, including engaging in trouble-shooting and/or further resource gathering during the process. Evaluates their method and process.	Establishes and follows a protocol for learning a new digital technology, including engaging in trouble-shooting and/or further resource gathering during the process.	Successfully follows a provided protocol for learning a new digital technology. Engages in independent trouble-shooting and/or further resource gathering in the learning process.	Successfully follows a provided protocol for learning a new digital technology.
Professionalism and data management	Identifies an academic, professional, or data need. Identifies appropriate digital tool(s) for meeting that need. Successfully uses the tool(s) in support. Analyzes and/or evaluates their method.	Identifies an academic, professional, or data need. Identifies appropriate digital tool(s) for meeting that need. Successfully uses the tool(s) in support.	Successfully identifies and uses digital tool(s) to support academic or professional habits and/or manage their data.	Successfully uses assigned digital tool(s) to support academic or professional habits and/or manage their data.