

Uses Information Effectively
Revised/approved 3/23/16

The 21st century learner accesses and manages reliable information effectively and responsibly. The learner:

Performance Indicators	Capstone (4)	Milestone (3)	Milestone (2)	Benchmark (1)
(14) Develops an effective search strategy	Thoroughly defines the scope of the information need or thesis and determines key concepts. Information sources selected directly relate to concept or information need.	Defines the scope of the information need or thesis and determines key concepts. Information sources selected relate to concept or information need.	Incompletely defines the scope of the information need or thesis (remains too broad or too narrow) and determines key concepts. Information sources selected partially relate to concept or information need.	Has difficulty defining the scope of the information need or thesis and determining key concepts. Information sources selected do not relate to concept or information need.
(15a) Uses technology* to access information	Uses technology to obtain information.			Does not use technology to obtain information.
(15b) Uses technology* to manage information	Applies all of the following, as they pertain to the discipline: <ul style="list-style-type: none"> • Selects among various technologies the most appropriate one for the task • Creates a system for organizing information • Records all pertinent information for future reference • Uses various technologies to manage the information selected and organized 	Applies most of the following, as they pertain to the discipline: <ul style="list-style-type: none"> • Selects among various technologies the most appropriate one for the task • Creates a system for organizing information • Records all pertinent information for future reference • Uses various technologies to manage the information selected and organized 	Applies some of the following, as they pertain to the discipline: <ul style="list-style-type: none"> • Selects among various technologies the most appropriate one for the task • Creates a system for organizing information • Records all pertinent information for future reference • Uses various technologies to manage the information selected and organized 	Applies very few of the following, as they pertain to the discipline: <ul style="list-style-type: none"> • Selects among various technologies the most appropriate one for the task • Creates a system for organizing information • Records all pertinent information for future reference • Uses various technologies to manage the information selected and organized

<p>(16) Uses selection criteria to choose appropriate information</p>	<p>Provides evidence of having chosen appropriate information based on all criteria listed below, as they pertain to the discipline:</p> <ul style="list-style-type: none"> • relevance • authority • impact of currency, • recognition of bias. 	<p>Provides evidence of having chosen appropriate information, but did not use some of the criteria listed below, as they pertain to the discipline:</p> <ul style="list-style-type: none"> • relevance • authority • impact of currency, • recognition of bias. 	<p>Did not choose appropriate information, even while using some of the criteria listed below, as they pertain to the discipline:</p> <ul style="list-style-type: none"> • relevance • authority • impact of currency, • recognition of bias. 	<p>Did not choose appropriate information, and provides little evidence of using the criteria listed below, as they pertain to the discipline:</p> <ul style="list-style-type: none"> • relevance • authority • impact of currency, • recognition of bias.
<p>(17) Uses information responsibly</p>	<p>Applies all of the following, as they pertain to the discipline:</p> <ul style="list-style-type: none"> • Accurately records information and cites sources as needed. • Appropriately uses paraphrasing, summary, or quoting. • Accurately uses information in ways that are true to original context. • Distinguishes between common knowledge and ideas requiring attribution. • Respects intellectual property rights. 	<p>Applies most of the following, as they pertain to the discipline:</p> <ul style="list-style-type: none"> • Accurately records information and cites sources as needed. • Appropriately uses paraphrasing, summary, or quoting. • Accurately uses information in ways that are true to original context. • Distinguishes between common knowledge and ideas requiring attribution. • Respects intellectual property rights. 	<p>Applies some of the following, as they pertain to the discipline:</p> <ul style="list-style-type: none"> • Accurately records information and cites sources as needed. • Appropriately uses paraphrasing, summary, or quoting. • Accurately uses information in ways that are true to original context. • Distinguishes between common knowledge and ideas requiring attribution. • Respects intellectual property rights. 	<p>Applies very few of the following, as they pertain to the discipline:</p> <ul style="list-style-type: none"> • Accurately records information and cites sources as needed. • Appropriately uses paraphrasing, summary, or quoting. • Accurately uses information in ways that are true to original context. • Distinguishes between common knowledge and ideas requiring attribution. • Respects intellectual property rights.

*** Please note that technology is not limited to computer use. It includes any type of technology relevant to the discipline.**