

Specific Knowledge Checklist for Information

This checklist has been created to assist media specialists in clearly identifying what needs to be taught and to check or date lessons as they are taught. It is divided into Orientation and Research Skills. The varying timeframes for orientation may require teaching some of these basic skills as the classes come in for research projects. It is also understood that some skills that appear on the Elementary Checklist may need to be reviewed or taught.

This checklist is another module in the information literacy materials created and supported by Learning Resources & Instructional Material. It is to be used in conjunction with the *RPM: The Research Process Model* and *The Information Literacy Handbook*.

The skills listed here support the benchmarks identified in Cluster 4: Reference & Research and are taken from the revised Sunshine State Standards (May 8, 2007).

Benchmark LA.4.2.2.

The student identifies, analyzes, and applies knowledge of the elements of a variety of non-fiction, informational, and expository texts to demonstrate an understanding of the information presented.

Benchmark LA.4.2.2.3

The student organizes information to show an understanding of main ideas within a text through charting, mapping, or summarizing.

Benchmark LA.4.6.1

The student comprehends the wide array of informational text that is part of our day-to-day experiences.

K	1	2	3	4	5
Orientation					
<p>Media center rules & procedures</p> <p>___ Classroom procedures</p> <p>___ Care of books & equipment</p> <p>___ Use of shelf markers</p> <p>Circulation procedures</p> <p>___ Check-out/Check-in/Overdues/Renewals</p> <p>Location</p> <p>___ Directionality of print on page</p> <p>___ Spine position on shelf</p> <p>___ Easy area</p> <p>___ Centers</p> <p>___ Magazines</p> <p>Reading motivation programs</p> <p>___ Reading Across Broward</p> <p>___ Florida Reading Association Children's Book Award (Pre-k – 2nd)</p>	<p>Location</p> <p>___ Shelf arrangement</p> <p>___ Collection arrangement (e.g., Easy A-Z)</p> <p>___ Computers</p> <p>Reading motivation programs</p> <p>___ Accelerated Reader/Reading Counts</p> <p>___ Personal reading list</p>	<p>Location</p> <p>___ Fiction books</p> <p>___ Non-fiction books</p> <p>Copyright</p> <p>___ Ownership of information</p> <p>Computer use</p> <p>___ Printing</p> <p>___ Rules for Internet use</p> <p>___ Bookmarked sites</p>	<p>Introduce RPM</p> <p>___ Review each step, using scenario</p> <p>Circulation procedures</p> <p>___ Reserve materials</p> <p>___ Reference materials</p> <p>___ Equipment</p> <p>___ AV and computer materials</p> <p>Location</p> <p>___ Reference</p> <p>___ Story Collection</p> <p>___ Biography</p> <p>___ AV materials</p> <p>___ Production/presentation equipment</p> <p>Reading motivation programs</p> <p>___ Sunshine State Young Readers' Award (3rd – 5th)</p> <p>Computer use</p> <p>___ Acceptable Use Policy</p> <p>___ URLs</p> <p>___ E-mail</p>	<p>Cooperative learning</p> <p>___ New students: buddy with peer</p> <p>___ Morning news</p> <p>Location</p> <p>___ Materials from other schools (ILL)</p> <p>Copyright</p> <p>___ Ethical use of information</p> <p>___ Plagiarism</p>	<p>Cooperative learning</p> <p>___ Use of AV equipment/materials</p>
Task #1 Define the Information Need/Task					
<p>Identify/use terms</p> <p>___ Author, title, illustrator</p> <p>Information need</p> <p>___ Identifies question or information need in stories</p> <p>___ Helps group determine information need</p>	<p>Identify/use terms</p> <p>___ Spine, call number, title page</p> <p>___ Publisher, date of publication</p> <p>___ Format of materials</p> <p>___ Website, bookmarks</p> <p>Information need</p> <p>___ Uses brainstorming, webbing, or other graphical organizer to examine information need</p> <p>___ Responds to questions about information need</p>	<p>Identify/use terms</p> <p>___ Key word</p> <p>___ Software</p> <p>Distinguish between fiction & nonfiction</p> <p>Information need</p> <p>___ Identifies information problem or question to be resolved</p> <p>___ Identifies personal information need</p>	<p>Information need</p> <p>___ Understands information need and selects resources accordingly</p>	<p>Identify/use terms</p> <p>___ Software</p> <p>Information need</p> <p>___ Determines whether purpose is to:</p> <ul style="list-style-type: none"> - answer a question - research a topic - create a product - satisfy a personal interest 	<p>Identify/use terms</p> <p>___ Primary source, secondary source</p> <p>Information need</p> <p>___ Selects a specific focus and modifies the search question as needed</p>

Task #2 Determine Information Seeking Strategies

Match keywords with resources	Brainstorm possible resources	Brainstorm possible kinds of materials Select potential resources	Selects appropriate resources from within media center or electronic resources	Brainstorms all possible resources Selects appropriate resources from within or outside media center	Selects kind/format to best meet need Selects a variety of resources ___ Primary ___ Secondary
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Task #3 Locate and Access the Information

Locate/identify ___ Easy books ___ Author code ___ Collection arrangement ___ Literary forms, genres and themes ___ Florida Reading Association ___ Children's Book Award collection Locates & accesses with assistance ___ Easy books ___ Magazines ___ CD-ROMs/DVDs ___ Draw/paint programs ___ Software programs ___ Bookmarked sites	SAVVYCat: Access site ___ Using book mark Input SAVVYCat search terms & select search mode ___ Author, title Locate/identify/use ___ Picture dictionary ___ Fiction books ___ Accelerated Reader, Reading Counts collection ___ Electronic card catalog ___ Bookmarked sites Locates & accesses independently ___ Easy books - by author ___ Magazines ___ CD-ROMs/DVDs ___ Draw/paint programs ___ Software programs ___ Bookmarked sites	SAVVYCat: Access site ___ Using URL Input SAVVYCat search terms & select search mode ___ Subject Interpret search results ___ Locate author, title ___ Determine availability Navigation buttons ___ Home ___ Electronic resources Print selected record <i>Electronic Resources:</i> Basic Search Skills ___ Access site ___ Select specific resource ___ Input search term ___ Read results ___ Save text (print or e-mail) ___ Cite source Locate/identify/use ___ Nonfiction books ___ Encyclopedia ___ Dictionary ___ Thesaurus Locates & accesses with assistance ___ SAVVYCat - by author, title, illustrator ___ New Book of Knowledge ___ Internet sites ___ Fiction books	SAVVYCat: Interpret search results ___ Select appropriate title Access & interpret full record ___ Author, title, illustrator, publisher, date ___ Subject ___ Location Navigation buttons ___ New search ___ Browse ___ Combined search Save items ___ To list ___ To e-mail address <i>Electronic Resources:</i> Advanced skills ___ Advanced searches ___ Image searches ___ Web links ___ Hyperlinks Locate/identify/use ___ Biography & reference books ___ Classification numbers, author code ___ Table of contents, index, heading, bibliography ___ Copy/paste, font ___ Sunshine State Young Readers' Award book collection Locates & accesses independently ___ SAVVYCat ___ Information books Locates & accesses with assistance ___ SIRS Discoverer ___ Internet sites ___ Almanacs ___ Encyclopedias ___ Maps, charts, photos	SAVVYCat: Access & interpret full record ___ Notes Navigation buttons ___ Change limits ___ All school <i>Electronic Resources:</i> Features ___ Timelines SUNLINK search ___ Input SUNLINK search term & select search mode ___ Quick search Locate/identify/use ___ Periodicals ___ Newspapers ___ Book jacket to locate appropriate information Locates & accesses independently ___ SIRS Discoverer Locates & accesses with assistance, by search term ___ Grolier ___ Infotrac ___ Internet sites	SAVVYCat: Input SAVVYCat search terms & select search mode ___ Advance search Navigation buttons ___ Help <i>Electronic Resources:</i> Features ___ Current events Locate/identify/use ___ AV materials Locates & accesses independently ___ Grolier ___ Infotrac ___ Internet sites Locates & accesses with assistance ___ Lands and Peoples ___ New Book of Popular Science
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K	1	2	3	4	5
Task #4 Analyze & Extract the Information					
Analyzes & extracts ___ Retells story in sequence ___ Understands simple plot ___ Identifies character, setting, events ___ Understands people (media staff) as information sources	Analyzes & extracts ___ Author's purpose ___ Main idea	Analyzes & extracts, using: ___ Table of Contents ___ Index ___ Glossary ___ Guide words ___ Captions ___ Keywords ___ Menus	Analyzes & extracts ___ Determines usefulness Follows guidelines and etiquette for use of print and electronic resources	Analyzes & extracts ___ Determines accuracy, relevance ___ Compares and contrasts resources ___ Uses a rubric to evaluate web sites	Analyzes & extracts ___ Determines authority, relevance, bias Demonstrates responsible use of resources, print & electronic
Task #5 Organize & Present the Information					
Knows beginning, end, middle of a story Identifies essential facts Participates in class presentations ___ Storytelling ___ Story discussion ___ Creative activity Creates a simple presentation ___ Poster ___ Drawing Shares own presentation with class	Identifies details Uses data from text, illustrations, captions, charts in presentation Uses technology in presentation ___ Group slide show	Determines information arrangement for presentation ___ Alphabetical ___ Numerical ___ Topical Uses data from graphics, visuals, interviews, field trips in presentation Uses technology in presentation ___ Individual slide show	Selects presentation format from suggested list Uses electronic tools to organize data ___ Word processor ___ Spreadsheet ___ Kidspiration Determines information arrangement for presentation ___ Categorical ___ Chronological Uses data from electronic resources in presentation Inserts graphics into presentation	Establishes a clear focus for the presentation Defines type & extent of information to be presented Determines own format for presentation (written, oral, visual, electronic) Considers topic, audience, purpose in selecting presentation format	Arranges information in accordance with audience & purpose
Task #6 Evaluate the Process & Product					
Answers questions about presentation	Answers questions about presentation	Uses a simple rubric to evaluate process and product		Constructs rubric to evaluate process & product	Determines how product/process could be improved