Digital Literacy Guidelines: Digital Literacy and Integrated EL Civics under WIOA

The Workforce Innovation and Opportunity Act (WIOA, 2014) places great emphasis on the development of digital literacy skills. The Integrated EL Civics Work Group, which met in 2015-16 to enhance the workforce preparation elements of the California Integrated EL Civics System, made the following recommendations:

To meet the goals of WIOA, it is strongly encouraged that agencies require learners to use computers and other digital devices (e.g. iPads, smart phones) and programs as part of their everyday instruction which prepares learners to be "effective parents, workers and citizens of the United States." Whenever possible learners should be required to research and read on the internet and create and send electronic documents including emails.

To emphasize digital literacy in the California Integrated EL Civics System, the following changes have been made:

1. Each Civic Objective and Additional Assessment Plan (COAAP) that could be enhanced by digital literacy was revised in 2016 to emphasize it as a viable option. For example:
    a. the internet as a resource is mentioned first in each listing of resources
    b. the writing of an email is mentioned before the option of the writing of a letter
    c. charts, forms, applications, etc., are described as optimally being created or completed on a computer
2. The following sentences were added to each applicable COAAP.
    a. Optimally, the research or reading/learning will take place on the internet.
    b. Optimally, the chart, application, form, or writing task will be created on a computer and sent to the assessor electronically.
    c. Optimally, the application will be completed on a computer or handwritten, signed and scanned to make a digital document and sent to the assessor electronically.
3. The following resources, developed by California agencies were added as resources to the California EL Civics Website:
    a. How to create a fillable document
        i. These instructions can assist agencies in making electronic versions of authentic applications and registration forms that can be completed by learners on a computer and sent electronically to the assessor.
    b. Getting a Gmail account
        i. In order for learners to send emails listed in some COAAPS, they must first open a personal email account and create a password. These instructions help teachers instruct learners in opening an email account
    c. Making Strong Passwords
        i. Making a strong password is an important digital literacy skill for keeping learners and their accounts safe. These instructions help teachers instruct learners in making a strong password.