1. **Define the following terms. Under each term is a clue toward which 21 Things(**[**http://www.21things4students.net/**](http://www.21things4students.net/)**) to reference.**

|  |  |
| --- | --- |
| Term | Definition |
| URL  *(Thing 1)* |  |
| AUP  *(Thing 1)* |  |
| Tag  *(Thing 3)* |  |
| Digital Footprint  *(Thing 5)* |  |
| Blog  *(Thing 5)* |  |
| Plagiarism  *(Thing 7)* |  |
| Public Domain  *(Thing 7)* |  |
| Michigan’s eLibrary  *(Thing 9)* |  |
| Citation  *(Thing 7)* |  |
| Storyboard  *(Thing 18)* |  |
| HTTPS  *(Thing 19)* | (Hint: What does it stand for?) |
| Social Bookmarking  *(Thing 3)* |  |
| Creative Commons*(Thing 7*) |  |

**Directions: For numbers 2- 6 reference Thing 1: Basics** (<http://www.21things4students.net/>)

1. When names a file, why are file extension necessary ?(ie .*docx. .jpg, .pptx, .mp3, .isf, .pdf)*
2. What are the characteristics of a strong password? Give an example of a strong password.
3. Which application would open a file with the following extension name?
4. .wmv-
5. .mov-
6. .docx-
7. .pdf-
8. What domain names are the best to find credible information? (i.e. .gov, .org, .edu) Why?
9. What is the keyboard shortcut for copying text on a computer? What is the short cut for pasting text on a computer?

**Directions: For numbers 7- 9 reference Thing 8: Troubleshooting** (<http://www.21things4students.net/>)

1. If you turn on your computer and cannot get online, what should you check first before contacting your teacher?
2. If you are working on a Windows computer and get a pop up warning (spyware) what should you do?
3. What is the best way to protect your computer from viruses?

**Directions: For numbers 10-11 reference Thing 3: Cloud Initiation** (<http://www.21things4students.net/>)

1. Why it is a good idea to save work in the cloud?
2. List 3 free services that lets store and share your files in the cloud.

1.

2.

3.

**Directions: For numbers 12- 14 reference Thing 5: Digital Footprint** (<http://www.21things4students.net/>)

1. When did your digital footprint begin?
2. Describe 2 RISKY ways to present yourself online.
3. Is it important to think about a “professional” web presence at your age? Yes or No? Why?

**Directions: For numbers 15-17 reference Thing 6: Cyber Safety** (<http://www.21things4students.net/>)

1. List 2 signs to look for when trying to avoid a Phishing scam.

1.

2.

1. If you are online and someone is being offensive through chatting, IM, or email, what is the best way to respond to them?
2. If you are cyberbullying someone online is it possible for you to be arrested? Why?

**Directions: For number 18-19 reference Thing 7: Be Legal & Fair** (<http://www.21things4students.net/>)

1. Explain what copyright is and why it is necessary.
2. What are the elements of a proper citation?

**Directions: For numbers 20- 22 reference Thing 9: Search** **Strategies** (<http://www.21things4students.net/>)

1. Define research database. Explain why it is unique.
2. Describe the proper ways to verify a websites credibility and making sure that the information you find is coming from a reliable source.
3. List 3 Boolean Operators that help to narrow your searching online.

1.

2.

3.

**Directions: For numbers 23 - 24 reference Thing 10: Digital Images** (<http://www.21things4students.net/>)

1. Write the step for editing a photo online.
2. What is a safe place to get useable and shareable images for your project?

**Directions: For numbers 25- 27 reference Thing 11: Powerful Presentations** (<http://www.21things4students.net/>)

1. List 3 tools that are good for delivering a presentation to an audience.

1.

2.

3.

1. Why is it important to site where you get images when you insert them into your presentation?
2. List 3 tools are good for mapping ideas and brainstorming.

1.

2.

3.

**Directions: For numbers 28- 32 reference Thing 14: Social Networks** (<http://www.21things4students.net/>)

1. What are some personal things that you **should not** post on Facebook, Twitter or other social networks?
2. Describe some **appropriate** things you canpost on Facebook, Twitter or other social networks.
3. Explain what cyber-bullying is and how it can affect others.
4. What does it mean when something is going “viral”?

1. When creating a personal social network page, what are some important steps to take to make sure your page is safe?

**Directions: For numbers 33- 35 reference Thing 17: Screencasting** (<http://www.21things4students.net/>)

1. Why is it important to create a script and/or storyboard first before proceeding with the creation of a media project?
2. What is an easy way to create computer tutorials?
3. Are lengthy movies or presentation necessary to get your point across? Why or why not?

**Directions: For numbers 36- 37 reference Thing 7: Be Legal & Fair** (<http://www.21things4students.net/>)

1. Do you need to cite your sources in a video? Why or Why not?
2. Where is the best place to get music for your video?

**Directions: For number 38 reference Thing 19: Buyer Beware** (<http://www.21things4students.net/>)

1. List tips you need to keep in mind when buying online.

**Directions: For numbers 39- 40 reference Thing 14: Social Networking** (<http://www.21things4students.net/>)

1. Why is it dangerous to post information on the internet?
2. You are upset with a classmate because of something they said about you. What is the most appropriate way to communicate about your feelings to that classmate?

**Directions: For numbers 41 reference Thing 1: Basic Orientation**

1. List the characteristics of a proper email.