

From *Fluency Snapshot* (see file “Fluency21 Checklists”)

The following represents the checklist from each of the “fluencies” posited as necessary for the 21st century. Some of the capacities may be useful as you design outcomes for learning. Since some of the terms used may not be completely satisfying (e.g., “accurately defines the problem...” compare these lists with the verbs suggested in the various “Bloom taxonomy” files and make a verb change where needed.

Capacity to Determine and Articulate Solutions

- Clearly and accurately defines the problem to be addressed.
- Appropriately synthesizes information about the development of the pattern.
- Consistently envisions a range of creative solutions to real-world problems.
- Considers many possible solutions before choosing the most appropriate and achievable one.
- Develops a complete step-by-step for solving the problem.
- Maintains a focus on the goals driving the problem-solving process.
- Revisits, reflects critically on, and revises the process at each stage.
- Uses a wide range of media to communicate understanding of both the content and the process.
- Reflects critically on how the product and process can be improved once a solution is developed.
- Demonstrates adaptability and commitment by modifying the product and the process when weaknesses in either are identified.

Capacity to Gather and Use Information

- Defines information needs, identifies key words, and forms questions around them.
- Determines most appropriate sources for collecting information.
- Triangulates and gathers information from a broad range of media sources.
- Demonstrates effective search, filtering, and note-taking strategies.
- Uses effective strategies to analyze and authenticate information and make it useful.
- Verifies accuracy of information obtained from various sources.
- Separates fact from opinion, recognizes bias, and identifies incomplete information.
- Cites and records all references accurately when gathering information.
- Effectively applies knowledge within the originally required context.
- Reflects critically on application of information and gathering process, making revisions for improvement.

Capacity for Creativity in Design and Presentation

- Clearly identifies the requirements and needed outcome or purpose.
- Identifies the audience and considers their needs, preferences, and motivations.
- Creates a list of key words and descriptors to identify tangible and intangible elements.
- References a wide range of media, source materials, and comparable elements to foster ideas.
- Consistently connects various source materials to create original products and ideas.
- Demonstrates divergent thinking while considering possible solutions.
- Combines creative form with technical function to enhance value.
- Reflects critically on ideas for alignment with original objectives, revising or reconstructing when necessary.
- Approaches a task from various creative angles and compares multiple solutions before selecting the most appropriate and achievable one.

Capacity to Select and Use Media

- Understands how a wide range of media and designs shape opinions and inspire emotions.
- Identifies the audience and considers their needs, preferences, and motivations.

- Selects the most appropriate media from a wide range for effectively communicating with various audiences.
- Accurately and consistently discerns the intended message from a wide range of media.
- Verifies the accuracy of the message, identifying fact, bias, opinion, and slant.
- Discerns alignment in the applications of media to a message and purpose in a variety of formats.
- Defines the purpose of a communication and considers how the form of a message influences the outcome.
- Has an understanding of the principles of graphic design and employs them creatively.
- Consistently share and presents ideas effectively using a variety of media platforms.
- Critically reviews and adjusts the communication as necessary to ensure alignment with the audience, message, and purpose.

Capacity to Function Collaboratively

- Exhibits skill sets required to organize people, data and resources.
- Interacts with others to generate ideas and develop products.
- Uses appropriate interpersonal skills within a variety of media and social contexts.
- Productively collaborates across networks using various technologies.
- Effectively participates as a team member and knows his or her own capacities for filling different team roles.
- Demonstrates proficiency in managing personal relationships.
- Uses various means to manage conflict.
- Understands creative process through collaboration, the exchange of ideas, and building on the achievements of others.
- Shows sensitivity of issues and processes associated with collaborating across cultures.
- Revisits, reflects critically on, and revises the process and the product at each stage.

Capacity to Function as a Global Digital Citizen

- Understanding the importance of acting responsibly in digital and non-digital environments, and consistently acting in such a manner.
- Knowing how to consistently respect and protect oneself and others, and acting in an appropriate manner.
- Understanding how to consistently respect and protect intellectual property and self-published media (e.g., games, movies, software).
- Willing to share intellectual property and resources, and to help others discover their own creative potential.
- Giving credit to and acknowledging references, authors, designers, and co-workers where it is due and observing proper copyright laws and procedures.
- Understanding the ideals and issues of other cultures and the environment while respecting and caring for people of all cultures.
- Demonstrating self-accountability and able to take personal responsibility for one's action and inactions related to our global and digital living and working environment.
- Considering the short-term and long-term effects of one's action on personal, environmental, and global levels.
- Realizing the importance of acting against racist, abusive, and inappropriate behavior and media.
- Cultivating altruistic service through charitable acts and services. Showing concern for the well-being of others and encouraging the same behavior in others.
- Following a personal code of ethics for global digital citizenship, personal responsibility, altruistic service, and environmental stewardship.