

**Prince William County Public Schools
Information Management Process
Scope and Sequence**

Proficiency Level:

1. Beginning attempts to use processes; with teacher modeling, overt instruction, and structured practice.
2. Developing Skills using the process; with continued teacher modeling, instruction, and guided practice.
3. Independent practice; self-reference to models, teacher facilities, student initiates use of process and uses strategies.
4. Self-initiated use of Information Management Process; student applies process in a variety of situations, highly skilled in use of information strategies.

I. Clarify Information need By Creating A Search Plan	K	1	2	3	4	5	6	7	8	9	10	11	12
A. Determines and states intended purpose of search	1	1	2	2	2	3	3	3	4	4	4	4	4
B. Accesses prior knowledge of topic	1	1	2	2	2	3	3	3	4	4	4	4	4
C. Determines scope of search		1	1	1	2	2	2	2	3	3	3	3	4
D. Formulates questions relevant to search	1	1	2	2	2	3	3	3	3	3	4	4	4
E. Creates and describes a search plan		1	1	1	2	2	2	2	3	3	3	4	4
II. Access Resources	K	1	2	3	4	5	6	7	8	9	10	11	12
A. Recognizes that information is organized by:													
Alphabet	1	1	2	2	3	3	4	4	4	4	4	4	4
Number (e.g. pagination)	1	1	2	2	3	3	4	4	4	4	4	4	4
Chronology		1	1	1	2	2	2	3	3	4	4	4	4
Geography		1	1	2	2	2	3	3	3	3	4	4	4
Classification (e.g. subject)	1	1	2	2	2	3	3	3	3	3	4	4	4
Keyword			1	2	2	2	3	3	3	3	4	4	4
Symbol (e.g. icons)	1	1	1	2	2	3	3	3	3	3	4	4	4
B. Determines appropriate types of resources		1	1	2	2	2	2	3	3	3	3	4	4
C. Uses various means to locate resources:													
Indexes to resources (e.g. library catalog, periodical index)		1	1	2	2	3	3	3	3	4	4	4	4
Author, title, subject searching		1	1	2	2	3	3	4	4	4	4	4	4
Keyword searching		1	1	1	2	2	2	2	2	3	3	4	4
Boolean searching (use of and/or/not)						1	1	2	2	3	3	4	4
Electronic menu (e.g. Windows)		1	1	2	2	3	3	4	4	4	4	4	4
Location guides (e.g. signs and labels)	1	1	2	2	2	3	3	3	4	4	4	4	4
Bibliographies						1	1	2	2	3	3	4	4
III. Evaluate Available Resources	K	1	2	3	4	5	6	7	8	9	10	11	12
A. Examines resources to determine its usefulness:													
Table of contents		1	2	2	3	3	3	4	4	4	4	4	4
Index		1	1	2	3	3	3	4	4	4	4	4	4
Glossary		1	1	2	3	3	3	4	4	4	4	4	4
Cross reference			1	1	2	2	2	3	3	4	4	4	4
Bibliographic references							1	1	2	3	3	4	4
Abstracts							1	1	1	2	3	4	4
Guide words			1	2	2	3	3	4	4	4	4	4	4
Readability	1	1	2	2	3	3	3	4	4	4	4	4	4
Copyright date			1	2	2	2	2	3	3	4	4	4	4
Format (e.g. print, non-print)			1	1	2	2	2	2	3	3	4	4	4
B. Evaluates success in locating appropriate resources	1	1	2	2	2	3	3	3	3	4	4	4	4
IV. Analyze Information	K	1	2	3	4	5	6	7	8	9	10	11	12
A. Applies appropriate reading and listening strategies to gather data and information													
Skims			1	2	2	2	3	3	3	3	4	4	4
Reads/listens for main idea	1	1	2	2	2	3	3	3	3	4	4	4	4
Selects detail	1	1	2	2	2	3	3	3	3	3	4	4	4
Reads boldface print and captions		1	1	2	2	3	3	3	4	4	4	4	4
Interprets symbols and graphics		1	1	2	2	3	3	3	4	4	4	4	4
Reads technical writing		1	1	1	2	2	2	3	3	3	3	4	4
B. Evaluates data and information:													
Recognizes omissions				1	1	1	2	2	2	3	3	4	4
Recognizes conflicting data			1	1	2	2	2	3	3	3	4	4	4
Recognizes errors in logic						1	1	2	2	3	3	4	4
Recognizes bias			1	1	1	1	1	2	2	3	3	4	4
Recognizes propaganda				1	1	1	1	2	2	3	3	4	4
C. Record data													
Records important words		1	2	2	2	3	3	3	4	4	4	4	4
Paraphrases (rewords)	1	1	2	2	2	3	3	3	3	4	4	4	4
Summarizes		1	1	2	2	2	2	3	3	3	4	4	4
Uses graphic organizers	1	1	2	2	2	3	3	3	3	3	4	4	4
Demonstrates awareness of copyright law			1	2	2	2	2	3	3	4	4	4	4
D. Organizes information appropriately		1	1	2	2	2	2	3	3	3	4	4	4
E. Uses appropriate format for works cited			1	1	2	2	3	3	3	3	4	4	4
F. Evaluates search strategy			1	2	2	2	3	3	3	3	4	4	4
V. Synthesize Information	K	1	2	3	4	5	6	7	8	9	10	11	12
A. Combine information from a variety of sources		1	1	2	2	3	3	3	3	3	4	4	4
B. Evaluates prior knowledge in light of new information		1	1	2	2	2	2	3	3	3	3	4	4
C. Determines conclusions from information:													
Determines relationships between ideas			1	1	2	2	2	3	3	3	3	4	4
Determines cause and effect			1	1	2	2	2	2	3	3	4	4	4
Compares and contrasts	1	1	2	2	2	3	3	3	3	4	4	4	4
D. Determines appropriate demonstration of knowledge		1	1	2	2	2	2	3	3	4	4	4	4
E. Evaluates own learning	1	1	1	2	2	2	2	3	3	3	4	4	4