

BASIC TECHNOLOGY

Pre K 1 2 3 4 5 6 7 8 9 10 11 12

starts and shuts down computer, monitor, and printer	E	E	D	D	P	P	P	P	P	P	P	P	P	P
practices responsible use and care of technology devices	E	E	D	D	P	P	P	P	P	P	P	P	P	P
opens and quits an application	E	E	D	D	P	P	P	P	P	P	P	P	P	P
navigates through software features using windows, tabs, ribbons, icons, and menus	E	E	D	D	P	P	P	P	P	P	P	P	P	P
communicates about technology using developmentally appropriate and accurate terminology	E	E	D	D	P	P	P	P	P	P	P	P	P	P
discusses common uses of technology in daily life and the advantages and disadvantages those uses provide	E	E	E	D	D	D	P	P	P	P	P	P	P	P
follows rules for computer use in classroom, library, lab and on Internet	E	E	E	D	D	D	P	P	P	P	P	P	P	P
uses common input and output devices efficiently and effectively	E	E	E	D	D	D	P	P	P	P	P	P	P	P
logs on and off network		E	E	D	D	D	P	P	P	P	P	P	P	P
applies strategies for identifying and solving routine hardware and software problems					E	E	D	D	D	D	P	P	P	P
changes or modifies software preferences							E	E	D	D	P	P	P	P
makes informed decisions in choosing the most appropriate technology systems, resources, and services							E	E	D	D	P	P	P	P
installs, updates, and removes software							E	E	D	D	P	P	P	P
organizes and shares work in electronic portfolio							E	E	D	D	P	P	P	P
can be technology mentor (not all students)	D	D	D	D	D	D	D	D	D	D	D	D	D	D

SOCIAL AND ETHICAL USE

Pre K 1 2 3 4 5 6 7 8 9 10 11 12

demonstrates knowledge of current changes in information technologies and the effect those changes have on the workplace and society							E	E	E	D	D	D	D	P
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downloads files and plug-ins

E E D D P P P P

copies and pastes text or images and cites source correctly

E E D D P P P P

explains the parts of an email address

E E D D P P P P

receives and replies to messages

E E D D P P P P

composes, edits, and sends messages

E E D D P P P P

follows and practices netiquette

E E D D P P P P

uses cc and bcc appropriately

E E D D P P P P

forwards mail with leading message

E E D D P P P P

creates an email signature

E E D D P P P P

creates address book and mailgroups

E E D D P P P P

attaches, receives, and opens attachments using appropriate format and extension

E E D D P P P P

organizes messages into folders and transfers between folders

E E D D P P P P

sorts messages by date, sender, or subject

E E D D P P P P

uses email regularly to communicate with peers and teacher

E E D D P P P P

explains difference between search engines, subject directories, and metasearch engines

E E E D D D D P

PRODUCTIVITY TOOLS

Word Processing

Pre K 1 2 3 4 5 6 7 8 9 10 11 12

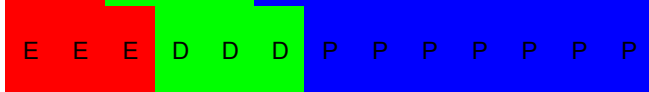
Inserts and edits text

E E D D D P P P P P P P

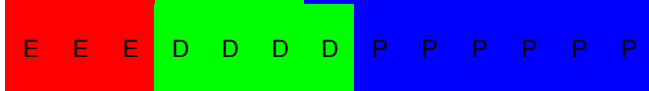
learns keyboard placement



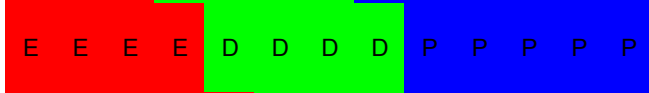
formats a document



inserts and edits text



increases typing speed and accuracy



formats paragraphs



creates bullet and number lists



uses spell checker and thesaurus



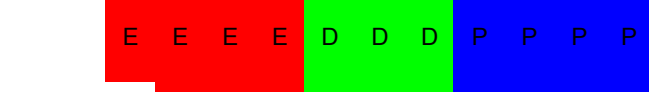
inserts a graphic and wraps text



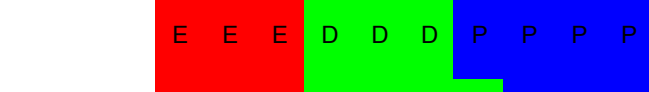
uses word processor for first and final drafts



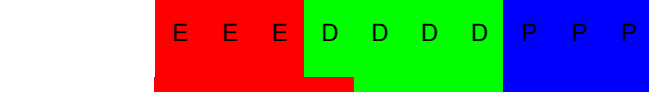
uses ruler, margins, and tabs



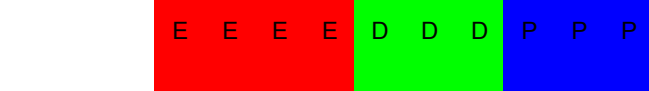
Creates a variety of print and publishing layouts



uses outlining feature



inserts headers and footers



creates and formats tables



inserts section, column, and page breaks



uses advanced editing features and shortcuts



Spreadsheets

Pre K 1 2 3 4 5 6 7 8 9 10 11 12

creates a graph to compile data collections using a basic graphing program



uses existing spreadsheet to sort and find data

E	E	E	E	D	D	D	D	P	P
E	E	E	E	D	D	D	D	P	P
E	E	E	E	D	D	D	D	P	P
E	E	E	E	D	D	D	D	P	P
E	E	E	E	D	D	D	D	P	P
E	E	E	E	D	D	D	D	P	P
E	E	E	E	D	D	D	D	P	P

inputs, analyzes, organizes and displays data graphically

creates formulas and charts

adds and formats appropriate labels and legends

formats and changes axis scale, chart area, data series or appearance of charts

formats and prints spreadsheets to use as templates and forms

includes charts or graphs in presentations or publications

Presentation Tools

Pre K 1 2 3 4 5 6 7 8 9 10 11 12

adds transitions and sounds to Slide Show

E	E	E	D	D	D	P	P	P	P	P
E	E	E	D	D	D	P	P	P	P	P
E	E	E	D	D	D	P	P	P	P	P
E	E	E	D	D	D	P	P	P	P	P
E	E	E	D	D	D	P	P	P	P	P
E	E	E	D	D	D	P	P	P	P	P
E	E	E	D	D	D	P	P	P	P	P

saves slide show in folder with pictures and as stand-alone slide show

develops outline for slide show

applies designs, backgrounds, font styles, and colors for all slides

imports animations, video, and sound

creates custom animations

includes graphs, charts, sound, animation, in non-linear presentation

VIDEO/MULTIMEDIA

Pre K 1 2 3 4 5 6 7 8 9 10 11 12

discusses media literacy and uses of media in life

E	E	D	D	P	P	P	P
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selects appropriate online tools for research, information analysis, problem-solving, and decision-making in content learning designs, develops, publishes, and presents real-world products using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom

creates a web portfolio and participates in collaborative Web Project that compiles, synthesizes, produces, and disseminates information, models, and other creative work gathers information and use telecommunications and online resources including email and discussion boards to participate in collaborative problem-solving activities

develops solutions in collaborative online environment for audiences inside and outside the classroom

participates responsibly in several types of online activities

contributes images and content to the web

creates web page with text and/or links and saves as html document

uses template to place text and links

communicates with others online in support of direct and independent learning

understands and uses elements of good web design and navigation

takes on specific role and manages different group activities and rotation strategies as part of project

selects appropriate technology tools for research, information analysis, problem-solving, and decision-making in content learning as part of project-based learning

compiles projects in electronic portfolio

reviews and evaluates both asynchronous and synchronous online tools

views and modifies source

evaluates and uses online collaborative tools including distance learning and distributed education for lifelong learning opportunities

reviews and evaluates online discussion boards

E	E	E	D	D	D	D	D	P	P
	E	E	D	D	D	D	D	P	
	E	E	D	D	D	D		P	P
	E	E	D	D	D	D		P	P
	E	E	D	D		P	P	P	P
	E	E	D	D		P	P	P	P
	E	E	D	D		P	P	P	P
	E	E	D	D		P	P	P	P
	E	E	D	D		P	P	P	P
	E	E	D	D		P	P	P	P
	E	E	D	D		P	P	P	P
	E	E	D	D		P	P	P	P
	E	E	D	D	D	D	D	D	
		E	E	D	D	D	D		
		E	E	D	D	D	D		
		E	E	D	D	D	D		