BASIC TECHNOLOGY	Pre	к	1	2	3	4	5	6	7	8	9	10	11	12
starts and shuts down computer, monitor, and printer	Е	Е	D	D	Ρ	Ρ	Ρ	Ρ	Ρ	Ρ	Ρ	Ρ	Ρ	Ρ
practices responsible use and care of technology devices	Е	Е	D	D										Ρ
opens and quits an application	Е	Е	D	D										Ρ
navigates through software features using windows, tabs, ribbons, icons, and menus	Е	Е	D	D										Ρ
communicates about technology using developmentally appropriate and accurate terminology	Е	Е	D	D										Ρ
discusses common uses of technology in daily life and the advantages and disadvantages those uses provide	Е	Е	Е	D	D	D								Ρ
follows rules for computer use in classroom, library, lab and on Internet	Е	Е	Е	D	D	D								Ρ
uses common input and output devices efficiently and effectively	Е	Е	Е	D	D	D								Ρ
logs on and off network		Е	Е	D	D	D								Ρ
applies strategies for identifying and solving routine hardware and software problems	-				Е	Е	D	D	D	D				Ρ
changes or modifies software preferences							Е	Е	D	D				Ρ
makes informed decisions in choosing the most appropriate technology systems, resources, and services							Е	Е	D	D				Ρ
installs, updates, and removes software							Е	Е	D	D				Ρ
organizes and shares work in electronic portfolio							Е	Е	D	D				Ρ
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	к	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

exhibits legal, social, and ethical behaviors when using information and technology, and discusses consequences of misuse

understands and follows proper use of copyrighted material and uses netiquette when communicating on the web

resources, makes informed choices, and assesses the potential of these systems and services to address personal lifelong learning, and workplace peeds

access and use primary and secondary sources of web information for an activity

develop an essential and subsidiary questions about a topic when searching in a database or search engine

analyzes advantages and disadvantages of widespread use and reliance on technology in the workplace and in society as a whole

demonstrates and advocates for legal and ethical behaviors among peers, family, and community regarding the use of technology and information

evaluates sites for accuracy, relevance, appropriateness, comprehensiveness, and bias of information sources

uses information literacy skills to find, use, evaluate, and cite appropriate sources

aren engine															
ages of widespread use orkplace and in society							Е	Е	Е	D	D	D	D	Р	
al and ethical behaviors y regarding the use of							Е	Е	Е	D	D	D	D	Ρ	
nce, appropriateness, ormation sources							Е	Е	Е	D	D	D	D	Ρ	
d, use, evaluate, and							Е	Е	Е	D	D	D	D	Ρ	
						I									
	Pre	к	1	2	3	4	5	6	7	8	9	10	11	12	
	Е	Е	Е	D	D	D								Ρ	
ol bar	Е	Е	Е	D	D	D								Ρ	
b pages	Е	Е	Е	D	D	D								Ρ	
itton, or	Е	Е	Е	D	D	D								Ρ	
searches		Е	Е	D	D	D								Ρ	
nizes them into folders						Е	Е	Е	D	D				Ρ	
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BASIC WEB

uses sites the teacher points to

launches a browser and uses the tool bar

navigates by clicking on links on web pages

returns to site using history, back button, or bookmark/favorite

uses keyword and natural language searches

edits bookmarks/favorites and organizes them into folders

explains the parts of a URL

add bookmarks/favorites

downloads files and plug-ins	Е	Е	D	D	Ρ	Ρ	Ρ	Ρ
copies and pastes text or images and cites source correctly	Е	Е	D	D				Ρ
explains the parts of an email address	Е	Е	D	D				Ρ
receives and replies to messages	Е	Е	D	D				Ρ
composes, edits, and sends messages	Е	Е	D	D				Ρ
follows and practices netiquette	Е	Е	D	D				Ρ
uses cc and bcc appropriately	Е	Е	D	D				Ρ
forwards mail with leading message	Е	Е	D	D				Ρ
creates an email signature	Е	Е	D	D				Ρ
creates address book and mailgroups	Е	Е	D	D				Ρ
attaches, receives, and opens attachments using appropriate format and extension	Е	Е	D	D				Ρ
organizes messages into folders and transfers between folders	Е	Е	D	D				Ρ
sorts messages by date, sender, or subject	Е	Е	D	D				Ρ
uses email regularly to communicate with peers and teacher	Е	Е	D	D				Ρ
explains difference between search engines, subject directories, and metasearch engines	E	Е	Е	D	D	D	D	Ρ

PRODUCTIVITY TOOLS

Word Processing
Pre
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Inserts and edits text
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learns keyboard placement		Е	Е	D	D	D	Ρ	Ρ	Ρ	Ρ	Ρ	Ρ	Ρ	Ρ
formats a document		Е	Е	Е	D	D	D							Ρ
inserts and edits text		Е	Е	Е	D	D	D	D						Ρ
increases typing speed and accuracy		Е	Е	Е	Е	D	D	D	D					Ρ
formats paragraphs			Е	Е	Е	Е	D	D	D					Ρ
creates bullet and number lists			Е	Е	Е	Е	D	D	D					Ρ
uses spell checker and thesaurus			E	Е	Е	Е	D	D	D					Ρ
inserts a graphic and wraps text			Е	Е	Е	Е	D	D	D					Ρ
uses word processor for first and final drafts			Е	Е	Е	Е	D	D	D	D				Ρ
uses ruler, margins, and tabs				Е	Е	Е	Е	D	D	D				Ρ
Creates a variety of print and publishing layouts					Е	Е	Е	D	D	D				Ρ
uses outlining feature					Е	Е	Е	D	D	D	D			Ρ
inserts headers and footers					Е	Е	Е	Е	D	D	D			Ρ
creates and formats tables					Е	Е	Е	Е	D	D	D			Ρ
inserts section, column, and page breaks					Е	Е	Е	Е	D	D	D			Ρ
uses advanced editing features and shortcuts							Е	Е	Е	Е	D	D	D	Ρ
						I								
Spreadsheets	Pre	к	1	2	3	4	5	6	7	8	9	10	11	12

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

E E E E <mark>D D D D P P</mark>

uses existing spreadsheet to sort and find data	Е	Е	Е	Е	D	D	D	D	Р
inputs, analyzes, organizes and displays data grahically	Е	Е	Е	Е	D	D	D	D	Ρ
creates formulas and charts	Е	Е	Е	Е	D	D	D	D	Ρ
adds and formats appropriate labels and legends	Е	Е	Е	Е	D	D	D	D	Р
formats and changes axis scale, chart area, data series or appearance of charts	Е	Е	Е	Е	D	D	D	D	Р
formats and prints spreadsheets to use as templates and forms	Е	Е	Е	Е	D	D	D	D	Р
includes charts or graphs in presentations or publications	Е	Е	Е	Е	D	D	D	D	Р

Presentation Tools	Pre	K	1	2	3	4	5	6	7	8	9	10	11	12
adds transitions and sounds to Slide Show				Е	Е	Е	D	D	D					Ρ
saves slide show in folder with pictures and as stand-alone slide show				Е	Е	Е	D	D	D					Ρ
develops outline for slide show				Е	Е	Е	D	D	D					Р
applies designs, backgrounds, font styles, and colors for all slides				Е	Е	Е	D	D	D					Р
imports animations, video, and sound				Е	Е	Е	D	D	D					Р
creates custom animations				Е	Е	Е	D	D	D					Р
includes graphs, charts, sound, animation, in non-linear presentation				Е	Е	Е	D	D	D					Ρ

VIDEO/MULTIMEDIA

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

E E D D P P

discusses media literacy and uses of media in life

frames subjects with different views	Е	Е	D	D	Ρ	Ρ	Ρ	Ρ
plans, storyboards, and creates a one minute video	Е	Е	D	D				Ρ
creates titles, credits, and ending	Е	Е	D	D				Ρ
imports video segments into presentations	Е	Е	D	D				Ρ
uses non-linear editing software to digitize video	Е	Е	D	D				Ρ
creates and modifies text objects	Е	Е	D	D				Ρ
imports and modifies graphics, backgrounds, and clipart	Е	Е	D	D				Ρ
combines text, paint and draw as part of multimedia project	Е	Е	D	D				Р
inserts buttons with actions and sounds	Е	Е	D	D				Р
uses advanced drawing and painting programs to create original art	Е	Е	D	D				Ρ
records and edits sound in multimedia presentations	Е	Е	D	D				Ρ

Pre K 1

2 3

21ST CENTURY COLLABORATION CONTENT PRODUCTION

collaborates with peers, experts, and others using collaborative online tools to investigate curriculum-related problems, issues, and information

develops essential and subsidiary questions as part of collaborative online projects

uses teacher-created rubric for self assessment of project

uses technology for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the alaceroom

determines when technology is useful and selects the appropriate tools and technology resources to address a variety of tasks and problems

plans collaborative project with group

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Е	Е	Е	Е	Е	D	D	D	D				
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Е	Е	Е	Е	Е	Е	D	D	D	D	D		
			Е	Е	Е	D	D	D	Ρ	Ρ	Ρ	Ρ

5 6

4

7 8 9 10 11 12

selects appropriate online tools for research, information analysis, problem-solving, and decision-making in content learning designib, develops, publishes, and presents rear-world

products using technology resources that demonstrate and communicate curriculum concepts to audiences inside and

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 $\ensuremath{\mathsf{html}}$ 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

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	Е	Е	D	D	Ρ	Ρ	Ρ	Ρ
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