

* All Skills are introduced in Kindergarten, and assistance is expected for each skill although some Kindergarten students may be able to achieve a skill independently.

Students Will...

1. Use hardware and software to support learning and productivity	Trimester Taught		
With Assistance...	1	2	3
1.1. Turn on the computer correctly			
1.2. Shutdown the computer correctly			
1.3. Wake up computers correctly from various sleep states			
1.4. Use the mouse			
1.5. Type First and Last Name into application			
1.6. Utilize basic paint, text and graphic tools			
1.7. Print			
1.8. Understand basic use of the keyboard			

2. Apply vocabulary and strategies for using technology in a networked system	Trimester Taught		
With Assistance...	1	2	3
2.1. Log in/off to a networked computer			
2.2. Log in/out of web-based applications using student individual username/password			
2.3. Login/out using auto or easy login (“magic”) logins			
2.4. Know basic parts of the computer by name			
2.5. Recognize and use desktop/toolbar icons and menus			

3. Use electronic resources to communicate, collaborate & retrieve information	Trimester Taught		
With Assistance...	1	2	3
3.1. Use bookmarks and/or hyperlinks to access the Internet			

4. Use technology to create and deliver presentations	Trimester Taught		
With Assistance...	1	2	3
4.1. Orally present completed work (published) using slideshow or other posted methods. (Examples of published pieces include a slide show with voice, printed documented/drawing for class book or bulletin board, and/or posted work on the Internet.)			

5. Demonstrate ethical behavior	Trimester Taught		
With Assistance...	1	2	3
5.1. Demonstrate appropriate behavior for technology use and show respect for technology equipment			
5.2. Understand consequences for misuse of technology			
5.3. Understand and abide by the Grant/PCS Acceptable Use Policy			

*Bold items are those new to this grade level or those moved from "With assistance" to "Independently" at this level.

Students Will...

1. Use hardware and software to support learning and productivity	Trimester Taught		
	1	2	3
Independently...			
1.1. Turn on the computer correctly			
1.2. Shutdown the computer correctly			
1.3. Wake up computers correctly from various sleep states			
1.4. Use the mouse			
1.5. Type First and Last Name into application			
1.6. Utilize basic paint, text and graphic tools			
1.7. Print			
1.8. Understand basic use of the keyboard			
With Assistance...			
1.9. Type text into a word processing document			
1.10. Insert graphics into word-processed documents			
1.11. Insert information into a template (Word, PowerPoint, etc.)			
1.12. Use formatting features purposefully (text styles, colors, fonts and size)			

2. Apply vocabulary and strategies for using technology in a networked system	Trimester Taught		
	1	2	3
Independently...			
2.1. Log in/off to a networked computer			
2.2. Log in/out of web-based applications using student individual username/password			
2.3. Login/out using auto or easy login ("magic") logins			
2.4. Know basic parts of the computer by name			
2.5. Recognize and use desktop/toolbar icons and menus			
With Assistance...			
2.6. Open files or applications correctly			
2.7. Save files to a specified folder on the server correctly			

3. Use electronic resources to communicate, collaborate & retrieve information	Trimester Taught		
	1	2	3
Independently...			
3.1. Use bookmarks and/or hyperlinks to access the Internet			
With Assistance...			
3.2. Use search skills to retrieve information within an application.			

4. Use technology to create and deliver presentations	Trimester Taught		
	1	2	3
With Assistance...			
4.1. Orally present completed work (published) using slideshow or other posted methods. (Examples of published pieces include a slide show with voice, printed documented/drawing for class book or bulletin board, and/or posted work on the Internet.)			

5. Demonstrate ethical behavior	Trimester Taught		
	1	2	3
Independently...			
5.1. Demonstrate appropriate behavior for technology use and show respect for technology equipment			
5.2. Understand consequences for misuse of technology			
With Assistance...			
5.3. Understand and abide by the Grant/PCS Acceptable Use Policy			
5.4. Discuss copyright issues of electronic media			

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Students Will...

1. Use hardware and software to support learning and productivity	Trimester Taught		
Independently...	1	2	3
1.1. Turn on the computer correctly			
1.2. Shutdown the computer correctly			
1.3. Wake up computers correctly from various sleep states			
1.4. Use the mouse			
1.5. Type First and Last Name into application			
1.6. Utilize basic paint, text and graphic tools			
1.7. Print			
1.8. Understand basic use of the keyboard			
1.9. Type text into a word processing document			
With Assistance...			
1.10. Insert graphics into word-processed documents			
1.11. Insert information into a template (Word, PowerPoint, etc.)			
1.12. Use formatting features purposefully (text styles, colors, fonts and size)			
1.13. Begin basic keyboarding awareness			
1.14. Spell-check a document			
1.15. Toggle between two or more applications			
1.16. Use formatting features purposefully (text styles, colors, fonts and size)			

2. Apply vocabulary and strategies for using technology in a networked system	Trimester Taught		
Independently...	1	2	3
2.1. Log in/off to a networked computer			
2.2. Log in/out of web-based applications using student individual username/password			
2.3. Login/out using auto or easy login (“magic”) logins			
2.4. Know basic parts of the computer by name			
2.5. Recognize and use desktop/toolbar icons and menus			
With Assistance...			
2.6. Open files or applications correctly			
2.7. Save files to a specified folder on the server correctly			

3. Use electronic resources to communicate, collaborate & retrieve information	Trimester Taught		

Independently...	1	2	3
3.1. Use bookmarks, and/or hyperlinks to access the Internet			
With Assistance...			
3.2. Use search skills to retrieve information within an application.			
3.3. Understand and use website navigational tools and methods			

4. Use technology to create and deliver presentations	Trimester Taught		
With Assistance...	1	2	3
4.1. Orally present completed work (published) using slideshow or other posted methods. (Examples of published pieces include a slide show with voice, printed documented/drawing for class book or bulletin board, and/or posted work on the Internet.)			

5. Demonstrate ethical behavior	Trimester Taught		
Independently...	1	2	3
5.1. Demonstrate appropriate behavior for technology use and show respect for technology equipment			
5.2. Understand consequences for misuse of technology			
With Assistance...			
5.3. Discuss copyright issues of electronic media			
5.4. Understand and abide by the Grant/PCS Acceptable Use Policy			

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Independently...			
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1.3. Wake up computers correctly from various sleep states			
1.4. Use the mouse			
1.5. Utilize basic paint, text and graphic tools			
1.6. Print			
1.7. Type text into a word processing document			
1.8. Begin formal keyboarding training			
1.9. Use formatting features purposefully (text styles, colors, fonts and size)			
1.10. Spell-check a document			
1.11. Use left, center and right justification modes			
With Assistance...			
1.12. Insert graphics into word-processed documents			
1.13. Toggle between two or more applications			
1.14. Insert information into a template (Word, PowerPoint, etc.)			
1.15. Copy, cut, and paste text and graphics			

2. Apply vocabulary and strategies for using technology in a networked system	Trimester Taught		
	1	2	3
Independently...			
2.1. Log in/off to a networked computer			
2.2. Log in/out of web-based applications using individual username/password combinations, group username/passwords or auto/easy (“magic”) logins (First Grade skills 2.2 and 2.3)			
2.3. Know basic parts of the computer by name			
2.4. Recognize and use desktop/toolbar icons and menus			

Student Assessment Scores

1	2	3	4
Below Basic	Basic	Proficient	Advanced
Demonstrates less than half the benchmarks as defined.	Demonstrates all assisted and at least half the independent benchmarks.	Demonstrates all benchmarks as defined.	Demonstrates independently the majority of benchmarks designed to be accomplished with assistance.

* 1st and 2nd trimester scores will be based on the benchmarks taught for each of the five standards

With Assistance...			
2.5. Open files or applications correctly			
2.6. Save files to a specified folder on the server correctly			
2.7. Use "find file" features			
2.8. Use help tools (examples: menus, balloons, assistants, toolbars)			
2.9. Understand editing and word processing terminology (cut, copy, paste, tab, graphic, etc.)			

3. Use electronic resources to communicate, collaborate & retrieve information	Trimester Taught		
Independently...	1	2	3
3.1. Use URLs, bookmarks, and/or links to access the Internet			
3.2. Use search skills to retrieve information within an application.			
With Assistance...			
3.3. Use application to retrieve information about progress, goals and achievements			
3.4. Understand and use website navigational tools and methods			

4. Use technology to create and deliver presentations	Trimester Taught		
With Assistance...	1	2	3
4.1. Orally present completed work (published) using slideshow or other posted methods. (Examples of published pieces include a slide show with voice, printed documented/drawing for class book or bulletin board, and/or posted work on the Internet.)			

5. Demonstrate ethical behavior	Trimester Taught		
Independently...	1	2	3
5.1. Demonstrate appropriate behavior for technology use and show respect for technology equipment			
5.2. Understand consequences for misuse of technology			
With Assistance...			
5.3. Discuss copyright issues of electronic media			
5.4. Understand and abide by the Grant/PCS Acceptable Use Policy			

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Below Basic	Basic	Proficient	Advanced
Demonstrates less than half the benchmarks as defined.	Demonstrates all assisted and at least half the independent benchmarks.	Demonstrates all benchmarks as defined.	Demonstrates independently the majority of benchmarks designed to be accomplished with assistance.

* 1st and 2nd trimester scores will be based on the benchmarks taught for each of the five standards

*Bold items are those new to this grade level or those moved from “With assistance” to “Independently” at this level.

Students Will...

1. Use hardware and software to support learning and productivity	Trimester Taught		
	1	2	3
Independently...			
1.1. All 3 rd grade skills in sections (1.1, 1.2, 1.3, 1.4, 1.5, 1.6)			
1.2. Type text into a word processing document			
1.3. Utilize basic paint, text and graphic tools			
1.4. Use formatting features purposefully (text styles, colors, fonts and size)			
1.5. Spell-check a document			
1.6. Continue to develop formal keyboarding skills			
1.7. Use left, center and right justification modes			
1.8. Insert information into a template (Word, PowerPoint, etc.)			
1.9. Use left, center and right justification modes			
1.10. Insert graphics into a word processed document			
1.11. Copy, cut and paste text and graphics			
With Assistance...			
1.12. Enter and manipulate data in spreadsheets			
1.13. Produce graphs and/or charts based on spreadsheet data			
1.14. Select, crop, move and resize images			
1.15. Copy and paste text and/or graphics from one application to another			
1.16. Use bullets and numbering			
1.17. Toggle between two or more applications			

2. Apply vocabulary and strategies for using technology in a networked system	Trimester Taught		
	1	2	3
Independently...			
2.1. Log in/off to a networked computer			
2.2. Log in/out of web-based applications using individual username/password combinations, group username/passwords or auto/easy (“magic”) logins (First Grade skills 2.2 and 2.3)			
2.3. Know basic parts of the computer by name			
2.4. Recognize and use desktop/toolbar icons and menus			
2.5. Open files or applications correctly			
2.6. Save files to a specified folder on the server correctly			
With Assistance...			
2.7. Use “find file” features			
2.8. Use help tools (examples: menus, balloons, assistants, toolbars)			
2.9. Understand editing and word processing terminology (cut, copy, paste, tab, graphic, etc.)			
2.10. Print to different locations			

Student Assessment Scores

1	2	3	4
Below Basic	Basic	Proficient	Advanced
Demonstrates less than half the benchmarks as defined.	Demonstrates all assisted and at least half the independent benchmarks.	Demonstrates all benchmarks as defined.	Demonstrates independently the majority of benchmarks designed to be accomplished with assistance.

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2.11. Apply strategies for identifying and solving routine hardware and software problems (examples: CTRL + ALT + DELETE, checking cable connections, etc.)			
2.12. Create folders for saving and organizing work in user/home folders			
2.13. Know basic network terms (server, account, login terms, etc)			
2.14. Recognize basic file name extensions (.ppt, .doc, .xls, .pub, etc.)			

3. Use electronic resources to communicate, collaborate & retrieve information	Trimester Taught		
Independently...	1	2	3
3.1. Use URLs, bookmarks, and/or links to access the Internet			
3.2. Use search skills to retrieve information within an application.			
3.3. Understand and use website navigational tools and methods			
With Assistance...			
3.4. Use application to retrieve information about progress, goals and achievements			
3.5. Use appropriate search strategies to locate information on the Internet and in electronic media			

4. Use technology to create and deliver presentations	Trimester Taught		
With Assistance...	1	2	3
4.1. Create one or more curriculum-related multimedia projects			
4.2. Present one or more curriculum-related multimedia projects			

5. Demonstrate ethical behavior	Trimester Taught		
Independently...	1	2	3
5.1. Demonstrate appropriate behavior for technology use and show respect for technology equipment			
5.2. Understand consequences for misuse of technology			
With Assistance...			
5.3. Understand and abide by copyright issues of electronic media			
5.4. Identify and cite Internet and electronic references in a bibliography			
5.5. Understand and abide by the Grant/PCS Acceptable Use Policy			
5.6. Apply the concept and understand the consequences of plagiarism and copyright infringement			

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Below Basic	Basic	Proficient	Advanced
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Students Will...

1. Use hardware and software to support learning and productivity	Trimester Taught		
	1	2	3
Independently...			
1.1. All 3 rd grade skills in sections (1.1, 1.2, 1.3, 1.4, 1.5, 1.6)			
1.2. Continue to develop formal keyboarding skills			
1.3. Insert information into a template (Word, PowerPoint, etc.)			
1.4. Use formatting features purposefully (text styles, colors, fonts and size)			
1.5. Spell-check a document			
1.6. Use left, center and right justification modes			
1.7. Insert graphics into a word processed document			
1.8. Copy, cut and paste text and graphics			
1.9. Utilize basic paint, text and graphic tools			
1.10. Toggle between two or more applications			
With Assistance...			
1.11. Use bullets and numbering			
1.12. Create tables			
1.13. Enter and manipulate data in spreadsheets			
1.14. Produce graphs and/or charts based on spreadsheet data			
1.15. Copy and paste text and/or graphics from one application to another			
1.16. Use peripheral devices such as digital cameras and scanners			
1.17. Select, crop, move and resize images			

2. Apply vocabulary and strategies for using technology in a networked system	Trimester Taught		
	1	2	3
Independently...			
2.1. Log in/out of network and web-based applications using appropriate username/passwords (Fourth Grade skills 2.1 and 2.2) web-based applications using individual username/password combinations, group username/passwords or auto/easy (“magic”) logins			
2.2. Recognize and use desktop/toolbar icons and menus			
2.3. Understand editing and word processing terminology (cut, copy, paste, tab, graphic, etc.)			
2.4. Open files or applications correctly			
2.5. Save files to a specified folder on the server correctly			
2.6. Create folders for saving and organizing work in user/home folders			
2.7. Print to different locations			
With Assistance...			
2.8. Use “find file” features			
2.9. Use help tools (examples: menus, balloons, assistants, toolbars)			

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2.10. Know basic network terms (server, account, login terms, etc)			
2.11. Recognize basic file name extensions (.ppt, .doc, .xls, .pub, etc.)			
2.12. Apply strategies for identifying and solving routine hardware and software problems (examples: CTRL + ALT + DELETE, checking cable connections, etc.)			

3. Use electronic resources to communicate, collaborate & retrieve information	Trimester Taught		
Independently...	1	2	3
3.1. Use URLs, bookmarks, and/or links to access the Internet			
3.2. Use search skills to retrieve information within an application.			
3.3. Understand and use website navigational tools and methods			
With Assistance...			
3.4. Use application to retrieve information about progress, goals and achievements			
3.5. Use appropriate search strategies to locate information on the Internet and in electronic media			
3.6. Access available electronic databases			
3.7. Evaluate and critique the quality and credibility of electronic information			

4. Use technology to create and deliver presentations	Trimester Taught		
With Assistance...	1	2	3
4.1. Create one or more curriculum-related multimedia projects			
4.2. Present one or more curriculum-related multimedia projects			

5. Demonstrate ethical behavior	Trimester Taught		
Independently...	1	2	3
5.1. Demonstrate appropriate behavior for technology use and show respect for technology equipment			
5.2. Understand consequences for misuse of technology			
5.3. Understand and abide by the Grant/PCS Acceptable Use Policy			
With Assistance...			
5.4. Identify and cite Internet and electronic references in a bibliography			
5.5. Apply the concept and understand the consequences of plagiarism and copyright infringement			
5.6. Understand and abide by copyright issues of electronic media			

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1.5. Spell-check a document			
1.6. Use left, center and right justification modes			
1.7. Insert graphics into a word processed document			
1.8. Copy, cut and paste text and graphics			
1.9. Utilize basic paint, text and graphic tools			
1.10. Toggle between two or more applications			
1.11. Copy and paste text and/or graphics from one application to another			
1.12. Select, crop, move and resize images			
1.13. Use bullets and numbering			
With Assistance...			
1.14. Create tables			
1.15. Enter and manipulate data in spreadsheets			
1.16. Produce graphs and charts based on spreadsheet data			
1.17. Use peripheral devices such as digital cameras and scanners			

2. Apply vocabulary and strategies for using technology in a networked system	Trimester Taught		
	1	2	3
Independently...			
2.1. Log in/out of network and web-based applications using appropriate username/passwords (Grade 3 skills 2.1 and 2.2) web-based applications using individual username/password combinations, group username/passwords or auto/easy (“magic”) logins			
2.2. Know basic parts of the computer by name			
2.3. Know basic network terms (server, login terms, etc.).			
2.4. Recognize and use desktop/toolbar icons and menus			
2.5. Recognize basic file name extensions (.ppt, .doc, .xls, .pub, etc.)			
2.6. Open files or applications correctly			
2.7. Save files to a specified folder on the server correctly			
2.8. Create folders for saving and organizing work in user/home folders			
2.9. Print to different locations			

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2.10. Use “find file” features			
With Assistance			
2.11. Use help tools (examples: menus, balloons, assistants, toolbars)			
2.12. Apply strategies for identifying and solving routine hardware and software problems (examples: CTRL + ALT + DELETE, checking cable connections, etc.)			

3. Use electronic resources to communicate, collaborate & retrieve information	Trimester Taught		
Independently...	1	2	3
3.1. Use URLs, bookmarks, and/or links to access the Internet			
3.2. Use search skills to retrieve information within an application.			
3.3. Use application to retrieve information about progress, goals and achievements			
3.4. Use appropriate search strategies to locate information on the Internet and in electronic media			
3.5. Understand and use website navigational tools and methods			
With Assistance...			
3.6. Access available electronic databases			
3.7. Use appropriate search strategies to locate information on the Internet and in electronic media			
3.8. Evaluate and critique the quality and credibility of electronic information			

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With Assistance...	1	2	3
4.1. Create one or more curriculum-related multimedia projects			
4.2. Present one or more curriculum-related multimedia projects			

5. Demonstrate ethical behavior	Trimester Taught		
Independently...	1	2	3
5.1. Demonstrate appropriate behavior for technology use and show respect for technology equipment			
5.2. Understand consequences for misuse of technology			
5.3. Understand and abide by the Grant/PCS Acceptable Use Policy			
5.4. Identify and cite Internet and electronic references in a bibliography			
With Assistance...			
5.5. Understand and abide by copyright issues of electronic media			
5.6. Apply the concept and understand the consequences of plagiarism and copyright infringement			
5.7. Understand the need for protection against software and hardware vandalism (examples: altering or deleting software, having an awareness of viruses, etc.)			

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