

*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. 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)			

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

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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