

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

*Students Will...*

<b>1. Use hardware and software to support learning and productivity</b>	Trimester Taught		
	<b>1</b>	<b>2</b>	<b>3</b>
<b>Independently...</b>			
1.1. All 3 <sup>rd</sup> 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			
<b>1.7. Use left, center and right justification modes</b>			
<b>1.8. Insert information into a template (Word, PowerPoint, etc.)</b>			
1.9. Use left, center and right justification modes			
<b>1.10. Insert graphics into a word processed document</b>			
<b>1.11. Copy, cut and paste text and graphics</b>			
<b>With Assistance...</b>			
<b>1.12. Enter and manipulate data in spreadsheets</b>			
<b>1.13. Produce graphs and/or charts based on spreadsheet data</b>			
<b>1.14. Select, crop, move and resize images</b>			
<b>1.15. Copy and paste text and/or graphics from one application to another</b>			
<b>1.16. Use bullets and numbering</b>			
1.17. Toggle between two or more applications			

<b>2. Apply vocabulary and strategies for using technology in a networked system</b>	Trimester Taught		
	<b>1</b>	<b>2</b>	<b>3</b>
<b>Independently...</b>			
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			
<b>2.5. Open files or applications correctly</b>			
<b>2.6. Save files to a specified folder on the server correctly</b>			
<b>With Assistance...</b>			
2.7. Use “find file” features			
2.8. Use help tools (examples: menus, balloons, assistants, toolbars)			
<b>2.9. Understand editing and word processing terminology (cut, copy, paste, tab, graphic, etc.)</b>			
<b>2.10. Print to different locations</b>			

**Student Assessment Scores**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
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.

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

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.)			

<b>3. Use electronic resources to communicate, collaborate &amp; retrieve information</b>	<b>Trimester Taught</b>		
<b>Independently...</b>	<b>1</b>	<b>2</b>	<b>3</b>
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			
<b>With Assistance...</b>			
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			

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

<b>5. Demonstrate ethical behavior</b>	<b>Trimester Taught</b>		
<b>Independently...</b>	<b>1</b>	<b>2</b>	<b>3</b>
5.1. Demonstrate appropriate behavior for technology use and show respect for technology equipment			
5.2. Understand consequences for misuse of technology			
<b>With Assistance...</b>			
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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