

*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		
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			