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. All 3rd 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			
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		
Independently…	*1*	*2*	*3*
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			

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

	Trimester Taught		
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			

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			
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 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.)**			

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