





# Technology Standards

Last Revised: June 2013

## Guidance Information

The ENSC Technology Curriculum is not to be taught in isolation but rather integrated into the content standards of each classroom. All teachers will focus on the standards of their assigned grade level(s). The technology standards are categorized into four (4) groups – Introduction, Continuation, Mastery, and Maintenance.

-  Introduction – Teachers will explicitly teach the necessary skills and concepts to students. Teachers will conduct formative assessments to drive continued instruction. Students should demonstrate a working knowledge of the concept or skill.
-  Continuation – Teachers will continue to build upon the skill taught previously and increase the mastery level of each student. Teachers will conduct formative assessments to drive continued instruction. Students should be increasing their ability to demonstrate the concept or skill.
-  Mastery- Teachers will continue to build upon the skill taught previously and increase the mastery level of each student. Teachers will conduct summative assessments of the skills or concepts. Students should be able to **independently** demonstrate, use, and apply the skills and concepts.
-  Maintenance – Teachers will provide review activities and progress monitor students’ abilities to independently demonstrate, use, and apply the skills and concepts. Students will receive remediation in the areas in which they no longer demonstrate mastery.

Within this document you will find a visual scope and sequence, a detailed scope and sequence, and a grade level guidance document. These standards represent the minimum mastery level for students, not the maximum level.

## Table of Contents

District Visual Scope and Sequence .....	4
Detailed Scope and Sequence .....	5-29
Word Processing .....	5-7
Visual Mapping .....	8
Graphics.....	9
Video .....	10
Presentation Basics.....	11
Spreadsheet Basics .....	12
Email Basics .....	13
Communicating Online .....	14
Citation Basics.....	15
Research Basics.....	16
Download and Upload Basics/Saving .....	17
Navigation Basics .....	18
Organization Basics.....	19
Trouble Shooting Basics .....	20
Privacy Basics.....	21
Physical Safety Basics.....	22
Online Safety Basics.....	23
Hardware Basics .....	24
Social Networking Basics.....	25
Keyboarding Basics .....	26-27
Start Up/Shut Down Basics .....	28
Online Coursework .....	29
Grade Level Standard and Vocabulary .....	30-51
K .....	31-32
1.....	33-34
2.....	35-36
3.....	37-38
4.....	39-40
5.....	41-43
6.....	44-45
7.....	46-47
8.....	48-49
9-12 .....	50-51

## ENSC Visual Scope and Sequence

	Kdg	1st	2nd	3rd	4th	5th	6th	7th	8th	9th-12th
<b>NETS*S Standard 1 - Creativity and Innovation - Make It</b>										
Word Processing										
Visual Mapping										
Graphics										
Video										
Presentation Basics										
Spreadsheet Basics										
<b>NETS*S Standard 2 - Communication and Collaboration - Share It</b>										
Email Basics										
Communicating Online										
<b>NETS*S Standard 3 - Research and Information Fluency - FIND IT</b>										
Citation Basics										
Research Basics										
Download and Upload Basics/Saving										
Navigation Basics										
<b>NETS*S 4 - Critical Thinking, Problem Solving, and Decision Making - SOLVE IT</b>										
Organization Basics										
Trouble Shooting Basics										
<b>NETS*S Standard 5 - Digital Citizenship - PROTECT IT</b>										
Privacy Basics										
Physical Safety Basics										
Online Safety Basics										
Hardware Basics										
Social Networking Basics										
<b>NETS*S Standard 6 - Technology Operations and Concepts - USE IT</b>										
Keyboarding Basics										
Start Up/Shut Down Basics										
Online Coursework										

## ENSC Detailed Scope and Sequence

NETS*S Standard 1 - Creativity and Innovation - Make It		
Word Processing		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
	Know how to copy/paste	Draft, revise, written pieces
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Draft, revise, written pieces	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Create a new file</li> <li>• Type out a documents first written by hand</li> <li>• Open an existing file</li> <li>• Use menu and ruler formatting tools to change margins</li> <li>• Use menu-driven commands to change paragraph settings (justification, indentation, line spacing)</li> <li>• Understand how a computer stores files and saves a file to the correct location</li> <li>• Retrieve a saved file</li> </ul>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Compose short stories using a web-based tool like Storybird</li> <li>• Electronically edit a previously saved document.</li> <li>• Experiment with basic text formatting tools to change font, size, color, and style (bold, italic, underline), using both menus and key commands.</li> <li>• Use common keyboard shortcuts (e.g., CTRL + z to undo).</li> <li>• Navigate to save a file to removable media (flash drive, CD-ROM).</li> <li>• Insert an image into text.</li> <li>• Demonstrate efficient text editing (copy and paste, highlight and move, keystrokes) techniques</li> <li>• Demonstrate an understanding of spacing choices in electronic text</li> <li>• Use the spacebar and Tab key as appropriate for the deliberate spacing of typed text.</li> <li>• Understand and create superscript and subscript text.</li> <li>• Understand paragraph spacing between lines of paragraph (leading)</li> <li>• Understand paragraph justification and use line paragraph justification menu.</li> </ul>

		<ul style="list-style-type: none"> <li>• Understand and use common templates (e.g., built-in templates for letters, resumes, and calendars.)</li> <li>• Understand the concept of “styles” and use the Style menu to create and change paragraph styles.</li> <li>• Create and format bulleted and numbered lists.</li> <li>• Insert a table into text.</li> <li>• Use captions for images.</li> <li>• Use drawing tools.</li> <li>• Understand and use find-and-replace strategies as an editing task.</li> </ul>
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Compose writing assignments at the keyboard.</li> <li>• Use spell checker and thesaurus to augment editing.</li> <li>• Understand and use headings.</li> <li>• Add page numbers to documents.</li> <li>• Format an inserted image (e.g., change wraparound).</li> <li>• Access special characters menu.</li> </ul>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Identify appropriate spacing between text and images for visual appeal.</li> <li>• Access and use the page layout menu to adjust documents margins.</li> <li>• Choose final text sizes appropriate for the task and audience.</li> </ul>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Identify appropriate spacing between text and tables and within cells for visual appeal.</li> <li>• Access and use the page layout menu to adjust margins in different document sections.</li> <li>• Choose final text sizes appropriate for the task and audience.</li> <li>• Create and use a personal Style sheet.</li> <li>• Understand and apply section breaks to create document parts with different layouts.</li> <li>• Create a document with multiple columns.</li> <li>• Create a basic Table of Contents using automated tools.</li> <li>• Understand the use of automated references and bibliographic information.</li> <li>• Format tables in a text manually and understand how the Style menu applies to tables.</li> <li>• Create a basic chart/graph using the tools provided by the word processing program.</li> </ul>

**9<sup>th</sup>-12<sup>th</sup>**

Draft, revise, and publish written pieces with graphics and appropriate formatting.

- Create online portfolio, online resume
- Edit using comments
- Use proper citations
- Add/remove sections and page breaks
- Alter margins
- Add a header/footer
- Indent styles - hanging tab
- Alter line spacing
- Create hyperlinks.

NETS*S Standard 1 - Creativity and Innovation - Make It		
Visual Mapping		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
9 <sup>th</sup> -12 <sup>th</sup>		
Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.		



NETS*S Standard 1 - Creativity and Innovation - Make It		
Graphics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
Independently use a drawing program (like Tux Point)	Insert photos into projects	Create a hyperlink
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Take and edit photos using a program like PhotoBooth or Picnik		
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
9 <sup>th</sup> -12 <sup>th</sup>		
Utilize graphic representation of data with correct citations. i.e. infographic		

NETS*S Standard 1 - Creativity and Innovation - Make It		
Video		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
		Create a video on a mobile device
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Create and edit video. Should be able to add titles.	Create and edit video. Should be able to add titles.	Create and edit video. Introduce add titles, splice and cut film, add music, and use legal means to do this.
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Create and edit video. Should be able to add titles, splice and cut film, add music, and use legal means to do this.		
9 <sup>th</sup> -12 <sup>th</sup>		

NETS*S Standard 1 - Creativity and Innovation - Make It		
Presentation Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
	Create a picture slideshow with audio.	Create a picture slideshow with audio and annotated pictures.
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Create a picture slideshow with audio and annotated pictures.	Independently create a picture slideshow with audio and annotated pictures.	Utilize slideshow transitions, voice over, and timings
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Independently create a slideshow with transitions, hyperlinks, voice over, video, and timings	Introduce how to build a website or wiki	Know how to build a website or wiki
9 <sup>th</sup> -12 <sup>th</sup>		
<ol style="list-style-type: none"> <li>1. Create blog/wiki/website open to others</li> <li>2. PowerPoint: know when and why to make a linear/non-linear presentation, setting animations and transitions, add videos, music, photos, hyperlinks, add/delete slides, add timing, know how to embed.</li> </ol>		

NETS*S Standard 1 - Creativity and Innovation - Make It		
Spreadsheet Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
		Enter data into a teacher created spreadsheet
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Convert a teacher created spreadsheet to a graph	Use teacher created spreadsheets to organize, sort, chart, graph, and interpret data.	Know spreadsheet basics - rows, columns, how to insert data
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Create spreadsheet with basics formulas, such as sum and average. Create a graph from data.	Integrate databases and spreadsheets into presentations	Independently make spreadsheets to organize, sort, chart and graph data.
9 <sup>th</sup> -12 <sup>th</sup>		
Utilize advanced spreadsheet items such as formulas, conditional formatting, and sorting features		

NETS*S Standard 2 – Communication and Collaboration – Share It		
Email Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
Send an email. Find the person in the address book, add a subject (use student first name), add content, and send.	1. Reply to email 2. Send files through an application's email function.	Set up email account on device
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Send e-mail using signatures, attachments, proper English, proper font/color size, correct subject rules, reply/reply all/ forward , and CC/BCC	Send e-mail using signatures, attachments, proper English, proper font/color size, correct subject rules, reply/reply all/ forward , and CC/BCC	Attach files to email
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Make and share a screenshot.	Create and organize folders, search for older mail, and write a formal email.	Independently create and organize folders, search for older mail, and write a formal email.
9 <sup>th</sup> -12 <sup>th</sup>		

NETS*S Standard 2 – Communication and Collaboration – Share It		
Communicating Online		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
	Post material to an online format, such as Kidblog	Independently post material to an online format, such as Kidblog
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Demonstrate how to communicate with peers in a digital setting	<ol style="list-style-type: none"> <li>1. Use a blog</li> <li>2. Collaborate with peers on digital projects in a digital setting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use a blog</li> <li>2. Collaborate with peers on digital projects in a digital setting.</li> </ol>
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<ol style="list-style-type: none"> <li>1. Use a blog</li> <li>2. Collaborate with peers on digital projects in a digital setting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use a blog</li> <li>2. Collaborate with peers on digital projects in a digital setting.</li> </ol>	Write and maintain an independent blog.
9 <sup>th</sup> -12 <sup>th</sup>		
<ol style="list-style-type: none"> <li>1. Use social media for educational purposes.</li> <li>2. Collaborate with peers using websites or programs</li> <li>3. Edit ongoing work with peers.</li> </ol>		

NETS*S Standard 3 – Research and Information Fluency – Find It		
Citation Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
		Cite sources - tell location from which information was derived
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Cite sources - tell location from which information was derived	<ol style="list-style-type: none"> <li>1. Use royalty free photos</li> <li>2. Have a basic understanding of copyright laws and rules</li> </ol>	Use a tool to compile and annotate resources
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Follow all copyright and creative commons laws. Document the six levels of creative commons on student produced materials.	Follow all copyright and creative commons laws. Document the six levels of creative commons on student produced materials.	<ol style="list-style-type: none"> <li>1. Use citation source programs while writing.</li> <li>2. Understand and follow copyright rules and guidelines.</li> </ol>
9 <sup>th</sup> -12 <sup>th</sup>		
Understand and use multiple citation formats, - MLA, APA, Chicago		

NETS*S Standard 3 – Research and Information Fluency – Find It		
Research Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
		Know how to use a search field
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Independently search for content	Understand how to use a search engine with embedded search filters	Understand how material varies between search engines. Begin using Boolean search criteria.
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Continue to utilize basic Boolean search criteria.	<ol style="list-style-type: none"> <li>1. Know how to evaluate website for accuracy and relevance.</li> <li>2. Know why and when to alternate search engines.</li> </ol>	Independently evaluate websites and pull only accurate and relevant material.
9 <sup>th</sup> -12 <sup>th</sup>		
Utilize an advanced search or use search tools for research, using Boolean terms.		



NETS*S Standard 3 – Research and Information Fluency – Find It		
Download and Upload Basics/Saving		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
	Download and upload photos on mobile devices	Know how to select a program to open a file.
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
		Download and upload various files types and know where you saved. Begin understand of different file types.
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Be able to differentiate file formats, image, video, audio, text, data, i.e. jpeg = image	Covert file formats	Covert file format and understand why format needs to be changed.
9 <sup>th</sup> -12 <sup>th</sup>		

NETS*S Standard 3 – Research and Information Fluency – Find It		
Navigation Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
Use a hyperlink or QR code	Navigate a browser (back, forward, and tab)	Create home screen buttons and bookmarks.
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Create bookmark in a browser	Create folders and organization in browser bookmarks	Create folders and organization in browser bookmarks
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Know how to create a bookmarks back up file	Know how and why to use a URL and shortening sites.	
9 <sup>th</sup> -12 <sup>th</sup>		

NETS*S Standard 4 – Critical Thinking, Problem Solving, and Decision Making – Solve It		
Organization Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
		Know how to make camera roll and picture files.
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Locate files independently on mobile device.	Locate files independently on mobile device.	Create and use folders to develop tree organization system.
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Locate files and navigate file paths independently.	Have a system for bookmarking/saving sites. Know how to use search options to locate items.	1. Know how to organize files e-mail, calendar, and digital organization. 2. Know how to zip and unzip folders.
9 <sup>th</sup> -12 <sup>th</sup>		
Continue to: 1. Know how to organize files e-mail, calendar, and digital organization. 2. Know how to zip and unzip folders.		

NETS*S Standard 4 – Critical Thinking, Problem Solving, and Decision Making – Solve It		
Trouble Shooting Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
		Troubleshoot problematic applications - shut app off and restart
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Manage Settings Appropriately	Manage Settings Appropriately	Maintain update schedule.
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Solving routine hardware and software problems. Independently perform updates on a schedule.	<ol style="list-style-type: none"> <li>How to recover lost files (saved and unsaved)</li> <li>Solve/find solution to tech problems.</li> </ol>	
9 <sup>th</sup> -12 <sup>th</sup>		
Use problem solving to locate troubleshooting solution to tech issue and apply them.		

NETS*S Standard 5 – Digital Citizenship – Protect it		
Privacy Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
	1. Know what kinds of information you should/shouldn't share online 2. Log into only your own account	Login into web-based tool accounts
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Know passwords and keep them private	Know passwords and keep them private	Piracy and Content – Know what you can/can't use
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
1. How to manage multiple usernames and passwords. Understand levels of password security. 2. Distinguish what is private and personal information.	Know how to configure privacy settings.	Master digital footprint and privacy settings.
9 <sup>th</sup> -12 <sup>th</sup>		
Continue to master digital footprint and privacy settings.		

NETS*S Standard 5 – Digital Citizenship – Protect it		
Physical Safety Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
1. Holding devices appropriately 2. Tool Vs. Toy 3. Keep Device in Set Location on Desk / Put away	1. Holding devices appropriately 2. Tool Vs. Toy 3. Keep Device in Set Location on Desk / Put away	Keep Device in set location on desk / put away
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Keep Device in set location on desk / put away	Keep Device in set location on desk / put away	1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away	Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away	Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
9 <sup>th</sup> -12 <sup>th</sup>		
Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away		

NETS*S Standard 5 – Digital Citizenship – Protect it		
Online Safety Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
Follow explicit directions on app/website use	Continue following explicit directions on app/website use	Continue following explicit directions on app/website use
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Practice good netiquette when commenting online	Continue to practice good netiquette when commenting online	<ol style="list-style-type: none"> <li>1. Know how to handle cyber bullies</li> <li>2. Know the safety concerns of GPS tracking systems</li> <li>3. Skype (and other IM and Video share programs) etiquette</li> </ol>
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<ol style="list-style-type: none"> <li>1. Know what makes a good digital citizen.</li> <li>2. Know what a digital footprint is.</li> <li>3. Know how to handle cyberbullies.</li> </ol>	<ol style="list-style-type: none"> <li>1. Know what makes a good digital citizen.</li> <li>2. Know what a digital footprint is.</li> <li>3. Know how to handle cyberbullies</li> </ol>	<ol style="list-style-type: none"> <li>1. Know what makes a good digital citizen.</li> <li>2. Know what a digital footprint is.</li> <li>3. Know how to handle cyberbullies</li> </ol>
9 <sup>th</sup> -12 <sup>th</sup>		
<ol style="list-style-type: none"> <li>1. Know how to manage digital footprint.</li> <li>2. Set up web alerts to track new information, especially about one's self.</li> </ol>		

NETS*S Standard 5 – Digital Citizenship – Protect it		
Hardware Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
Avoid using the App Store and understanding why	Avoid using the App Store and understanding why	<ol style="list-style-type: none"> <li>1. Maintain educationally appropriate settings in Settings</li> <li>2. Not using Assistive touch, inverted colors, passcodes, and App Store</li> </ol>
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<ol style="list-style-type: none"> <li>1. Maintain educationally appropriate settings in Settings</li> <li>2. Not using Assistive touch, inverted colors, passcodes, and App Store</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain educationally appropriate settings in Settings</li> <li>2. Not using Assistive touch, inverted colors, passcodes, and App Store</li> </ol>	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
9 <sup>th</sup> -12 <sup>th</sup>		
Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...		



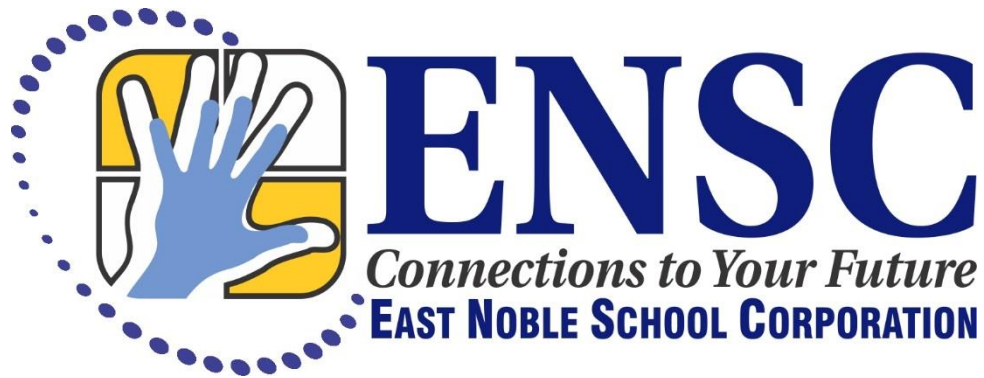
NETS*S Standard 5 – Digital Citizenship – Protect it		
Social Networking Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
Start understanding that everything you do is public	Learn e-mail and blog etiquette	Learn e-mail and blog etiquette
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Learn e-mail and blog etiquette	Learn e-mail and blog etiquette	Follow safety and security tips
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Use e-mail etiquette	Use e-mail, posting, Twitter etiquette	Use e-mail, posting, Twitter etiquette
9 <sup>th</sup> -12 <sup>th</sup>		
Know the differences between various social site and know when and why to use them.		

NETS*S Standard 6 – Technology Operations and Concepts- Use It		
Keyboarding Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
<ol style="list-style-type: none"> <li>1. Find keys on the keyboard to construct sentences and type your name</li> <li>2. Understand that a keyboard contains letters and numbers</li> <li>3. Identify several letters on a keyboard.</li> <li>4. Identify numbers on a number pad.</li> <li>5. Identify a mouse.</li> </ol> <p>(Can be accomplished on physical, on-screen touch, or paper keyboard)</p>	<ol style="list-style-type: none"> <li>1. Identify all letters on a keyboard and that they are not in alphabetical order.</li> <li>2. Left on left and right on right</li> <li>3. Identify the space bar and its function.</li> <li>4. Use a mouse and understand "clicking" &amp; "double-clicking."</li> <li>5. Know where letters and symbols are on a keyboard.</li> </ol> <p>(Can be accomplished on physical, on-screen touch, or paper keyboard)</p>	<ol style="list-style-type: none"> <li>1. Type using two hands</li> <li>2. Identify and use the home keys (A, S, D, F, J, K, L, ;).</li> <li>3. Demonstrate basic knowledge of keyboard entry and mouse clicking.</li> <li>4. With different fingers and both hands, type the alphabet Identify the Enter key and its function.</li> <li>5. Understand that clicking the mouse makes an insertion point in a document</li> </ol>
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<p style="text-align: center;"><b>Type at least 25 words per minute</b></p> <ol style="list-style-type: none"> <li>1. Consistently use the home keys (A, S, D, F, J, K, L, ;).</li> <li>2. Use the Shift key to capitalize.</li> <li>3. Identify and use punctuation on the keyboard, including punctuation needing the Shift key (:, ", ?).</li> <li>4. Type letters and words</li> <li>5. Demonstrate an understanding of proper spacing in electronic text.</li> <li>6. Use the spacebar to place spaces between words.</li> <li>7. Identify which fingers type which letters on standard QWERTY keyboard.</li> <li>8. Use the left little finger on the Shift key to capitalize letters on the right side of the keyboard &amp; vice versa.</li> <li>9. Understand the difference between the Shift and Caps Lock keys</li> <li>10. Use thumb to depress the space bar.</li> <li>11. Type non-word drills while looking at the keyboard</li> </ol>	<p style="text-align: center;"><b>Type 25-30 words per minute with 90% accuracy</b></p> <ol style="list-style-type: none"> <li>1. Use a keyboard to create written documents.</li> <li>2. Consistently use the home keys (A, S, D, F, J, K, L, ;).</li> <li>3. Type words and sentences with punctuation, increasing the proportion of time not looking at the keyboard.</li> <li>4. Use the Enter key to create new paragraphs to move text.</li> <li>5. Type special characters (\$, #, *, etc.) as needed with proper finger strokes, including little finger on Shift key.</li> <li>6. Demonstrate an understanding of proper spacing in electronic text</li> <li>7. Enter one space between words and after punctuation marks.</li> <li>8. Recognize the space differences (kerning) between common typefaces (e.g., Ariel versus Times New Roman).</li> <li>9. Use keyboarding skills for a variety of class work, such as spelling lists and composition.</li> </ol>	<p style="text-align: center;"><b>Type 30-35 words per minute with 90% accuracy</b></p> <ol style="list-style-type: none"> <li>1. Consistently type words and sentences with punctuation without looking at the keyboard</li> <li>2. Consistently use the home keys</li> <li>3. Maintain accuracy in typed documents</li> <li>4. Spend most of the time looking at the screen or copy - not keyboard.</li> <li>5. Use numeric keypad for entry of numbers</li> <li>6. Access function keys as needed in software apps.</li> <li>7. Type at least 2 pages in a single setting.</li> <li>8. Right clicking, click, drag, and double click</li> </ol>

<ul style="list-style-type: none"> <li>12. Practice typing with the keyboard covered or masked</li> <li>13. Type several letters and words without looking at keyboard</li> <li>14. Know and apply grade-level skills with other devices (e.g., use a mouse to highlight portions of text, use right-click of text, use right-click to access alternative menus).</li> </ul>	<ul style="list-style-type: none"> <li>10. Type most high-frequency words (the, I, and, etc.) and first and last name without looking at keyboard</li> <li>11. Increase the proportion of time looking away from the keyboard.</li> <li>12. Type at least one page in a single setting.</li> </ul>	
<p><b>6<sup>th</sup></b></p>	<p><b>7<sup>th</sup></b></p>	<p><b>8<sup>th</sup></b></p>
<ul style="list-style-type: none"> <li>1. Know some basic keyboard shortcuts CTRL C, CTRL V, CTRL X.</li> <li>2. Type on nonstandard keyboards (e.g., smartphones) with accuracy.</li> <li>3. Use advanced spacing tools (leading, character spacing, etc.) for visual effect.</li> <li>4. Use the rule to adjust paragraph indentation.</li> <li>5. Choose final text sizes appropriate for the task and audience.</li> <li>6. Type words and sentences without looking at keyboard.</li> <li>7. Achieve 90% accuracy in typed documents.</li> <li>8. Access function keys as needed in software applications.</li> <li>9. Type at least three pages in a single setting.</li> </ul>	<ul style="list-style-type: none"> <li>1. Type words and sentences without looking at keyboard.</li> <li>2. Achieve 90% accuracy in typed documents.</li> <li>3. Access function keys as needed in software applications.</li> <li>4. Type at least five pages in a single setting.</li> </ul>	<ul style="list-style-type: none"> <li>1. Type words and sentences without looking at keyboard.</li> <li>2. Achieve 90% accuracy in typed documents.</li> <li>3. Access function keys as needed in software applications.</li> <li>4. Type at least seven pages in a single setting.</li> </ul>
<p><b>9<sup>th</sup>-12<sup>th</sup></b></p>		
<p>Know and use all previous keyboarding skills</p>		

NETS*S Standard 6 – Technology Operations and Concepts- Use It		
Start Up/Shut Down Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
Know how to start, restart, and shut down devices	<ol style="list-style-type: none"> <li>1. Log into a computer using your own personal account</li> <li>2. Use power management techniques</li> </ol>	
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
		<ol style="list-style-type: none"> <li>1. Log into computer using a one-word single sign-on.</li> <li>2. Use power management techniques</li> </ol>
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Continue to demonstrate use of power management techniques	Continue to demonstrate use of power management techniques.	Continue to demonstrate use of power management techniques
9 <sup>th</sup> -12 <sup>th</sup>		
Continue to demonstrate use of power management techniques		

NETS*S Standard 6 – Technology Operations and Concepts- Use It		
Online Coursework Basics		
Kdg	1 <sup>st</sup>	2 <sup>nd</sup>
3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
9 <sup>th</sup> -12 <sup>th</sup>		
All students participate in a successful in an online course. * course/teacher specific - not covered by all teachers		



# GRADE LEVEL STANDARDS

All teachers are responsible for the standards. How they are integrated into the content areas and curriculum is not prescriptive. Standards should be covered continuously and not in a once and done fashion.

## Kindergarten

	<b>Skills</b>
<b>Word Processing</b>	
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	Independently use a drawing program (like Tux Point)
<b>Video</b>	
<b>Presentation Basics</b>	
<b>Spreadsheet Basics</b>	
<b>Email Basics</b>	Send an email. Find the person in the address book, add a subject (use student first name), add content, and send.
<b>Communicating Online</b>	
<b>Citation Basics</b>	
<b>Research Basics</b>	
<b>Download and Upload Basics/Saving</b>	
<b>Navigation Basics</b>	Use a hyperlink or QR code
<b>Organization Basics</b>	
<b>Trouble Shooting Basics</b>	
<b>Privacy Basics</b>	
<b>Physical Safety Basics</b>	<ol style="list-style-type: none"> <li>1. Holding devices appropriately</li> <li>2. Tool Vs. Toy</li> <li>3. Keep Device in Set Location on Desk / Put away</li> </ol>
<b>Online Safety Basics</b>	Follow explicit directions on app/website use
<b>Hardware Basics</b>	Avoid using the App Store and understanding why
<b>Social Networking Basics</b>	Start understanding that everything you do is public
<b>Keyboarding Basics</b>	<ol style="list-style-type: none"> <li>1. Find keys on the keyboard to construct sentences and type your name</li> <li>2. Understand that a keyboard contains letters and numbers</li> <li>3. Identify several letters on a keyboard.</li> <li>4. Identify numbers on a number pad.</li> <li>5. Identify a mouse.</li> </ol>
<b>Start Up/Shut Down Basics</b>	Know how to start, restart, and shut down devices
<b>Online Coursework</b>	

## Kindergarten

### Vocabulary

"to" line

App

Cancel

Email

Home screen button

Inbox

Send

Shut Down

Sleep

Slide to unlock

Subject



## First Grade

	<b>Skills</b>
<b>Word Processing</b>	Know how to copy/paste
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	Insert photos into projects
<b>Video</b>	
<b>Presentation Basics</b>	Create a picture slideshow with audio.
<b>Spreadsheet Basics</b>	
<b>Email Basics</b>	<ol style="list-style-type: none"> <li>1. Reply to email</li> <li>2. Send files through an application's email function.</li> </ol>
<b>Communicating Online</b>	Post material to an online format, such as Kidblog
<b>Citation Basics</b>	
<b>Research Basics</b>	
<b>Download and Upload Basics/Saving</b>	Download and upload photos on mobile devices
<b>Navigation Basics</b>	Navigate a browser (back, forward, and tab)
<b>Organization Basics</b>	
<b>Trouble Shooting Basics</b>	
<b>Privacy Basics</b>	<ol style="list-style-type: none"> <li>1. Know what kinds of information you should/shouldn't share online</li> <li>2. Log into only your own account</li> </ol>
<b>Physical Safety Basics</b>	<ol style="list-style-type: none"> <li>1. Holding devices appropriately</li> <li>2. Tool Vs. Toy</li> <li>3. Keep Device in Set Location on Desk / Put away</li> </ol>
<b>Online Safety Basics</b>	Continue following explicit directions on app/website use
<b>Hardware Basics</b>	Avoid using the App Store and understanding why
<b>Social Networking Basics</b>	Learn e-mail and blog etiquette
<b>Keyboarding Basics</b>	<ol style="list-style-type: none"> <li>1. Identify all letters on a keyboard and that they are not in alphabetical order.</li> <li>2. Left on left and right on right</li> <li>3. Identify the space bar and its function.</li> <li>4. Use a mouse and understand "clicking" &amp; "double-clicking."</li> <li>5. Know where letters and symbols are on a keyboard.</li> </ol>
<b>Start Up/Shut Down Basics</b>	<ol style="list-style-type: none"> <li>1. Log into a computer using your own personal account</li> <li>2. Use power management techniques</li> </ol>
<b>Online Coursework</b>	

## First Grade

### Vocabulary

Copy  
Export  
Forward  
Password  
Paste  
Photo  
Reply  
Reply All  
Safari  
Username  
Video

## Second Grade

	<b>Skills</b>
<b>Word Processing</b>	Draft, revise, written pieces
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	Create a hyperlink
<b>Video</b>	Create a video on a mobile device
<b>Presentation Basics</b>	Create a picture slideshow with audio and annotated pictures.
<b>Spreadsheet Basics</b>	Enter data into a teacher created spreadsheet
<b>Email Basics</b>	Set up email account on device
<b>Communicating Online</b>	Independently post material to an online format, such as Kidblog
<b>Citation Basics</b>	Cite sources - tell location from which information was derived
<b>Research Basics</b>	Know how to use a search field
<b>Download and Upload Basics/Saving</b>	Know how to select a program to open a file.
<b>Navigation Basics</b>	Create home screen buttons and bookmarks.
<b>Organization Basics</b>	Know how to make camera roll and picture files.
<b>Trouble Shooting Basics</b>	Troubleshoot problematic applications - shut app off and restart
<b>Privacy Basics</b>	Login into web-based tool accounts
<b>Physical Safety Basics</b>	Keep Device in set location on desk / put away
<b>Online Safety Basics</b>	Continue following explicit directions on app/website use
<b>Hardware Basics</b>	<ol style="list-style-type: none"> <li>3. Maintain educationally appropriate settings in Settings</li> <li>4. Not using Assistive touch, inverted colors, passcodes, and App Store</li> </ol>
<b>Social Networking Basics</b>	Learn e-mail and blog etiquette
<b>Keyboarding Basics</b>	<ol style="list-style-type: none"> <li>6. Type using two hands</li> <li>7. Identify and use the home keys (A, S, D, F, J, K, L, ;).</li> <li>8. Demonstrate basic knowledge of keyboard entry and mouse clicking.</li> <li>9. With different fingers and both hands, type the alphabet Identify the Enter key and its function.</li> <li>10. Understand that clicking the mouse makes an insertion point in a document</li> </ol>
<b>Start Up/Shut Down Basics</b>	
<b>Online Coursework</b>	

## Second Grade

### Vocabulary

Comment  
Home row  
Hyperlink  
PDF  
Programs  
Screen shot  
Source  
Troubleshoot

## Third Grade

	<b>Skills</b>
<b>Word Processing</b>	Draft, revise, written pieces
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities
<b>Graphics</b>	Take and edit photos using a program like PhotoBooth or Picnik
<b>Video</b>	Create and edit video. Should be able to add titles.
<b>Presentation Basics</b>	Create a picture slideshow with audio and annotated pictures.
<b>Spreadsheet Basics</b>	Convert a teacher created spreadsheet to a graph
<b>Email Basics</b>	Send e-mail using signatures, attachments, proper English, proper font/color size, correct subject rules, reply/reply all/ forward , and CC/BCC
<b>Communicating Online</b>	Demonstrate how to communicate with peers in a digital setting
<b>Citation Basics</b>	Cite sources - tell location from which information was derived
<b>Research Basics</b>	Independently search for content
<b>Download and Upload Basics/Saving</b>	
<b>Navigation Basics</b>	Create bookmark in a browser
<b>Organization Basics</b>	Locate files independently on mobile device.
<b>Trouble Shooting Basics</b>	Manage Settings Appropriately
<b>Privacy Basics</b>	Know passwords and keep them private
<b>Physical Safety Basics</b>	Keep Device in set location on desk / put away
<b>Online Safety Basics</b>	Practice good netiquette when commenting online
<b>Hardware Basics</b>	1. Maintain educationally appropriate settings in Settings 2. Not using Assistive touch, inverted colors, passcodes, and App Store
<b>Social Networking Basics</b>	Learn e-mail and blog etiquette
<b>Keyboarding Basics</b>	<p><b>Type at least 25 words per minute</b></p> <ol style="list-style-type: none"> <li>1. Consistently use the home keys (A, S, D, F, J, K, L, ;).</li> <li>2. Use the Shift key to capitalize.</li> <li>3. Identify and use punctuation on the keyboard, including punctuation needing the Shift key (:, ", ?).</li> <li>4. Type letters and words</li> <li>5. Demonstrate an understanding of proper spacing in electronic text.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Use the spacebar to place spaces between words</li> <li>7. Identify which fingers type which letters on standard QWERTY keyboard.</li> <li>8. Use the left little finger on the Shift key to capitalize letters on the right side of the keyboard &amp; vice versa.</li> <li>9. Understand the difference between the Shift and Caps Lock keys</li> <li>10. Use thumb to depress the space bar.</li> <li>11. Type non-word drills while looking at the keyboard</li> <li>12. Practice typing with the keyboard covered or masked</li> <li>13. Type several letters and words without looking at keyboard</li> <li>14. Know and apply grade-level skills with other devices (e.g., use a mouse to highlight portions of text, use right-click of text, use right-click to access alternative menus).</li> </ol>
<p><b>Start Up/Shut Down Basics</b></p>	
<p><b>Online Coursework</b></p>	

## Third Grade

<h3 style="margin: 0;">Vocabulary</h3>
<p>Font</p> <p>Privacy Settings</p> <p>Scroll</p> <p>Settings</p> <p>URL</p>

## Fourth Grade

	<b>Skills</b>
<b>Word Processing</b>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Create a new file</li> <li>• Type out a documents first written by hand</li> <li>• Open an existing file</li> <li>• Use menu and ruler formatting tools to change margins</li> <li>• Use menu-driven commands to change paragraph settings (justification, indentation, line spacing)</li> <li>• Understand how a computer stores files and saves a file to the correct location</li> <li>• Retrieve a saved file</li> </ul>
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	
<b>Video</b>	Create and edit video. Should be able to add titles.
<b>Presentation Basics</b>	Independently create a picture slideshow with audio and annotated pictures.
<b>Spreadsheet Basics</b>	Use teacher created spreadsheets to organize, sort, chart, graph, and interpret data.
<b>Email Basics</b>	Send e-mail using signatures, attachments, proper English, proper font/color size, correct subject rules, reply/reply all/ forward , and CC/BCC
<b>Communicating Online</b>	<ol style="list-style-type: none"> <li>1. Use a blog</li> <li>2. Collaborate with peers on digital projects in a digital setting.</li> </ol>
<b>Citation Basics</b>	<ol style="list-style-type: none"> <li>1. Use royalty free photos</li> <li>2. Have a basic understanding of copyright laws and rules</li> </ol>
<b>Research Basics</b>	Understand how to use a search engine with embedded search filters
<b>Download and Upload Basics/Saving</b>	
<b>Navigation Basics</b>	Create folders and organization in browser bookmarks
<b>Organization Basics</b>	Locate files independently on mobile device.
<b>Trouble Shooting Basics</b>	Manage Settings Appropriately
<b>Privacy Basics</b>	Know passwords and keep them private
<b>Physical Safety Basics</b>	Keep Device in set location on desk / put away

<b>Online Safety Basics</b>	Continue to practice good netiquette when commenting online
<b>Hardware Basics</b>	<ol style="list-style-type: none"> <li>1. Maintain educationally appropriate settings in Settings</li> <li>2. Not using Assistive touch, inverted colors, passcodes, and App Store</li> </ol>
<b>Social Networking Basics</b>	Learn e-mail and blog etiquette
<b>Keyboarding Basics</b>	<p><b>Type 25-30 words per minute with 90% accuracy</b></p> <ol style="list-style-type: none"> <li>1. Use a keyboard to create written documents.</li> <li>2. Consistently use the home keys (A, S, D, F, J, K, L, ;).</li> <li>3. Type words and sentences with punctuation, increasing the proportion of time not looking at the keyboard.</li> <li>4. Use the Enter key to create new paragraphs to move text.</li> <li>5. Type special characters (\$, #, *, etc.) as needed with proper finger strokes, including little finger on Shift key.</li> <li>6. Demonstrate an understanding of proper spacing in electronic text</li> <li>7. Enter one space between words and after punctuation marks.</li> <li>8. Recognize the space differences (kerning) between common typefaces (e.g., Ariel versus Times New Roman).</li> <li>9. Use keyboarding skills for a variety of class work, such as spelling lists and composition.</li> <li>10. Type most high-frequency words (the, I, and, etc.) and first and last name without looking at keyboard</li> <li>11. Increase the proportion of time looking away from the keyboard.</li> <li>12. Type at least one page in a single setting.</li> </ol>
<b>Start Up/Shut Down Basics</b>	
<b>Online Coursework</b>	

## Fourth Grade

<b>Vocabulary</b>
<p>Blog                  Cell                  Collaborate                  Copyright                  Graph                  Plagiarism                  Spread Sheet</p>



## Fifth Grade

	<b>Skills</b>
<b>Word Processing</b>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Compose short stories using a web-based tool like Storybird</li> <li>• Electronically edit a previously saved document.</li> <li>• Experiment with basic text formatting tools to change font, size, color, and style (bold, italic, underline), using both menus and key commands.</li> <li>• Use common keyboard shortcuts (e.g., CTRL + z to undo).</li> <li>• Navigate to save a file to removable media (flash drive, CD-ROM).</li> <li>• Insert an image into text.</li> <li>• Demonstrate efficient text editing (copy and paste, highlight and move, keystrokes) techniques</li> <li>• Demonstrate an understanding of spacing choices in electronic text</li> <li>• Use the spacebar and Tab key as appropriate for the deliberate spacing of typed text.</li> <li>• Understand and create superscript and subscript text.</li> <li>• Understand paragraph spacing between lines of paragraph (leading)</li> <li>• Understand paragraph justification and use line paragraph justification menu.</li> <li>• Understand and use common templates (e.g., built-in templates for letters, resumes, and calendars)</li> <li>• Understand the concept of “styles” and use the Style menu to create and change paragraph styles.</li> <li>• Create and format bulleted and numbered lists.</li> <li>• Insert a table into text.</li> <li>• Use captions for images.</li> <li>• Use drawing tools.</li> <li>• Understand and use find-and-replace strategies as an editing task.</li> </ul>
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	
<b>Video</b>	Create and edit video. Introduce add titles, splice and cut film, add music, and use legal means to do this.
<b>Presentation Basics</b>	Utilize slideshow transitions, voice over, and timings
<b>Spreadsheet Basics</b>	Know spreadsheet basics - rows, columns, how to insert data
<b>Email Basics</b>	Attach files to email
<b>Communicating Online</b>	<ol style="list-style-type: none"> <li>1. Use a blog</li> <li>2. Collaborate with peers on digital projects in a digital setting.</li> </ol>
<b>Citation Basics</b>	Use a tool to compile and annotate resources
<b>Research Basics</b>	Understand how material varies between search engines. Begin using Boolean search criteria.

<b>Download and Upload Basics/Saving</b>	Download and upload various files types and know where you saved. Begin understand of different file types.
<b>Navigation Basics</b>	Create folders and organization in browser bookmarks
<b>Organization Basics</b>	Create and use folders to develop tree organization system.
<b>Trouble Shooting Basics</b>	Maintain update schedule.
<b>Privacy Basics</b>	Piracy and Content – Know what you can/can't use
<b>Physical Safety Basics</b>	<ol style="list-style-type: none"> <li>1. Properly log in, shut down, restart and store computer in bag</li> <li>2. Keep device in set location on desk / put away</li> </ol>
<b>Online Safety Basics</b>	<ol style="list-style-type: none"> <li>1. Know how to handle cyber bullies</li> <li>2. Know the safety concerns of GPS tracking systems</li> <li>3. Skype (and other IM and Video share programs) etiquette</li> </ol>
<b>Hardware Basics</b>	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
<b>Social Networking Basics</b>	Follow safety and security tips
<b>Keyboarding Basics</b>	<p><b>Type 20-35 words per minute with 90% accuracy</b></p> <ol style="list-style-type: none"> <li>1. Consistently type words and sentences with punctuation without looking at the keyboard</li> <li>2. Consistently use the home keys</li> <li>3. Maintain accuracy in typed documents</li> <li>4. Spend most of the time looking at the screen or copy - not keyboard.</li> <li>5. Use numeric keypad for entry of numbers</li> <li>6. Access function keys as needed in software apps.</li> <li>7. Type at least 2 pages in a single setting.</li> <li>8. Right clicking, click, drag, and double click</li> </ol>
<b>Start Up/Shut Down Basics</b>	<ol style="list-style-type: none"> <li>1. Log into computer using a one-word single sign-on.</li> <li>2. Use power management techniques</li> </ol>
<b>Online Coursework</b>	

## Fifth Grade

### Vocabulary

Browser  
Files  
Folders  
Gigabite  
Icons  
Kilobite  
Location Setting  
Megabite  
PC  
Reboot  
Save  
Save as  
Scroll Bar  
Search  
Social Media  
Thumbdrive  
Tool Bar  
Update

## Sixth Grade

	<b>Skills</b>
<b>Word Processing</b>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Compose writing assignments at the keyboard.</li> <li>• Use spell checker and thesaurus to augment editing.</li> <li>• Understand and use headings.</li> <li>• Add page numbers to documents.</li> <li>• Format an inserted image (e.g., change wraparound).</li> <li>• Access special characters menu.</li> </ul>
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	Maintain Previous Skills
<b>Video</b>	Create and edit video. Should be able to add titles, splice and cut film, add music, and use legal means to do this.
<b>Presentation Basics</b>	Independently create a slideshow with transitions, hyperlinks, voice over, video, and timings
<b>Spreadsheet Basics</b>	Create spreadsheet with basics formulas, such as sum and average. Create a graph from data.
<b>Email Basics</b>	Make and share a screenshot.
<b>Communicating Online</b>	<ol style="list-style-type: none"> <li>1. Use a blog</li> <li>2. Collaborate with peers on digital projects in a digital setting.</li> </ol>
<b>Citation Basics</b>	Follow all copyright and creative commons laws. Document the six levels of creative commons on student produced materials.
<b>Research Basics</b>	Continue to utilize basic Boolean search criteria.
<b>Download and Upload Basics/Saving</b>	Be able to differentiate file formats, image, video, audio, text, data, i.e. jpeg = image
<b>Navigation Basics</b>	Know how to create a bookmarks back up file
<b>Organization Basics</b>	Locate files and navigate file paths independently.
<b>Trouble Shooting Basics</b>	Solving routine hardware and software problems. Independently perform updates on a schedule.
<b>Privacy Basics</b>	<ol style="list-style-type: none"> <li>1. How to manage multiple usernames and passwords. Understand levels of password security.</li> <li>2. Distinguish what is private and personal information.</li> </ol>
<b>Physical Safety Basics</b>	<p>Continue to:</p> <ol style="list-style-type: none"> <li>1. Properly log in, shut down, restart and store computer in bag</li> <li>2. Keep device in set location on desk / put away</li> </ol>
<b>Online Safety Basics</b>	<ol style="list-style-type: none"> <li>4. Know what makes a good digital citizen.</li> <li>5. Know what a digital footprint is.</li> </ol>

	6. Know how to handle cyberbullies.
<b>Hardware Basics</b>	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
<b>Social Networking Basics</b>	Use e-mail etiquette
<b>Keyboarding Basics</b>	<ol style="list-style-type: none"> <li>1. Know some basic keyboard shortcuts CTRL C, CTRL V, CTRL X.</li> <li>2. Type on nonstandard keyboards (e.g., smartphones) with accuracy.</li> <li>3. Use advanced spacing tools (leading, character spacing, etc.) for visual effect.</li> <li>4. Use the rule to adjust paragraph indentation.</li> <li>5. Choose final text sizes appropriate for the task and audience.</li> <li>6. Type words and sentences without looking at keyboard.</li> <li>7. Achieve 90% accuracy in typed documents.</li> <li>8. Access function keys as needed in software applications.</li> <li>9. Type at least three pages in a single setting.</li> </ol>
<b>Start Up/Shut Down Basics</b>	Continue to demonstrate use of power management techniques
<b>Online Coursework</b>	

## Sixth Grade

### Vocabulary

- AVD
- Bookmarking
- Browsers
- Clip Board
- GIF
- JPEG
- JPEP
- MP3
- MP4
- PDF
- PNG
- URL
- VLC
- WMA

## Seventh Grade

	<b>Skills</b>
<b>Word Processing</b>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Identify appropriate spacing between text and images for visual appeal.</li> <li>• Access and use the page layout menu to adjust documents margins.</li> <li>• Choose final text sizes appropriate for the task and audience.</li> </ul>
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	Maintain Previous Skills
<b>Video</b>	Maintain Previous Skills
<b>Presentation Basics</b>	Introduce how to build a website or wiki
<b>Spreadsheet Basics</b>	Integrate databases and spreadsheets into presentations
<b>Email Basics</b>	Create and organize folders, search for older mail, and write a formal email.
<b>Communicating Online</b>	<ol style="list-style-type: none"> <li>1. Use a blog</li> <li>2. Collaborate with peers on digital projects in a digital setting.</li> </ol>
<b>Citation Basics</b>	Follow all copyright and creative commons laws. Document the six levels of creative commons on student produced materials.
<b>Research Basics</b>	<ol style="list-style-type: none"> <li>1. Know how to evaluate website for accuracy and relevance.</li> <li>2. Know why and when to alternate search engines.</li> </ol>
<b>Download and Upload Basics/Saving</b>	Covert file formats
<b>Navigation Basics</b>	Know how and why to use a URL and shortening sites.
<b>Organization Basics</b>	Have a system for bookmarking/saving sites. Know how to use search options to locate items.
<b>Trouble Shooting Basics</b>	<ol style="list-style-type: none"> <li>1. How to recover lost files (saved and unsaved)</li> <li>2. Solve/find solution to tech problems.</li> </ol>
<b>Privacy Basics</b>	Know how to configure privacy settings.
<b>Physical Safety Basics</b>	<p>Continue to:</p> <ol style="list-style-type: none"> <li>1. Properly log in, shut down, restart and store computer in bag</li> <li>2. Keep device in set location on desk / put away</li> </ol>
<b>Online Safety Basics</b>	<ol style="list-style-type: none"> <li>1. Know what makes a good digital citizen.</li> <li>2. Know what a digital footprint is.</li> <li>3. Know how to handle cyberbullies</li> </ol>
<b>Hardware Basics</b>	Maintain Previous Skills
<b>Social Networking Basics</b>	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...

<b>Keyboarding Basics</b>	Use e-mail, posting, Twitter etiquette
<b>Start Up/Shut Down Basics</b>	<ol style="list-style-type: none"><li>1. Type words and sentences without looking at keyboard.</li><li>2. Achieve 90% accuracy in typed documents.</li><li>3. Access function keys as needed in software applications.</li><li>4. Type at least five pages in a single setting.</li></ol>
<b>Online Coursework</b>	Continue to demonstrate use of power management techniques.

## Seventh Grade

### Vocabulary

Database  
Download  
Embed  
Export  
Hyperlink  
Import  
Publish  
Upload

# Eighth Grade

	<b>Skills</b>
<b>Word Processing</b>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Identify appropriate spacing between text and tables and within cells for visual appeal.</li> <li>• Access and use the page layout menu to adjust margins in different document sections.</li> <li>• Choose final text sizes appropriate for the task and audience.</li> <li>• Create and use a personal Style sheet.</li> <li>• Understand and apply section breaks to create document parts with different layouts.</li> <li>• Create a document with multiple columns.</li> <li>• Create a basic Table of Contents using automated tools.</li> <li>• Understand the use of automated references and bibliographic.</li> <li>• Format tables in a text manually and understand how the Style menu applies to tables.</li> <li>• Create a basic chart/graph using the tools provided by the word processing program.</li> </ul>
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	Maintain Previous Skills
<b>Video</b>	Maintain Previous Skills
<b>Presentation Basics</b>	Know how to build a website or wiki
<b>Spreadsheet Basics</b>	Independently make spreadsheets to organize, sort, chart and graph data.
<b>Email Basics</b>	Independently create and organize folders, search for older mail, and write a formal email.
<b>Communicating Online</b>	Write and maintain an independent blog.
<b>Citation Basics</b>	<ol style="list-style-type: none"> <li>1. Use citation source programs while writing.</li> <li>2. Understand and follow copyright rules and guidelines.</li> </ol>
<b>Research Basics</b>	Independently evaluate websites and pull only accurate and relevant material.
<b>Download and Upload Basics/Saving</b>	Covert file format and understand why format needs to be changed.
<b>Navigation Basics</b>	Maintain Previous Skills
<b>Organization Basics</b>	<ol style="list-style-type: none"> <li>1. Know how to organize files e-mail, calendar, and digital organization.</li> <li>2. Know how to zip and unzip folders.</li> </ol>
<b>Trouble Shooting Basics</b>	Maintain Previous Skills
<b>Privacy Basics</b>	Master digital footprint and privacy settings.



<b>Physical Safety Basics</b>	Continue to: <ol style="list-style-type: none"> <li>1. Properly log in, shut down, restart and store computer in bag</li> <li>2. Keep device in set location on desk / put away</li> </ol>
<b>Online Safety Basics</b>	<ol style="list-style-type: none"> <li>1. Know what makes a good digital citizen.</li> <li>2. Know what a digital footprint is.</li> <li>3. Know how to handle cyberbullies</li> </ol>
<b>Hardware Basics</b>	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
<b>Social Networking Basics</b>	Use e-mail, posting, Twitter etiquette
<b>Keyboarding Basics</b>	<ol style="list-style-type: none"> <li>1. Type words and sentences without looking at keyboard.</li> <li>2. Achieve 90% accuracy in typed documents.</li> <li>3. Access function keys as needed in software applications.</li> <li>4. Type at least seven pages in a single setting.</li> </ol>
<b>Start Up/Shut Down Basics</b>	Continue to demonstrate use of power management techniques
<b>Online Coursework</b>	

## Eighth Grade

### Vocabulary

File Extension  
 Labels  
 Tage  
 UnZip  
 Wiki  
 Zip File

# High School

	<b>Skills</b>
<b>Word Processing</b>	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> <li>• Create online portfolio, online resume</li> <li>• Edit using comments</li> <li>• Use proper citations</li> <li>• Add/remove sections and page breaks</li> <li>• Alter margins</li> <li>• Add a header/footer</li> <li>• Indent styles - hanging tab</li> <li>• Alter line spacing</li> <li>• Create hyperlinks.</li> </ul>
<b>Visual Mapping</b>	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
<b>Graphics</b>	Utilize graphic representation of data with correct citations. i.e. infographic
<b>Video</b>	Maintain Previous Skills
<b>Presentation Basics</b>	<ol style="list-style-type: none"> <li>1. Create blog/wiki/website open to others</li> <li>2. PowerPoint: know when and why to make a linear/non-linear presentation, setting animations and transitions, add videos, music, photos, hyperlinks, add/delete slides, add timing, know how to embed.</li> </ol>
<b>Spreadsheet Basics</b>	Utilize advanced spreadsheet items such as formulas, conditional formatting, and sorting features
<b>Email Basics</b>	Maintain Previous Skills
<b>Communicating Online</b>	<ol style="list-style-type: none"> <li>1. Use social media for educational purposes.</li> <li>2. Collaborate with peers using websites or programs</li> <li>3. Edit ongoing work with peers.</li> </ol>
<b>Citation Basics</b>	Understand and use multiple citation formats, - MLA, APA, Chicago
<b>Research Basics</b>	Utilize an advanced search or use search tools for research, using Boolean terms.
<b>Download and Upload Basics/Saving</b>	Maintain Previous Skills
<b>Navigation Basics</b>	Maintain Previous Skills
<b>Organization Basics</b>	<p>Continue to:</p> <ol style="list-style-type: none"> <li>1. Know how to organize files e-mail, calendar, and digital organization.</li> <li>2. Know how to zip and unzip folders.</li> </ol>
<b>Trouble Shooting Basics</b>	Use problem solving to locate troubleshooting solution to tech issue and apply them.

<b>Privacy Basics</b>	Continue to master digital footprint and privacy settings.
<b>Physical Safety Basics</b>	Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
<b>Online Safety Basics</b>	1. Know how to manage digital footprint. 2. Set up web alerts to track new information, especially about one's self.
<b>Hardware Basics</b>	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
<b>Social Networking Basics</b>	Know the differences between various social site and know when and why to use them.
<b>Keyboarding Basics</b>	Know and use all previous keyboarding skills
<b>Start Up/Shut Down Basics</b>	Continue to demonstrate use of power management techniques
<b>Online Coursework</b>	All students participate in a successful in an online course. * course/teacher specific - not covered by all teachers

## High School

### Vocabulary

<u>Word Processing</u>	<u>Spreadsheet</u>	<u>Presentation</u>	<u>General</u>
Citation Footer Header Margin Mark Up Spacing Tab Vertical and Horizontal Alignment Word Wrap	Active Cell Auto Sum Cell Column Create Chart Fill Format Function Infographic Paste Row Sheet Info Sort Split Cell Spreadsheet Workbook Worksheet	Animations Design Format Insert Slide Slide Show Smart Art Transitions Wrap Text	Boolean Digital Footprint Plagiarism