

School District of Manawa

K-8 TECHNOLOGY SCOPE AND SEQUENCE

Based on the ISTE Student Standards

Kindergarten Technology Skills Checklist											
ISTE	Creativity & Innovation	☑	K	1	2	3	4	5	6	7	8
1 - UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I								
<i>Examples: weather.com, pebblego.com, online card catalog, online databases, district webpage</i>											
ISTE	Digital Citizenship – using Common Sense Media (CSM) Score & Sequence	☑	K	1	2	3	4	5	6	7	8
5 - IS	I can understand that the Internet can be used to visit far-away places and learn new things.	<input type="checkbox"/>	I								
<i>Examples: CSM – K-2 - Unit 1 – Going Places Safely</i>											
5 - IS	I can compare how staying safe online is similar to staying safe in the real world.	<input type="checkbox"/>	I								
<i>Examples: CSM – K-2 - Unit 1 – Going Places Safely</i>											
5 – P&S	I can distinguish between personal information, which is safe to share online, and private information, which is unsafe to share.	<input type="checkbox"/>	I								
<i>Examples: CSM – K-2 - Unit 1 – Keeping it Private</i>											
5 – P&S	I can create effective usernames that protect my private information.	<input type="checkbox"/>	I								
<i>Examples: CSM – K-2 - Unit 1 – Keeping it Private</i>											
5 – R&C	I can describe how email messages are sent and received.	<input type="checkbox"/>	I								
<i>Examples: CSM – K-2 – Unit 1 – Sending Email</i>											
5 – IL	I can search online for information.	<input type="checkbox"/>	I								
<i>Examples: CSM – K-2 – Unit 1 – ABC Searching</i>											
5 – C&C	I can give proper credit for works that are not my own.	<input type="checkbox"/>	I								
<i>Examples: CSM – K-2 – Unit 1 – My Creative Work</i>											
ISTE	Technology Operations & Concepts	☑	K	1	2	3	4	5	6	7	8
6	I can take good care of my school's technology equipment so that I can use it every day.	<input type="checkbox"/>	I								
<i>Examples: wrapping headphone cords, carrying Chromebooks with 2 hands</i>											
6	I can turn my computer on and log into it.	<input type="checkbox"/>	I								
<i>Examples:</i>											

6	I can remember my username and password.	<input type="checkbox"/>																	
<i>Examples:</i>																			
6	I can double-click a mouse/touchpad.	<input type="checkbox"/>																	
<i>Examples:</i>																			
6	I can click, hold and drag a mouse/touchpad.	<input type="checkbox"/>																	
<i>Examples: Have students use drawing tools (paint, Google Drawing) to create images to demonstrate mouse control.</i>																			
6	I can identify basic computer hardware and components.	<input type="checkbox"/>																	
<i>Examples: Monitor, mouse, printer</i>																			
6	I can identify the parts of the keyboard.	<input type="checkbox"/>																	
<i>Examples: keys, numbers, arrows, ESC, enter, etc.</i>																			
6	I can use the scroll bars to view a webpage.	<input type="checkbox"/>																	
<i>Examples:</i>																			
6	I can use the back button.	<input type="checkbox"/>																	
<i>Examples:</i>																			
6	I can access the internet via web browsers such as Internet Explorer, Google Chrome.	<input type="checkbox"/>																	
<i>Examples:</i>																			
6	I can plug headphones into my computer or device.	<input type="checkbox"/>																	
<i>Examples:</i>																			
6	I can mute/unmute and adjust volume on my computer or other technology so as not to disturb others.	<input type="checkbox"/>																	
<i>Examples:</i>																			
6	I can close a program.	<input type="checkbox"/>																	
<i>Examples:</i>																			

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1 st Grade Technology Skills Checklist											
ISTE	Creativity & Innovation	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
1 - UT	I can use technology to tell others about my ideas.	<input type="checkbox"/>		I							
<i>Examples: Promethean Board activities, Google Docs, wikis, blogs</i>											
1 - UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I	W							
<i>Examples: weather.com. pebblego.com, online card catalog, online databases, district webpage</i>											
ISTE	Critical thinking, Problem solving and Decision making	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
4 - PS	I can attempt to solve my own computer problems before asking a teacher for assistance.	<input type="checkbox"/>		I							
<i>Examples: caps lock on, passwords, recheck typing for errors, follow directions</i>											
ISTE	Digital Citizenship – using Common Sense Media (CSM) Score & Sequence	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
5 - IS	I can explain the rules for traveling safely on the Internet.	<input type="checkbox"/>		I							
<i>Examples: CSM – K-2 - Unit 2 – Staying Safe Online</i>											
5 - IS	I can recognize websites that are safe for me to visit.	<input type="checkbox"/>		I							
<i>Examples: CSM – K-2 - Unit 2 – Staying Safe Online</i>											
5 – P&S	I can distinguish between personal information, which is safe to share online, and private information, which is unsafe to share.	<input type="checkbox"/>	I	W							
<i>Examples: CSM – K-2 - Unit 2 – Follow the Digital Trail</i>											
5 – C	I can recognize online behaviors that could be considered cyberbullying.	<input type="checkbox"/>		I							
<i>Examples: CSM – K-2 – Unit 2 – Screen Out the Mean</i>											
5 – C	I can explain how to deal with a cyberbullying situation.	<input type="checkbox"/>		I							
<i>Examples: CSM – K-2 – Unit 2 – Screen Out the Mean</i>											
5 – C	I can recognize the importance of telling a trusted adult when I experience cyberbullying.	<input type="checkbox"/>		I							
<i>Examples: CSM – K-2 – Unit 2 – Screen Out the Mean</i>											
5 – DF&R	I can recognize that the information I put online leaves a digital footprint.	<input type="checkbox"/>		I							
<i>Examples: CSM – K-2 – Unit 2 – Follow the Digital Trail</i>											

Examples:

6	I can close a program.	□	I	W							
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Examples:

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2nd Grade Technology Skills Checklist											
I: Introduced · W: Working · M: Mastered · <input checked="" type="checkbox"/> Check when taught.											
ISTE	Creativity & Innovation	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
1 – UT	I can use technology to tell others about my ideas.	<input type="checkbox"/>		I	W						
<i>Examples: Promethean Board activities, Google Docs, wikis, blogs</i>											
1 - UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I	W	W						
<i>Examples: weather.com. pebblego.com, online card catalog, online databases, district webpage</i>											
1 - UT	I can comfortably use web-based (Web 2.0) tools to convey knowledge.	<input type="checkbox"/>			I						
<i>Examples: Animoto, Blabberize, Glogster, wikis, blogs, Prezi, YouTube</i>											
1 – G&S	I can put pictures into my projects.	<input type="checkbox"/>			I						
<i>Examples: clipart, Google images, royalty-free images – Pixabay (for example)</i>											
ISTE	Communication and Collaboration	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
2 - CP	I can contribute to project teams to produce original works or solve problems.	<input type="checkbox"/>			I						
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>											
ISTE	Research and Information Fluency	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
3 - FI	I can copy/paste data and images from the Internet to other applications.	<input type="checkbox"/>			I						
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>											
3 - FI	I can follow links and use drop-down menus to find information.	<input type="checkbox"/>			I						
<i>Examples: using School District Website</i>											
3 - FI	I can find information using a search engine on different types of technology.	<input type="checkbox"/>			I						
<i>Examples: Google, Bing, etc.</i>											
ISTE	Critical thinking, Problem solving and Decision making	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
4 - PS	I can print to a different location.	<input type="checkbox"/>			I						
<i>Examples:</i>											
4 - PS	I can attempt to solve my own computer problems before asking a teacher for assistance.	<input type="checkbox"/>		I	W						
<i>Examples: caps lock on, passwords, recheck typing for errors, follow directions</i>											

<i>Examples: keys, numbers, arrows, ESC, enter, etc.</i>										
6	I can use the scroll bars to view a webpage.	<input type="checkbox"/>	I	W	M					
<i>Examples:</i>										
6	I can use the back button.	<input type="checkbox"/>	I	W	M					
<i>Examples:</i>										
6	I can access the internet via web browsers such as Internet Explorer, Google Chrome.	<input type="checkbox"/>	I	W	M					
<i>Examples:</i>										
6	I can plug headphones into my computer or device.	<input type="checkbox"/>	I	W	M					
<i>Examples:</i>										
6	I can mute/unmute and adjust volume on my computer or other technology so as not to disturb others.	<input type="checkbox"/>	I	W	W					
<i>Examples:</i>										
6	I can close a program.	<input type="checkbox"/>	I	W	M					
<i>Examples:</i>										
6	I can use correct vocabulary when referring to general computer components.	<input type="checkbox"/>			I					
<i>Examples: start button, minimize, restore, refresh, bookmark, etc.</i>										
6	I can name and save a file.	<input type="checkbox"/>			I					
<i>Examples:</i>										
6	I can open an existing file.	<input type="checkbox"/>			I					
<i>Examples:</i>										
6	I can use the right-mouse button to access short-cut menus.	<input type="checkbox"/>			I					
<i>Examples:</i>										
6	I can use undo and redo.	<input type="checkbox"/>			I					
<i>Examples: CTRL+Z and CTRL+Y</i>										
6	I can preview and print a document.	<input type="checkbox"/>			I					
<i>Examples:</i>										

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3rd Grade Technology Skills Checklist											
I: Introduced · W: Working · M: Mastered · <input checked="" type="checkbox"/> Check when taught.											
ISTE	Creativity & Innovation	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
1 – UT	I can use technology to tell others about my ideas.	<input type="checkbox"/>		I	W	W					
<i>Examples: Promethean Board activities, Google Docs, wikis, blogs</i>											
1 - UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I	W	W	W					
<i>Examples: weather.com. pebblego.com, online card catalog, online databases, district webpage</i>											
1 - UT	I can comfortably use web-based (Web 2.0) tools to convey knowledge.	<input type="checkbox"/>			I	W					
<i>Examples: Animoto, Blabberize, Glogster, wikis, blogs, Prezi, YouTube</i>											
1 - UT	I can use virtual tours online to help me understand more about what I am studying.	<input type="checkbox"/>				I					
<i>Examples: scholastic tours, science/history museum sites, Google Map tours, Google Cultural Institute</i>											
1 - UT	I can use models/templates created by other to find inspiration and ideas when using technology tools.	<input type="checkbox"/>				I					
<i>Examples: Google Slides, Office Templates, Prezi Styles</i>											
1 – G&S	I can put pictures into my projects.	<input type="checkbox"/>			I	W					
<i>Examples: clipart, Google images, royalty-free images – Pixabay (for example)</i>											
1 – G&S	I can resize/move/crop an image.	<input type="checkbox"/>				I					
<i>Examples: use corner handles to resize proportionally</i>											
ISTE	Communication and Collaboration	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
2 - CP	I can contribute to project teams to produce original works or solve problems.	<input type="checkbox"/>			I	W					
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>											
2 - E	I can access my school email.	<input type="checkbox"/>				I					
<i>Examples: Google Email login with email address and password</i>											
2 - E	I can use proper email etiquette.	<input type="checkbox"/>				I					
<i>Examples: Teaching email etiquette</i>											
2 - E	I can add attachments to an email.	<input type="checkbox"/>				I					
<i>Examples:</i>											

ISTE	Research and Information Fluency	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
3 - FI	I can copy/paste data and images from the Internet to other applications.	<input type="checkbox"/>			I	W					
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>											
3 - FI	I can follow links and use drop-down menus to find information.	<input type="checkbox"/>			I	W					
<i>Examples: using School District Website</i>											
3 - FI	I can find information using a search engine on different types of technology.	<input type="checkbox"/>			I	W					
<i>Examples: Google, Bing, etc.</i>											
ISTE	Critical thinking, Problem solving and Decision making	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
4 - PS	I can print to a different location.	<input type="checkbox"/>			I	W					
<i>Examples:</i>											
4 - PS	I can attempt to solve my own computer problems before asking a teacher for assistance.	<input type="checkbox"/>		I	W	W					
<i>Examples: caps lock on, passwords, recheck typing for errors, follow directions</i>											
4 - WP	I can format text in a word processing document.	<input type="checkbox"/>			I	W					
<i>Examples: Font, size, bold, italic, etc.</i>											
4 - WP	I can use the thesaurus, spell-check and grammar check in a word processing document.	<input type="checkbox"/>				I					
<i>Examples:</i>											
ISTE	Digital Citizenship – using Common Sense Media (CSM) Score & Sequence	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
5 – P&S	I can distinguish between personal information, which is safe to share online, and private information, which is unsafe to share.	<input type="checkbox"/>	I	W		W					
<i>Examples: CSM – 3-5 - Unit 1 – Private and Personal Information</i>											
5 – R&C	I can recognize that good digital citizens are responsible and respectful in the digital world and beyond.	<input type="checkbox"/>				I					
<i>Examples: CSM – 3-5 – Unit 1 – Rings of Responsibility</i>											
5 – C	I can determine what it means to cross the line from harmless to harmful communication online.	<input type="checkbox"/>				I					
<i>Examples: CSM – 3-5 – Unit 1 – The Power of Words</i>											
5 –IL	I can select suitable keywords for finding information on the Internet.	<input type="checkbox"/>		I		W					
<i>Examples: CSM – 3-5 – Unit 1 – The Key to Keywords</i>											
5 – C&C	I can define plagiarism and describe its consequences.	<input type="checkbox"/>				I					
<i>Examples: CSM – 3-5 – Unit 1 – Whose is it, Anyway?</i>											

ISTE	Technology Operations & Concepts	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
6	I can take good care of my school's technology equipment so that I can use it every day.	<input type="checkbox"/>	I	W	W	W					
<i>Examples: wrapping headphone cords, carrying Chromebooks with 2 hands</i>											
6	I can turn my computer on and log into it.	<input type="checkbox"/>	I	W	W	M					
<i>Examples:</i>											
6	I can remember my username and password.	<input type="checkbox"/>	I	W	W	W					
<i>Examples:</i>											
6	I can identify the parts of the keyboard.	<input type="checkbox"/>	I	W	W	M					
<i>Examples: keys, numbers, arrows, ESC, enter, etc.</i>											
6	I can mute/unmute and adjust volume on my computer or other technology so as not to disturb others.	<input type="checkbox"/>	I	W	W	W					
<i>Examples:</i>											
6	I can use correct vocabulary when referring to general computer components.	<input type="checkbox"/>			I	W					
<i>Examples: start button, minimize, restore, refresh, bookmark, etc.</i>											
6	I can name and save a file.	<input type="checkbox"/>			I	W					
<i>Examples:</i>											
6	I can open an existing file.	<input type="checkbox"/>			I	W					
<i>Examples:</i>											
6	I can use the right-mouse button to access short-cut menus.	<input type="checkbox"/>			I	W					
<i>Examples:</i>											
6	I can use undo and redo.	<input type="checkbox"/>			I	W					
<i>Examples: CTRL+Z and CTRL+Y</i>											
6	I can preview and print a document.	<input type="checkbox"/>			I	W					
<i>Examples:</i>											
6 - K	I can use proper keyboarding position and technique.	<input type="checkbox"/>				I					
<i>Examples: curved fingers, reaches, posture, elbows at side, feet flat on floor.</i>											
6 - K	I can use touch typing skills.	<input type="checkbox"/>				I					
<i>Examples:</i>											
6 - K	I can keyboard at grade appropriate speeds.	<input type="checkbox"/>				I					
<i>Examples: (grade level) x 5 w.p.m.</i>											

6 - K	I can correctly use backspace vs. delete.	<input type="checkbox"/>				I					
<i>Examples:</i>											

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K-8 TECHNOLOGY SCOPE AND SEQUENCE

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4 th Grade Technology Skills Checklist											
I: Introduced · W: Working · M: Mastered · <input checked="" type="checkbox"/> Check when taught.											
ISTE	Creativity & Innovation	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
1 – UT	I can use technology to tell others about my ideas.	<input type="checkbox"/>		I	W	W	W				
<i>Examples: Promethean Board activities, Google Docs, wikis, blogs</i>											
1 - UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I	W	W	W	W				
<i>Examples: weather.com. pebblego.com, online card catalog, online databases, district webpage</i>											
1 - UT	I can comfortably use web-based (Web 2.0) tools to convey knowledge.	<input type="checkbox"/>			I	W	W				
<i>Examples: Animoto, Blabberize, Glogster, wikis, blogs, Prezi, YouTube</i>											
1 - UT	I can use technology with my class and my teacher to make predictions related to science, politics, and other things that I am studying.	<input type="checkbox"/>					I				
<i>Examples: DNR sites, Google Maps, any statistical site, sports statistics</i>											
1 - UT	I can use virtual tours online to help me understand more about what I am studying.	<input type="checkbox"/>				I	W				
<i>Examples: scholastic tours, science/history museum sites, Google Map tours, Google Cultural Institute</i>											
1 - UT	I can use online interactive simulations to understand and explore topics.	<input type="checkbox"/>					I				
<i>Examples: virtual frog dissection, simple machines simulation</i>											
1 - UT	I can use models/templates created by other to find inspiration and ideas when using technology tools.	<input type="checkbox"/>				I	W				
<i>Examples: Google Slides, Office Templates, Prezi Styles</i>											
1 – G&S	I can put pictures into my projects.	<input type="checkbox"/>			I	W	M				
<i>Examples: clipart, Google images, royalty-free images – Pixabay (for example)</i>											
1 – G&S	I can resize/move/crop an image.	<input type="checkbox"/>				I	W				
<i>Examples: use corner handles to resize proportionally</i>											
ISTE	Communication and Collaboration	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
2 - CP	I can contribute to project teams to produce original works or solve problems.	<input type="checkbox"/>			I	W	W				
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>											
2 - CP	I can work with others to write and share a story.	<input type="checkbox"/>					I				
<i>Examples: Google Docs, StoryJumper, StoryMaker</i>											

2 - E	I can access my school email.	<input type="checkbox"/>					I	W					
<i>Examples: Google Email login with email address and password</i>													
2 - E	I can use technology to talk with people who are not at my school.	<input type="checkbox"/>						I					
<i>Examples: classroom pen-pals, soldiers overseas, kids in hospitals, authors</i>													
2 - E	I can send emails to different recipients using CC, BCC, Reply, Reply All and Forward.	<input type="checkbox"/>						I					
<i>Examples:</i>													
2 - E	I can use proper email etiquette.	<input type="checkbox"/>					I	W					
<i>Examples: Teaching email etiquette</i>													
2 - E	I can add attachments to an email.	<input type="checkbox"/>					I	W					
<i>Examples:</i>													
2 - E	I can recognize malicious emails.	<input type="checkbox"/>						I					
<i>Examples:</i>													
ISTE	Research and Information Fluency	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
3 - FI	I can copy/paste data and images from the Internet to other applications.	<input type="checkbox"/>				I	W	W					
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>													
3 - FI	I can follow links and use drop-down menus to find information.	<input type="checkbox"/>				I	W	W					
<i>Examples: using School District Website</i>													
3 - FI	I can find information using a search engine on different types of technology.	<input type="checkbox"/>				I	W	W					
<i>Examples: Google, Bing, etc.</i>													
3 - FI	I can turn a question into an effective search query	<input type="checkbox"/>						I					
<i>Examples: 21st Century Information Fluency – Question to Query (may be covered in library time)</i>													
3 - FI	I can navigate to reliable information on the Internet.	<input type="checkbox"/>						I					
<i>Examples: Kathy Schrock's Guide To Critical Evaluation of Information</i>													
ISTE	Critical thinking, Problem solving and Decision making	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
4 - PS	I can use technology to help me plan and organize the steps and ideas for my project.	<input type="checkbox"/>						I					
<i>Examples: Google Calendar, typed outline, graphic organizer</i>													
4 - PS	I can print to a different location.	<input type="checkbox"/>				I	W	W					
<i>Examples:</i>													

4 - PS	I can attempt to solve my own computer problems before asking a teacher for assistance.	<input type="checkbox"/>		I	W	W	W						
<i>Examples: caps lock on, passwords, recheck typing for errors, follow directions</i>													
4 - WP	I can format text in a word processing document.	<input type="checkbox"/>			I	W	W						
<i>Examples: Font, size, bold, italic, etc.</i>													
4 - WP	I can use the thesaurus, spell-check and grammar check in a word processing document.	<input type="checkbox"/>				I	W						
<i>Examples:</i>													
4 - WP	I can insert a table into a word processing document.	<input type="checkbox"/>					I						
<i>Examples: creating schedules, organizing data</i>													
ISTE	Digital Citizenship – using Common Sense Media (CSM) Score & Sequence	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
5 – P&S	I can identify the characteristics of and create a secure password.	<input type="checkbox"/>			I		W						
<i>Examples: CSM – 3-5 – Unit 2 – Strong Passwords</i>													
5 – P&S	I can identify different forms of spam.	<input type="checkbox"/>					I						
<i>Examples: CSM – 3-5 – Unit 2 – You’ve Won a Prize!</i>													
5 – R&C	I can recognize that good digital citizens are responsible and respectful in the digital world and beyond.	<input type="checkbox"/>				I	W						
<i>Examples: CSM – 3-5 – Unit 2 – Digital Citizenship Pledge</i>													
5 – SI&I	I can recognize that photos can be altered digitally and may distort our perceptions and affect our self-image.	<input type="checkbox"/>					I						
<i>Examples: CSM – 3-5 – Unit 2 – Picture Perfect</i>													
5 – C&C	I can create MLA style citations for online articles and professional sites.	<input type="checkbox"/>					I						
<i>Examples: CSM – 3-5 – Unit 2 – How to Cite a Site</i>													
ISTE	Technology Operations & Concepts	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
6	I can take good care of my school’s technology equipment so that I can use it every day.	<input type="checkbox"/>	I	W	W	W	W						
<i>Examples: wrapping headphone cords, carrying Chromebooks with 2 hands</i>													
6	I can remember my username and password.	<input type="checkbox"/>	I	W	W	W	M						
<i>Examples:</i>													
6	I can mute/unmute and adjust volume on my computer or other technology so as not to disturb others.	<input type="checkbox"/>	I	W	W	W	M						
<i>Examples:</i>													
6	I can use correct vocabulary when referring to general computer components.	<input type="checkbox"/>			I	W	W						
<i>Examples: start button, minimize, restore, refresh, bookmark, etc.</i>													

6	I can name and save a file.	<input type="checkbox"/>				I	W	W						
<i>Examples:</i>														
6	I can open an existing file.	<input type="checkbox"/>				I	W	W						
<i>Examples:</i>														
6	I can use the right-mouse button to access short-cut menus.	<input type="checkbox"/>				I	W	W						
<i>Examples:</i>														
6	I can use undo and redo.	<input type="checkbox"/>				I	W	W						
<i>Examples: CTRL+Z and CTRL+Y</i>														
6	I can preview and print a document.	<input type="checkbox"/>				I	W	W						
<i>Examples:</i>														
6	I can tell if I am online or not.	<input type="checkbox"/>						I						
<i>Examples:</i>														
6	I can upload a file into Google Drive.	<input type="checkbox"/>						I						
<i>Examples:</i>														
6 - K	I can use proper keyboarding position and technique.	<input type="checkbox"/>					I	W						
<i>Examples: curved fingers, reaches, posture, elbows at side, feet flat on floor.</i>														
6 - K	I can use touch typing skills.	<input type="checkbox"/>					I	W						
<i>Examples:</i>														
6 - K	I can keyboard at grade appropriate speeds.	<input type="checkbox"/>					I	W						
<i>Examples: (grade level) x 5 w.p.m.</i>														
6 - K	I can correctly use backspace vs. delete.	<input type="checkbox"/>					I	W						
<i>Examples:</i>														
6 - K	I can use keyboard shortcuts.	<input type="checkbox"/>						I						
<i>Examples: copy - CTRL+C, paste - CTRL+V, cut - CTRL+X, print - CTRL+P, save - CTRL+S, deselect - CTRL+D</i>														

School District of Manawa

K-8 TECHNOLOGY SCOPE AND SEQUENCE

Based on the ISTE Student Standards

5 th Grade Technology Skills Checklist											
I: Introduced · W: Working · M: Mastered · <input checked="" type="checkbox"/> Check when taught.											
ISTE	Creativity & Innovation	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
1 – UT	I can use technology to tell others about my ideas.	<input type="checkbox"/>		I	W	W	W	W			
<i>Examples: Promethean Board activities, Google Docs, wikis, blogs</i>											
1 - UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I	W	W	W	W	W			
<i>Examples: weather.com. pebblego.com, online card catalog, online databases, district webpage</i>											
1 - UT	I can comfortably use web-based (Web 2.0) tools to convey knowledge.	<input type="checkbox"/>			I	W	W	W			
<i>Examples: Animoto, Blabberize, Glogster, wikis, blogs, Prezi, YouTube</i>											
1 - UT	I can use technology with my class and my teacher to make predictions related to science, politics, and other things that I am studying.	<input type="checkbox"/>					I	W			
<i>Examples: DNR sites, Google Maps, any statistical site, sports statistics</i>											
1 - UT	I can use virtual tours online to help me understand more about what I am studying.	<input type="checkbox"/>				I	W	W			
<i>Examples: scholastic tours, science/history museum sites, Google Map tours, Google Cultural Institute</i>											
1 - UT	I can use online interactive simulations to understand and explore topics.	<input type="checkbox"/>					I	W			
<i>Examples: virtual frog dissection, simple machines simulation</i>											
1 - UT	I can use models/templates created by other to find inspiration and ideas when using technology tools.	<input type="checkbox"/>				I	W	W			
<i>Examples: Google Slides, Office Templates, Prezi Styles</i>											
1 – G&S	I can resize/move/crop an image.	<input type="checkbox"/>				I	W	W			
<i>Examples: use corner handles to resize proportionally</i>											
1 – G&S	I can wrap text around an image.	<input type="checkbox"/>						I			
<i>Examples:</i>											
ISTE	Communication and Collaboration	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
2 - CP	I can contribute to project teams to produce original works or solve problems.	<input type="checkbox"/>			I	W	W	W			
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>											
2 - CP	I can work with others to write and share a story.	<input type="checkbox"/>					I	W			
<i>Examples: Google Docs, StoryJumper, StoryMaker</i>											

2 - E	I can access my school email.	<input type="checkbox"/>					I	W	W				
<i>Examples: Google Email login with email address and password</i>													
2 - E	I can use technology to talk with people who are not at my school.	<input type="checkbox"/>						I	W				
<i>Examples: classroom pen-pals, soldiers overseas, kids in hospitals, authors</i>													
2 - E	I can send emails to different recipients using CC, BCC, Reply, Reply All and Forward.	<input type="checkbox"/>						I	W				
<i>Examples:</i>													
2 - E	I can use proper email etiquette.	<input type="checkbox"/>						I	W	W			
<i>Examples: Teaching email etiquette</i>													
2 - E	I can add attachments to an email.	<input type="checkbox"/>						I	W	W			
<i>Examples:</i>													
2 - E	I can use email tools such as folders, labels and search.	<input type="checkbox"/>								I			
<i>Examples:</i>													
2 - E	I can recognize malicious emails.	<input type="checkbox"/>							I	W			
<i>Examples:</i>													
ISTE	Research and Information Fluency	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
3 - FI	I can copy/paste data and images from the Internet to other applications.	<input type="checkbox"/>				I	W	W	W				
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>													
3 - FI	I can follow links and use drop-down menus to find information.	<input type="checkbox"/>				I	W	W	W				
<i>Examples: using School District Website</i>													
3 - FI	I can find information using a search engine on different types of technology.	<input type="checkbox"/>				I	W	W	W				
<i>Examples: Google, Bing, etc.</i>													
3 - FI	I can turn a question into an effective search query	<input type="checkbox"/>						I	W				
<i>Examples: 21st Century Information Fluency – Question to Query (may be covered in library time)</i>													
3 - FI	I can navigate to reliable information on the Internet.	<input type="checkbox"/>						I	W				
<i>Examples: Kathy Schrock's Guide To Critical Evaluation of Information</i>													
3 - FI	I can search for text on a page with CTRL+F.	<input type="checkbox"/>							I				
<i>Examples:</i>													
3 - FI	I can analyze search results before clicking links.	<input type="checkbox"/>							I				

<i>Examples: 21st Century Information Fluency – Homing In (may be covered in library time)</i>											
3 - UI	I can organize and manipulate the data that I have collected using technology.	<input type="checkbox"/>						I			
<i>Examples: create an outline, save in folders</i>											
3 - UI	I can save and organize my web searches using bookmarks and folders.	<input type="checkbox"/>						I			
<i>Examples: bookmark bar, managing bookmarks</i>											
3 - UI	I can choose the correct programs to make graphs, charts or tables that help me understand information and draw conclusions.	<input type="checkbox"/>						I			
<i>Examples:</i>											
ISTE	Critical thinking, Problem solving and Decision making	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
4 - PS	I can use technology to help me plan and organize the steps and ideas for my project.	<input type="checkbox"/>					I	W			
<i>Examples: Google Calendar, typed outline, graphic organizer</i>											
4 - PS	I can print to a different location.	<input type="checkbox"/>			I	W	W	M			
<i>Examples:</i>											
4 - PS	I can attempt to solve my own computer problems before asking a teacher for assistance.	<input type="checkbox"/>		I	W	W	W	W			
<i>Examples: caps lock on, passwords, recheck typing for errors, follow directions</i>											
4 - WP	I can format text in a word processing document.	<input type="checkbox"/>			I	W	W	W			
<i>Examples: Font, size, bold, italic, etc.</i>											
4 - WP	I can use the thesaurus, spell-check and grammar check in a word processing document.	<input type="checkbox"/>				I	W	W			
<i>Examples:</i>											
4 - WP	I can insert a hyperlink in a document.	<input type="checkbox"/>						I			
<i>Examples:</i>											
4 - WP	I can insert a table into a word processing document.	<input type="checkbox"/>					I	W			
<i>Examples: creating schedules, organizing data</i>											
4 - WP	I can insert textboxes.	<input type="checkbox"/>						I			
<i>Examples:</i>											
4 - WP	I can create bulleted or numbered lists in a word processing document.	<input type="checkbox"/>						I			
<i>Examples:</i>											
4 - S	I can add data to cells in a spreadsheet.	<input type="checkbox"/>						I			
<i>Examples:</i>											

4 - S	I can create and format a graph within a spreadsheet.	<input type="checkbox"/>							I			
<i>Examples:</i>												
4 - P	I can design a presentation that follows proper design rules.	<input type="checkbox"/>							I			
<i>Examples: 7x7 rule, uniformity, 2 – 3 fonts, no picture backgrounds</i>												
ISTE	Digital Citizenship – using Common Sense Media (CSM) Score & Sequence	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8	
5 – IS	I can check the websites I visit for privacy policies and privacy seals of approval.	<input type="checkbox"/>							I			
<i>Examples: CSM – 3-5 - Unit 3 – Talking Safely Online</i>												
5 – P&S	I can distinguish between personal information, which is safe to share online, and private information, which is unsafe to share.	<input type="checkbox"/>	I	W		W		M				
<i>Examples: CSM – 3-5 - Unit 3 – Privacy Rules</i>												
5 – R&C	I can recognize the similarities and differences between physical and online communities.	<input type="checkbox"/>			I			W				
<i>Examples: CSM – 3-5 – Unit 3 - Show Respect Online</i>												
5 – C	I can recognize online behaviors that could be considered cyberbullying.	<input type="checkbox"/>		I				W				
<i>Examples: CSM – 3-5 – Unit 3 – What’s Cyberbullying?</i>												
5 – C	I can explain how to deal with a cyberbullying situation.	<input type="checkbox"/>		I				W				
<i>Examples: CSM – 3-5 – Unit 3 – What’s Cyberbullying?</i>												
5 – C	I can determine what it means to cross the line from harmless to harmful communication online.	<input type="checkbox"/>				I		W				
<i>Examples: CSM – 3-5 – Unit 3 – What’s Cyberbullying?</i>												
5 – C	I can recognize the similarities and differences between in-person bullying and cyberbullying.	<input type="checkbox"/>						I				
<i>Examples: CSM – 3-5 – Unit 3 – What’s Cyberbullying?</i>												
5 – SI&I	I can recognize gender stereotypes in online media messages.	<input type="checkbox"/>						I				
<i>Examples: CSM – 3-5 – Unit 3 – Selling Stereotypes</i>												
ISTE	Technology Operations & Concepts	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8	
6	I can take good care of my school’s technology equipment so that I can use it every day.	<input type="checkbox"/>	I	W	W	W	W	W				
<i>Examples: wrapping headphone cords, carrying Chromebooks with 2 hands</i>												
6	I can use correct vocabulary when referring to general computer components.	<input type="checkbox"/>			I	W	W	W				
<i>Examples: start button, minimize, restore, refresh, bookmark, etc.</i>												
6	I can name and save a file.	<input type="checkbox"/>			I	W	W	W				
<i>Examples:</i>												

6	I can open an existing file.	<input type="checkbox"/>				I	W	W	W				
<i>Examples:</i>													
6	I can use the right-mouse button to access short-cut menus.	<input type="checkbox"/>				I	W	W	W				
<i>Examples:</i>													
6	I can use undo and redo.	<input type="checkbox"/>				I	W	W	W				
<i>Examples: CTRL+Z and CTRL+Y</i>													
6	I can preview and print a document.	<input type="checkbox"/>				I	W	W	W				
<i>Examples:</i>													
6	I can tell if I am online or not.	<input type="checkbox"/>						I	W				
<i>Examples:</i>													
6	I can upload a file into Google Drive.	<input type="checkbox"/>						I	W				
<i>Examples:</i>													
6	I can log-in to Skyward Student Access.	<input type="checkbox"/>							I				
<i>Examples:</i>													
6	I can check my grades, missing assignments, attendance, etc. in Skyward Student Access.	<input type="checkbox"/>							I				
<i>Examples:</i>													
6 - K	I can use proper keyboarding position and technique.	<input type="checkbox"/>						I	W	W			
<i>Examples: curved fingers, reaches, posture, elbows at side, feet flat on floor.</i>													
6 - K	I can use touch typing skills.	<input type="checkbox"/>						I	W	W			
<i>Examples:</i>													
6 - K	I can keyboard at grade appropriate speeds.	<input type="checkbox"/>						I	W	W			
<i>Examples: (grade level) x 5 w.p.m.</i>													
6 - K	I can correctly use backspace vs. delete.	<input type="checkbox"/>						I	W	W			
<i>Examples:</i>													
6 - K	I can use keyboard shortcuts.	<input type="checkbox"/>							I	W			
<i>Examples: copy - CTRL+C, paste - CTRL+V, cut - CTRL+X, print - CTRL+P, save - CTRL+S, deselect - CTRL+D</i>													

School District of Manawa

K-8 TECHNOLOGY SCOPE AND SEQUENCE

Based on the ISTE Student Standards

6th Grade Technology Skills Checklist											
I: Introduced · W: Working · M: Mastered · <input checked="" type="checkbox"/> Check when taught.											
ISTE	Creativity & Innovation	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
1 – UT	I can use technology to tell others about my ideas.	<input type="checkbox"/>		I	W	W	W	W	W		
<i>Examples: Promethean Board activities, Google Docs, wikis, blogs</i>											
1 – UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I	W	W	W	W	W	W		
<i>Examples: weather.com, pebblego.com, online card catalog, online databases, district webpage</i>											
1 – UT	I can comfortably use web-based (Web 2.0) tools to convey knowledge.	<input type="checkbox"/>			I	W	W	W	W		
<i>Examples: Animoto, Blabberize, Glogster, wikis, blogs, Prezi, YouTube</i>											
1 – UT	I can use technology with my class and my teacher to make predictions related to science, politics, and other things that I am studying.	<input type="checkbox"/>					I	W	W		
<i>Examples: DNR sites, Google Maps, any statistical site, sports statistics</i>											
1 – UT	I can use virtual tours online to help me understand more about what I am studying.	<input type="checkbox"/>				I	W	W	W		
<i>Examples: scholastic tours, science/history museum sites, Google Map tours, Google Cultural Institute</i>											
1 – UT	I can use online interactive simulations to understand and explore topics.	<input type="checkbox"/>					I	W	W		
<i>Examples: virtual frog dissection, simple machines simulation</i>											
1 – UT	I can use models/templates created by other to find inspiration and ideas when using technology tools.	<input type="checkbox"/>				I	W	W	W		
<i>Examples: Google Slides, Office Templates, Prezi Styles</i>											
1 – G&S	I can put animations/videos into my projects.	<input type="checkbox"/>							I		
<i>Examples: animated GIFs, YouTube videos</i>											
1 – G&S	I can resize/move/crop an image.	<input type="checkbox"/>				I	W	W	W		
<i>Examples: use corner handles to resize proportionally</i>											
1 – G&S	I can wrap text around an image.	<input type="checkbox"/>						I	W		
<i>Examples:</i>											
1 – G&S	I can create and modify digital works of art using technology tools.	<input type="checkbox"/>							I		
<i>Examples: Google Drawing, PicMonkey, online photo-editors</i>											

1 – G&S	I can adjust layered objects in software programs.	<input type="checkbox"/>								I		
<i>Examples: Bring to Front, Send to Back</i>												
1 – G&S	I can add sound to my digital projects.	<input type="checkbox"/>								I		
<i>Examples: SoundCloud, adding music to presentations, Animoto, SoundzAbound</i>												
ISTE	Communication and Collaboration	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8	
2 - CP	I can contribute to project teams to produce original works or solve problems.	<input type="checkbox"/>			I	W	W	W	W			
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>												
2 - CP	I can work with my group and use technology to make a presentation.	<input type="checkbox"/>								I		
<i>Examples: Prezi, Google Slides</i>												
2 - CP	I can work with others to write and share a story.	<input type="checkbox"/>					I	W	W			
<i>Examples: Google Docs, StoryJumper, StoryMaker</i>												
2 - CP	I can communicate information, ideas effectively to multiple audiences using a variety of media formats.	<input type="checkbox"/>								I		
<i>Examples: blogs, wikis, word-processor, google apps, YouTube</i>												
2 - E	I can access my school email.	<input type="checkbox"/>				I	W	W	M			
<i>Examples: Google Email login with email address and password</i>												
2 - E	I can use technology to talk with people who are not at my school.	<input type="checkbox"/>					I	W	W			
<i>Examples: classroom pen-pals, soldiers overseas, kids in hospitals, authors</i>												
2 - E	I can send emails to different recipients using CC, BCC, Reply, Reply All and Forward.	<input type="checkbox"/>					I	W	W			
<i>Examples:</i>												
2 - E	I can use proper email etiquette.	<input type="checkbox"/>				I	W	W	M			
<i>Examples: Teaching email etiquette</i>												
2 - E	I can add attachments to an email.	<input type="checkbox"/>				I	W	W	M			
<i>Examples:</i>												
2 - E	I can use email tools such as folders, labels and search.	<input type="checkbox"/>						I	W			
<i>Examples:</i>												
2 - E	I can create an email signature.	<input type="checkbox"/>								I		
<i>Examples:</i>												
2 - E	I can recognize malicious emails.	<input type="checkbox"/>					I	W	W			

Examples:											
ISTE	Research and Information Fluency	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
3 - FI	I can copy/paste data and images from the Internet to other applications.	<input type="checkbox"/>			I	W	W	W	M		
Examples: <i>Promethean Board class-created document, Google Docs, Google Slides</i>											
3 - FI	I can follow links and use drop-down menus to find information.	<input type="checkbox"/>			I	W	W	W	M		
Examples: <i>using School District Website</i>											
3 - FI	I can find information using a search engine on different types of technology.	<input type="checkbox"/>			I	W	W	W	M		
Examples: <i>Google, Bing, etc.</i>											
3 - FI	I can turn a question into an effective search query	<input type="checkbox"/>					I	W	W		
Examples: 21st Century Information Fluency – Question to Query (may be covered in library time)											
3 - FI	I can navigate to reliable information on the Internet.	<input type="checkbox"/>					I	W	W		
Examples: Kathy Schrock's Guide To Critical Evaluation of Information											
3 - FI	I can search for text on a page with CTRL+F.	<input type="checkbox"/>						I	W		
Examples:											
3 - FI	I can analyze search results before clicking links.	<input type="checkbox"/>						I	W		
Examples: 21st Century Information Fluency – Homing In (may be covered in library time)											
3 - UI	I can organize and manipulate the data that I have collected using technology.	<input type="checkbox"/>						I	W		
Examples: <i>create an outline, save in folders</i>											
3 - UI	I can save and organize my web searches using bookmarks and folders.	<input type="checkbox"/>						I	W		
Examples: <i>bookmark bar, managing bookmarks</i>											
3 - UI	I can properly cite my digital sources.	<input type="checkbox"/>							I		
Examples: <i>MLA format</i>											
3 - UI	I can choose the correct programs to make graphs, charts or tables that help me understand information and draw conclusions.	<input type="checkbox"/>						I	W		
Examples:											
3 - UI	I can use filters to refine my search results.	<input type="checkbox"/>							I		
Examples: <i>by date, by size, by file type</i>											
3 - UI	I can tell someone what the information means in my spreadsheet.	<input type="checkbox"/>							I		
Examples:											

ISTE	Critical thinking, Problem solving and Decision making	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
4 - PS	I can use technology to help me plan and organize the steps and ideas for my project.	<input type="checkbox"/>					I	W	W		
<i>Examples: Google Calendar, typed outline, graphic organizer</i>											
4 - PS	I can select the proper software for completing an assigned task.	<input type="checkbox"/>							I		
<i>Examples: word processor, publication, spreadsheet, presentation</i>											
4 - PS	I can use the task manager to shut down locked programs.	<input type="checkbox"/>							I		
<i>Examples: CTRL+ALT+DEL</i>											
4 - PS	I can attempt to solve my own computer problems before asking a teacher for assistance.	<input type="checkbox"/>		I	W	W	W	W	W		
<i>Examples: caps lock on, passwords, recheck typing for errors, follow directions</i>											
4 - WP	I can format text in a word processing document.	<input type="checkbox"/>			I	W	W	W	M		
<i>Examples: Font, size, bold, italic, etc.</i>											
4 - WP	I can use the thesaurus, spell-check and grammar check in a word processing document.	<input type="checkbox"/>				I	W	W	W		
<i>Examples:</i>											
4 - WP	I can insert a hyperlink in a document.	<input type="checkbox"/>						I	W		
<i>Examples:</i>											
4 - WP	I can insert a table into a word processing document.	<input type="checkbox"/>					I	W	W		
<i>Examples: creating schedules, organizing data</i>											
4 - WP	I can insert textboxes.	<input type="checkbox"/>						I	W		
<i>Examples:</i>											
4 - WP	I can create bulleted or numbered lists in a word processing document.	<input type="checkbox"/>						I	W		
<i>Examples:</i>											
4 - WP	I can format the paragraphs of a word processing document.	<input type="checkbox"/>							I		
<i>Examples: alignment, line-spacing, paragraph spacing, indents, tabs</i>											
4 - WP	I can insert a cover page in a word processing document.	<input type="checkbox"/>							I		
<i>Examples:</i>											
4 - WP	I can create manual page breaks in a word processing document.	<input type="checkbox"/>							I		
<i>Examples: CTRL+Enter, Insert Page Break</i>											
4 - WP	I can insert headers or footers into a word processing document.	<input type="checkbox"/>							I		
<i>Examples:</i>											

4 - S	I can add data to cells in a spreadsheet.	<input type="checkbox"/>								I	W		
<i>Examples:</i>													
4 - S	I can create basic formulas within the cells of a spreadsheet.	<input type="checkbox"/>									I		
<i>Examples:</i>													
4 - S	I can sort data in a spreadsheet.	<input type="checkbox"/>									I		
<i>Examples:</i>													
4 - S	I can format the contents of a cell in a spreadsheet.	<input type="checkbox"/>									I		
<i>Examples:</i>													
4 - S	I can create and format a graph within a spreadsheet.	<input type="checkbox"/>								I	W		
<i>Examples:</i>													
4 - P	I can design a presentation that follows proper design rules.	<input type="checkbox"/>								I	W		
<i>Examples: 7x7 rule, uniformity, 2 – 3 fonts, no picture backgrounds</i>													
4 - P	I can add/rearrange slides in a presentation.	<input type="checkbox"/>									I		
<i>Examples:</i>													
4 - P	I can add transitions to a presentation.	<input type="checkbox"/>									I		
<i>Examples: checkers, slow fade, pinwheel</i>													
4 - P	I can edit the background of a presentation slide.	<input type="checkbox"/>									I		
<i>Examples:</i>													
4 - P	I can animate the objects in a presentation slide.	<input type="checkbox"/>									I		
<i>Examples: having text appear when needed on slide</i>													
4 - DP	I can plan a publication.	<input type="checkbox"/>									I		
<i>Examples: brochure, flier, business cards, letterhead – preplan on paper</i>													
4 - DP	I can make a flier &/or brochure using desktop publishing software.	<input type="checkbox"/>									I		
<i>Examples:</i>													
4 - DP	I can format a desktop publishing document from a template.	<input type="checkbox"/>									I		
<i>Examples: use pre-made template and modify it.</i>													

using Common Sense Media (CSM) Score & Sequence												
5 – P&S	I can protect myself against phishing and identity theft.	<input type="checkbox"/>								I		
<i>Examples: CSM – 6-8 – Unit 1 – Scams and Schemes</i>												
5 – R&C	I can recognize that good digital citizens are responsible and respectful in the digital world and beyond.	<input type="checkbox"/>				I	W			W		
<i>Examples: CSM – 6-8 – Unit 1 – Cyberbullying: Be Upstanding</i>												
5 – C	I can explain how to deal with a cyberbullying situation.	<input type="checkbox"/>		I						W	M	
<i>Examples: CSM – 6-8 – Unit 1 – Cyberbullying: Be Upstanding</i>												
5 – S&I	I can analyze the role that digital media plays in my life.	<input type="checkbox"/>								I		
<i>Examples: CSM – 6-8 – Unit 1 – Digital Life 101</i>												
5 – IL	I can search online for information.	<input type="checkbox"/>	I								M	
<i>Examples: CSM – 6-8 – Unit 1 – Strategic Searching</i>												
5 –IL	I can select suitable keywords for finding information on the Internet.	<input type="checkbox"/>		I		W					M	
<i>Examples: CSM – 6-8 – Unit 1 – Strategic Searching</i>												
5 – C&C	I can recognize that copyright is a legal system that protects my rights to creative works.	<input type="checkbox"/>								I		
<i>Examples: CSM – 6-8 – Unit 1 – A Creator’s Rights</i>												
ISTE	Technology Operations & Concepts	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8	
6	I can take good care of my school’s technology equipment so that I can use it every day.	<input type="checkbox"/>	I	W	W	W	W	W	W			
<i>Examples: wrapping headphone cords, carrying Chromebooks with 2 hands</i>												
6	I can use correct vocabulary when referring to general computer components.	<input type="checkbox"/>			I	W	W	W	W			
<i>Examples: start button, minimize, restore, refresh, bookmark, etc.</i>												
6	I can name and save a file.	<input type="checkbox"/>			I	W	W	W	M			
<i>Examples:</i>												
6	I can open an existing file.	<input type="checkbox"/>			I	W	W	W	M			
<i>Examples:</i>												
6	I can use the right-mouse button to access short-cut menus.	<input type="checkbox"/>			I	W	W	W	M			
<i>Examples:</i>												
6	I can use undo and redo.	<input type="checkbox"/>			I	W	W	W	M			
<i>Examples: CTRL+Z and CTRL+Y</i>												

6	I can preview and print a document.	<input type="checkbox"/>					I	W	W	W	M		
<i>Examples:</i>													
6	I can tell if I am online or not.	<input type="checkbox"/>							I	W	W		
<i>Examples:</i>													
6	I can upload a file into Google Drive.	<input type="checkbox"/>							I	W	W		
<i>Examples:</i>													
6	I can log-in to Skyward Student Access.	<input type="checkbox"/>								I	W		
<i>Examples:</i>													
6	I can check my grades, missing assignments, attendance, etc. in Skyward Student Access.	<input type="checkbox"/>								I	W		
<i>Examples:</i>													
6	I can identify hardware components.	<input type="checkbox"/>									I		
<i>Examples: CPU, Peripheral, Input/Output, Storage</i>													
6	I can find a file that I misplaced.	<input type="checkbox"/>									I		
<i>Examples: Search Google Drive or Use Windows Find Box</i>													
6	I can take a photo or make a movie using a digital camera or other type of technology.	<input type="checkbox"/>									I		
<i>Examples:</i>													
6 - K	I can use proper keyboarding position and technique.	<input type="checkbox"/>							I	W	W	W	
<i>Examples: curved fingers, reaches, posture, elbows at side, feet flat on floor.</i>													
6 - K	I can use touch typing skills.	<input type="checkbox"/>							I	W	W	W	
<i>Examples:</i>													
6 - K	I can keyboard at grade appropriate speeds.	<input type="checkbox"/>							I	W	W	W	
<i>Examples: (grade level) x 5 w.p.m.</i>													
6 - K	I can correctly use backspace vs. delete.	<input type="checkbox"/>							I	W	W	W	
<i>Examples:</i>													
6 - K	I can use keyboard shortcuts.	<input type="checkbox"/>							I	W	W		
<i>Examples: copy - CTRL+C, paste - CTRL+V, cut - CTRL+X, print - CTRL+P, save - CTRL+S, deselect - CTRL+D</i>													

School District of Manawa

K-8 TECHNOLOGY SCOPE AND SEQUENCE

Based on the ISTE Student Standards

7th Grade Technology Skills Checklist											
I: Introduced · W: Working · M: Mastered · <input checked="" type="checkbox"/> Check when taught.											
ISTE	Creativity & Innovation	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
1-UT	I can use technology to tell others about my ideas.	<input type="checkbox"/>		I	W	W	W	W	W	W	
<i>Examples: Promethean Board activities, Google Docs, wikis, blogs</i>											
1-UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I	W	W	W	W	W	W	W	
<i>Examples: weather.com, pebblego.com, online card catalog, online databases, district webpage</i>											
1-UT	I can comfortably use web-based (Web 2.0) tools to convey knowledge.	<input type="checkbox"/>			I	W	W	W	W	W	
<i>Examples: Animoto, Blabberize, Glogster, wikis, blogs, Prezi, YouTube</i>											
1-UT	I can use technology with my class and my teacher to make predictions related to science, politics, and other things that I am studying.	<input type="checkbox"/>					I	W	W	W	
<i>Examples: DNR sites, Google Maps, any statistical site, sports statistics</i>											
1-UT	I can use virtual tours online to help me understand more about what I am studying.	<input type="checkbox"/>				I	W	W	W	W	
<i>Examples: scholastic tours, science/history museum sites, Google Map tours, Google Cultural Institute</i>											
1-UT	I can use online interactive simulations to understand and explore topics.	<input type="checkbox"/>					I	W	W	W	
<i>Examples: virtual frog dissection, simple machines simulation</i>											
1-UT	I can use models/templates created by other to find inspiration and ideas when using technology tools.	<input type="checkbox"/>				I	W	W	W	W	
<i>Examples: Google Slides, Office Templates, Prezi Styles</i>											
1-G&S	I can put animations/videos into my projects.	<input type="checkbox"/>							I	W	
<i>Examples: animated GIFs, YouTube videos</i>											
1-G&S	I can resize/move/crop an image.	<input type="checkbox"/>				I	W	W	W	M	
<i>Examples: use corner handles to resize proportionally</i>											
1-G&S	I can wrap text around an image.	<input type="checkbox"/>						I	W	M	
<i>Examples:</i>											
1-G&S	I can create and modify digital works of art using technology tools.	<input type="checkbox"/>							I	W	
<i>Examples: Google Drawing, PicMonkey, online photo-editors</i>											

1 – G&S	I can adjust layered objects in software programs.	<input type="checkbox"/>								I	W	
<i>Examples: Bring to Front, Send to Back</i>												
1 – G&S	I can add sound to my digital projects.	<input type="checkbox"/>								I	W	
<i>Examples: SoundCloud, adding music to presentations, Animoto, SoundzAbound</i>												
ISTE	Communication and Collaboration	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8	
2 - CP	I can contribute to project teams to produce original works or solve problems.	<input type="checkbox"/>			I	W	W	W	W	W	W	
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>												
2 - CP	I can work with my group and use technology to make a presentation.	<input type="checkbox"/>								I	W	
<i>Examples: Prezi, Google Slides</i>												
2 - CP	I can work with others to write and share a story.	<input type="checkbox"/>					I	W	W	W		
<i>Examples: Google Docs, StoryJumper, StoryMaker</i>												
2 - CP	I can communicate information, ideas effectively to multiple audiences using a variety of media formats.	<input type="checkbox"/>								I	W	
<i>Examples: blogs, wikis, word-processor, google apps, YouTube</i>												
2 - E	I can use technology to talk with people who are not at my school.	<input type="checkbox"/>					I	W	W	M		
<i>Examples: classroom pen-pals, soldiers overseas, kids in hospitals, authors</i>												
2 - E	I can send emails to different recipients using CC, BCC, Reply, Reply All and Forward.	<input type="checkbox"/>					I	W	W	M		
<i>Examples:</i>												
2 - E	I can use email tools such as folders, labels and search.	<input type="checkbox"/>						I	W	W		
<i>Examples:</i>												
2 - E	I can create an email signature.	<input type="checkbox"/>								I	W	
<i>Examples:</i>												
2 - E	I can recognize malicious emails.	<input type="checkbox"/>					I	W	W	W		
<i>Examples:</i>												
ISTE	Research and Information Fluency	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8	
3 - FI	I can turn a question into an effective search query	<input type="checkbox"/>					I	W	W	W		
<i>Examples: 21st Century Information Fluency – Question to Query (may be covered in library time)</i>												
3 - FI	I can navigate to reliable information on the Internet.	<input type="checkbox"/>					I	W	W	W		
<i>Examples: Kathy Schrock's Guide To Critical Evaluation of Information</i>												

3 - FI	I can search for text on a page with CTRL+F.	<input type="checkbox"/>							I	W	W	
<i>Examples:</i>												
3 - FI	I can analyze search results before clicking links.	<input type="checkbox"/>							I	W	W	
<i>Examples: 21st Century Information Fluency – Homing In (may be covered in library time)</i>												
3 - UI	I can organize and manipulate the data that I have collected using technology.	<input type="checkbox"/>							I	W	W	
<i>Examples: create an outline, save in folders</i>												
3 - UI	I can save and organize my web searches using bookmarks and folders.	<input type="checkbox"/>							I	W	W	
<i>Examples: bookmark bar, managing bookmarks</i>												
3 - UI	I can properly cite my digital sources.	<input type="checkbox"/>								I	W	
<i>Examples: MLA format</i>												
3 - UI	I can choose the correct programs to make graphs, charts or tables that help me understand information and draw conclusions.	<input type="checkbox"/>							I	W	W	
<i>Examples:</i>												
3 - UI	I can use filters to refine my search results.	<input type="checkbox"/>								I	W	
<i>Examples: by date, by size, by file type</i>												
3 - UI	I can tell someone what the information means in my spreadsheet.	<input type="checkbox"/>								I	W	
<i>Examples:</i>												
ISTE	Critical thinking, Problem solving and Decision making	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8	
4 - PS	I can use technology to help me plan and organize the steps and ideas for my project.	<input type="checkbox"/>						I	W	W	W	
<i>Examples: Google Calendar, typed outline, graphic organizer</i>												
4 - PS	I can select the proper software for completing an assigned task.	<input type="checkbox"/>								I	W	
<i>Examples: word processor, publication, spreadsheet, presentation</i>												
4 - PS	I can use the task manager to shut down locked programs.	<input type="checkbox"/>								I	W	
<i>Examples: CTRL+ALT+DEL</i>												
4 - PS	I can attempt to solve my own computer problems before asking a teacher for assistance.	<input type="checkbox"/>		I	W	W	W	W	W	W	W	
<i>Examples: caps lock on, passwords, recheck typing for errors, follow directions</i>												
4 - WP	I can use the thesaurus, spell-check and grammar check in a word processing document.	<input type="checkbox"/>					I	W	W	W	W	
<i>Examples:</i>												

4 - WP	I can insert a hyperlink in a document.	<input type="checkbox"/>								I	W	W	
<i>Examples:</i>													
4 - WP	I can insert a table into a word processing document.	<input type="checkbox"/>								I	W	W	W
<i>Examples: creating schedules, organizing data</i>													
4 - WP	I can insert textboxes.	<input type="checkbox"/>								I	W	W	
<i>Examples:</i>													
4 - WP	I can create bulleted or numbered lists in a word processing document.	<input type="checkbox"/>								I	W	W	
<i>Examples:</i>													
4 - WP	I can format the paragraphs of a word processing document.	<input type="checkbox"/>									I	W	
<i>Examples: alignment, line-spacing, paragraph spacing, indents, tabs</i>													
4 - WP	I can insert a cover page in a word processing document.	<input type="checkbox"/>									I	W	
<i>Examples:</i>													
4 - WP	I can create manual page breaks in a word processing document.	<input type="checkbox"/>									I	W	
<i>Examples: CTRL+Enter, Insert Page Break</i>													
4 - WP	I can insert headers or footers into a word processing document.	<input type="checkbox"/>									I	W	
<i>Examples:</i>													
4 - WP	I can insert a graphic organizer (SmartArt) into a word processing document.	<input type="checkbox"/>										I	
<i>Examples:</i>													
4 - WP	I can format a word processing document using MLA style.	<input type="checkbox"/>										I	
<i>Examples:</i>													
4 - S	I can add data to cells in a spreadsheet.	<input type="checkbox"/>								I	W	W	
<i>Examples:</i>													
4 - S	I can create basic formulas within the cells of a spreadsheet.	<input type="checkbox"/>									I	W	
<i>Examples:</i>													
4 - S	I can sort data in a spreadsheet.	<input type="checkbox"/>									I	W	
<i>Examples:</i>													
4 - S	I can format the contents of a cell in a spreadsheet.	<input type="checkbox"/>									I	W	
<i>Examples:</i>													

4 - S	I can create and format a graph within a spreadsheet.	<input type="checkbox"/>								I	W	W	
<i>Examples:</i>													
4 - P	I can design a presentation that follows proper design rules.	<input type="checkbox"/>								I	W	W	
<i>Examples: 7x7 rule, uniformity, 2 – 3 fonts, no picture backgrounds</i>													
4 - P	I can add/rearrange slides in a presentation.	<input type="checkbox"/>								I	W		
<i>Examples:</i>													
4 - P	I can add transitions to a presentation.	<input type="checkbox"/>								I	W		
<i>Examples: checkers, slow fade, pinwheel</i>													
4 - P	I can edit the background of a presentation slide.	<input type="checkbox"/>								I	W		
<i>Examples:</i>													
4 - P	I can animate the objects in a presentation slide.	<input type="checkbox"/>								I	W		
<i>Examples: having text appear when needed on slide</i>													
4 - DP	I can plan a publication.	<input type="checkbox"/>								I	W		
<i>Examples: brochure, flier, business cards, letterhead – preplan on paper</i>													
4 - DP	I can make a flier &/or brochure using desktop publishing software.	<input type="checkbox"/>								I	W		
<i>Examples:</i>													
4 - DP	I can format a desktop publishing document from a template.	<input type="checkbox"/>								I	W		
<i>Examples: use pre-made template and modify it.</i>													
ISTE	Digital Citizenship – using Common Sense Media (CSM) Score & Sequence	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
5 – R&C	I can recognize that good digital citizens are responsible and respectful in the digital world and beyond.	<input type="checkbox"/>				I	W		W	M			
<i>Examples: CMS – 6-8 – Unit 2 – Safe Online Talk</i>													
5 – SI&I	I can recognize gender stereotypes in online media messages.	<input type="checkbox"/>						I		W			
<i>Examples: CSM – 6-8 – Unit 2 – Gender Stereotypes Online</i>													
5 – S&I	I can analyze the role that digital media plays in my life.	<input type="checkbox"/>							I	W			
<i>Examples: CSM – 6-8 – Unit 2 – My Media</i>													
5 – S&I	I can present myself online in a manner that will be harmless to myself and others.	<input type="checkbox"/>								I			
<i>Examples: CSM – 6-8 – Unit 2 – Which Me Should I Be?</i>													

5 – C&C	I can recognize that copyright is a legal system that protects my rights to creative works.	<input type="checkbox"/>								I	W	
<i>Examples: CSM – 6-8 – Unit 2 – A Creator’s Responsibilities</i>												
ISTE	Technology Operations & Concepts	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8	
6	I can take good care of my school’s technology equipment so that I can use it every day.	<input type="checkbox"/>	I	W	W	W	W	W	W	W	M	
<i>Examples: wrapping headphone cords, carrying Chromebooks with 2 hands</i>												
6	I can use correct vocabulary when referring to general computer components.	<input type="checkbox"/>			I	W	W	W	W	W		
<i>Examples: start button, minimize, restore, refresh, bookmark, etc.</i>												
6	I can tell if I am online or not.	<input type="checkbox"/>					I	W	W	W		
<i>Examples:</i>												
6	I can upload a file into Google Drive.	<input type="checkbox"/>					I	W	W	W		
<i>Examples:</i>												
6	I can log-in to Skyward Student Access.	<input type="checkbox"/>						I	W	W		
<i>Examples:</i>												
6	I can check my grades, missing assignments, attendance, etc. in Skyward Student Access.	<input type="checkbox"/>						I	W	W		
<i>Examples:</i>												
6	I can identify hardware components.	<input type="checkbox"/>							I	W		
<i>Examples: CPU, Peripheral, Input/Output, Storage</i>												
6	I can find a file that I misplaced.	<input type="checkbox"/>							I	W		
<i>Examples: Search Google Drive or Use Windows Find Box</i>												
6	I can take a photo or make a movie using a digital camera or other type of technology.	<input type="checkbox"/>							I	W		
<i>Examples:</i>												
6 - K	I can use proper keyboarding position and technique.	<input type="checkbox"/>					I	W	W	W	W	
<i>Examples: curved fingers, reaches, posture, elbows at side, feet flat on floor.</i>												
6 - K	I can use touch typing skills.	<input type="checkbox"/>					I	W	W	W	W	
<i>Examples:</i>												
6 - K	I can keyboard at grade appropriate speeds.	<input type="checkbox"/>					I	W	W	W	W	
<i>Examples: (grade level) x 5 w.p.m.</i>												
6 - K	I can correctly use backspace vs. delete.	<input type="checkbox"/>					I	W	W	W	W	

Examples:

6 - K

I can use keyboard shortcuts.



I

W

W

W

Examples: copy - CTRL+C, paste - CTRL+V, cut - CTRL+X, print - CTRL+P, save - CTRL+S, deselect - CTRL+D

School District of Manawa

K-8 TECHNOLOGY SCOPE AND SEQUENCE

Based on the ISTE Student Standards

8 th Grade Technology Skills Checklist											
I: Introduced · W: Working · M: Mastered · <input checked="" type="checkbox"/> Check when taught.											
ISTE	Creativity & Innovation	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
1 – UT	I can use technology to tell others about my ideas.	<input type="checkbox"/>		I	W	W	W	W	W	W	W
<i>Examples: Promethean Board activities, Google Docs, wikis, blogs</i>											
1 - UT	I can use apps or websites to find information using technology.	<input type="checkbox"/>	I	W	W	W	W	W	W	W	W
<i>Examples: weather.com, pebblego.com, online card catalog, online databases, district webpage</i>											
1 - UT	I can comfortably use web-based (Web 2.0) tools to convey knowledge.	<input type="checkbox"/>			I	W	W	W	W	W	W
<i>Examples: Animoto, Blabberize, Glogster, wikis, blogs, Prezi, YouTube</i>											
1 - UT	I can use technology with my class and my teacher to make predictions related to science, politics, and other things that I am studying.	<input type="checkbox"/>					I	W	W	W	W
<i>Examples: DNR sites, Google Maps, any statistical site, sports statistics</i>											
1 - UT	I can use virtual tours online to help me understand more about what I am studying.	<input type="checkbox"/>				I	W	W	W	W	W
<i>Examples: scholastic tours, science/history museum sites, Google Map tours, Google Cultural Institute</i>											
1 - UT	I can use online interactive simulations to understand and explore topics.	<input type="checkbox"/>					I	W	W	W	W
<i>Examples: virtual frog dissection, simple machines simulation</i>											
1 - UT	I can use models/templates created by other to find inspiration and ideas when using technology tools.	<input type="checkbox"/>				I	W	W	W	W	W
<i>Examples: Google Slides, Office Templates, Prezi Styles</i>											
1 – G&S	I can put animations/videos into my projects.	<input type="checkbox"/>							I	W	W
<i>Examples: animated GIFs, YouTube videos</i>											
1 – G&S	I can create and modify digital works of art using technology tools.	<input type="checkbox"/>							I	W	W
<i>Examples: Google Drawing, PicMonkey, online photo-editors</i>											
1 – G&S	I can adjust layered objects in software programs.	<input type="checkbox"/>							I	W	M
<i>Examples: Bring to Front, Send to Back</i>											
1 – G&S	I can add sound to my digital projects.	<input type="checkbox"/>							I	W	M
<i>Examples: SoundCloud, adding music to presentations, Animoto, SoundzAbound</i>											

ISTE	Communication and Collaboration	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
2 - CP	I can contribute to project teams to produce original works or solve problems.	<input type="checkbox"/>			I	W	W	W	W	W	W
<i>Examples: Promethean Board class-created document, Google Docs, Google Slides</i>											
2 - CP	I can work with my group and use technology to make a presentation.	<input type="checkbox"/>							I	W	W
<i>Examples: Prezi, Google Slides</i>											
2 - CP	I can work with others to write and share a story.	<input type="checkbox"/>					I	W	W	W	M
<i>Examples: Google Docs, StoryJumper, StoryMaker</i>											
2 - CP	I can communicate information, ideas effectively to multiple audiences using a variety of media formats.	<input type="checkbox"/>							I	W	W
<i>Examples: blogs, wikis, word-processor, google apps, YouTube</i>											
2 - E	I can use email tools such as folders, labels and search.	<input type="checkbox"/>						I	W	W	M
<i>Examples:</i>											
2 - E	I can create an email signature.	<input type="checkbox"/>							I	W	M
<i>Examples:</i>											
2 - E	I can recognize malicious emails.	<input type="checkbox"/>					I	W	W	W	M
<i>Examples:</i>											
ISTE	Research and Information Fluency	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8
3 - FI	I can turn a question into an effective search query	<input type="checkbox"/>					I	W	W	W	M
<i>Examples: 21st Century Information Fluency – Question to Query (may be covered in library time)</i>											
3 - FI	I can navigate to reliable information on the Internet.	<input type="checkbox"/>					I	W	W	W	M
<i>Examples: Kathy Schrock's Guide To Critical Evaluation of Information</i>											
3 - FI	I can search for text on a page with CTRL+F.	<input type="checkbox"/>						I	W	W	M
<i>Examples:</i>											
3 - FI	I can analyze search results before clicking links.	<input type="checkbox"/>						I	W	W	W
<i>Examples: 21st Century Information Fluency – Homing In (may be covered in library time)</i>											
3 - UI	I can organize and manipulate the data that I have collected using technology.	<input type="checkbox"/>						I	W	W	W
<i>Examples: create an outline, save in folders</i>											
3 - UI	I can save and organize my web searches using bookmarks and folders.	<input type="checkbox"/>						I	W	W	W
<i>Examples: bookmark bar, managing bookmarks</i>											

3 - UI	I can properly cite my digital sources.	<input type="checkbox"/>								I	W	M	
<i>Examples: MLA format</i>													
3 - UI	I can choose the correct programs to make graphs, charts or tables that help me understand information and draw conclusions.	<input type="checkbox"/>								I	W	W	M
<i>Examples:</i>													
3 - UI	I can use filters to refine my search results.	<input type="checkbox"/>								I	W	W	
<i>Examples: by date, by size, by file type</i>													
3 - UI	I can tell someone what the information means in my spreadsheet.	<input type="checkbox"/>								I	W	W	
<i>Examples:</i>													
ISTE	Critical thinking, Problem solving and Decision making	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
4 - PS	I can use technology to help me plan and organize the steps and ideas for my project.	<input type="checkbox"/>						I	W	W	W	M	
<i>Examples: Google Calendar, typed outline, graphic organizer</i>													
4 - PS	I can select the proper software for completing an assigned task.	<input type="checkbox"/>								I	W	W	
<i>Examples: word processor, publication, spreadsheet, presentation</i>													
4 - PS	I can use the task manager to shut down locked programs.	<input type="checkbox"/>								I	W	W	
<i>Examples: CTRL+ALT+DEL</i>													
4 - PS	I can attempt to solve my own computer problems before asking a teacher for assistance.	<input type="checkbox"/>		I	W	W	W	W	W	W	W	W	
<i>Examples: caps lock on, passwords, recheck typing for errors, follow directions</i>													
4 - WP	I can use the thesaurus, spell-check and grammar check in a word processing document.	<input type="checkbox"/>					I	W	W	W	W	M	
<i>Examples:</i>													
4 - WP	I can insert a hyperlink in a document.	<input type="checkbox"/>							I	W	W	M	
<i>Examples:</i>													
4 - WP	I can insert a table into a word processing document.	<input type="checkbox"/>						I	W	W	W	M	
<i>Examples: creating schedules, organizing data</i>													
4 - WP	I can insert textboxes.	<input type="checkbox"/>							I	W	W	M	
<i>Examples:</i>													
4 - WP	I can create bulleted or numbered lists in a word processing document.	<input type="checkbox"/>							I	W	W	M	
<i>Examples:</i>													

4 - WP	I can format the paragraphs of a word processing document.	<input type="checkbox"/>									I	W	W	
<i>Examples: alignment, line-spacing, paragraph spacing, indents, tabs</i>														
4 - WP	I can insert a cover page in a word processing document.	<input type="checkbox"/>									I	W	W	
<i>Examples:</i>														
4 - WP	I can create manual page breaks in a word processing document.	<input type="checkbox"/>									I	W	W	
<i>Examples: CTRL+Enter, Insert Page Break</i>														
4 - WP	I can insert headers or footers into a word processing document.	<input type="checkbox"/>									I	W	W	
<i>Examples:</i>														
4 - WP	I can insert a graphic organizer (SmartArt) into a word processing document.	<input type="checkbox"/>										I	W	
<i>Examples:</i>														
4 - WP	I can format a word processing document using MLA style.	<input type="checkbox"/>										I	W	
<i>Examples:</i>														
4 - S	I can add data to cells in a spreadsheet.	<input type="checkbox"/>									I	W	W	M
<i>Examples:</i>														
4 - S	I can create basic formulas within the cells of a spreadsheet.	<input type="checkbox"/>									I	W	W	
<i>Examples:</i>														
4 - S	I can sort data in a spreadsheet.	<input type="checkbox"/>									I	W	W	
<i>Examples:</i>														
4 - S	I can format the contents of a cell in a spreadsheet.	<input type="checkbox"/>									I	W	W	
<i>Examples:</i>														
4 - S	I can create and format a graph within a spreadsheet.	<input type="checkbox"/>									I	W	W	M
<i>Examples:</i>														
4 - P	I can design a presentation that follows proper design rules.	<input type="checkbox"/>									I	W	W	M
<i>Examples: 7x7 rule, uniformity, 2 – 3 fonts, no picture backgrounds</i>														
4 - P	I can add/rearrange slides in a presentation.	<input type="checkbox"/>									I	W	M	
<i>Examples:</i>														
4 - P	I can add transitions to a presentation.	<input type="checkbox"/>									I	W	M	
<i>Examples: checkers, slow fade, pinwheel</i>														

4 - P	I can edit the background of a presentation slide.	<input type="checkbox"/>									I	W	M
<i>Examples:</i>													
4 - P	I can animate the objects in a presentation slide.	<input type="checkbox"/>									I	W	M
<i>Examples: having text appear when needed on slide</i>													
4 - DP	I can plan a publication.	<input type="checkbox"/>									I	W	W
<i>Examples: brochure, flier, business cards, letterhead – preplan on paper</i>													
4 - DP	I can make a flier &/or brochure using desktop publishing software.	<input type="checkbox"/>									I	W	W
<i>Examples:</i>													
4 - DP	I can format a desktop publishing document from a template.	<input type="checkbox"/>									I	W	W
<i>Examples: use pre-made template and modify it.</i>													
ISTE	Digital Citizenship – using Common Sense Media (CSM) Score & Sequence	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
5 - C	I can recognize online behaviors that could be considered cyberbullying.	<input type="checkbox"/>		I				W					M
<i>Examples: CSM – 6-8 – Unit 3 – The Reality of Digital Drama & Cyberbullying: Crossing the Line</i>													
5 - C	I can recognize the role social media & TV media plays in digital drama.	<input type="checkbox"/>											I
<i>Examples: CSM – 6-8 – Unit 3 – The Reality of Digital Drama</i>													
5 - DF&R	I can analyze my digital footprint and plan to manage my future digital footprint.	<input type="checkbox"/>											I
<i>Examples: CSM – 6-8 – Unit 3 – Trillion Dollar Footprint</i>													
5 - IL	I can evaluate the validity, trustworthiness and usefulness of a website.	<input type="checkbox"/>											I
<i>Examples: CSM – 6-8 – Unit 3 – Identifying High-Quality Sites</i>													
5 - C&C	I can identify the key points required for a creative work to fall under fair use.	<input type="checkbox"/>											I
<i>Examples: CSM – 6-8 – Unit 3 – Rework, Reuse, Remix</i>													
ISTE	Technology Operations & Concepts	<input checked="" type="checkbox"/>	K	1	2	3	4	5	6	7	8		
6	I can use correct vocabulary when referring to general computer components.	<input type="checkbox"/>			I	W	W	W	W	W	W	W	M
<i>Examples: start button, minimize, restore, refresh, bookmark, etc.</i>													
6	I can tell if I am online or not.	<input type="checkbox"/>					I	W	W	W	W	W	W
<i>Examples:</i>													
6	I can upload a file into Google Drive.	<input type="checkbox"/>					I	W	W	W	W	W	M
<i>Examples:</i>													

6	I can log-in to Skyward Student Access.	<input type="checkbox"/>								I	W	W	M
<i>Examples:</i>													
6	I can check my grades, missing assignments, attendance, etc. in Skyward Student Access.	<input type="checkbox"/>								I	W	W	M
<i>Examples:</i>													
6	I can identify hardware components.	<input type="checkbox"/>								I	W	W	
<i>Examples: CPU, Peripheral, Input/Output, Storage</i>													
6	I can find a file that I misplaced.	<input type="checkbox"/>								I	W	W	
<i>Examples: Search Google Drive or Use Windows Find Box</i>													
6	I can take a photo or make a movie using a digital camera or other type of technology.	<input type="checkbox"/>								I	W	W	
<i>Examples:</i>													
6 - K	I can use proper keyboarding position and technique.	<input type="checkbox"/>							I	W	W	W	M
<i>Examples: curved fingers, reaches, posture, elbows at side, feet flat on floor.</i>													
6 - K	I can use touch typing skills.	<input type="checkbox"/>							I	W	W	W	W
<i>Examples:</i>													
6 - K	I can keyboard at grade appropriate speeds.	<input type="checkbox"/>							I	W	W	W	W
<i>Examples: (grade level) x 5 w.p.m.</i>													
6 - K	I can correctly use backspace vs. delete.	<input type="checkbox"/>							I	W	W	W	M
<i>Examples:</i>													
6 - K	I can use keyboard shortcuts.	<input type="checkbox"/>							I	W	W	W	W
<i>Examples: copy - CTRL+C, paste - CTRL+V, cut - CTRL+X, print - CTRL+P, save - CTRL+S, deselect - CTRL+D</i>													