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| **Basic Computer/Technology Use** | **Pre** | **K** | **1** | 2 | **3** | **4** | **5** |
| Operates mouse, TV, and VCR | H | I | D | D | IU | IU | IU |
| Starts and shuts down computer, monitor, and printer | H | I | DVD | D | IU | IU | IU |
| Practices responsible use of technology | H | H | I | D | D | IU | IU |
| Opens and quits an application | H | H | I | D | D | IU | IU |
| Works with windows, icons, and menus | H | H | I | D | D | IU | IU |
| Works independently or in pairs on computer | H | H | I | D | D | D | IU |
| Communicates about technology using developmentally appropriate and accurate terminology | . | H | I | D | D | D | IU |
| Works as part of a cooperative group with technology | . | H | H | I | D | D | D |
| Discusses common uses of technology in daily life and the advantages and disadvantages those uses provide | . | H | H | I | D | D | D |
| Uses keyboards and other common input and output devices efficiently and effectively | . | H | H | I | D | D | D |
| Applies strategies for identifying and solving routine hardware and software problems  | . | . | . | H | I | D | D |



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| **Word Processing** | **Pre** | **K** | **1** | 2 | **3** | **4** | **5** |
| Describes pictures, stories, or ideas | H | H | I | D | D | D | IU |
| Learns keyboard placement | H | H | I | D | D | D | IU  |
| Formats a document | H | H | H | I | D | D | D |
| Inserts and edits text | . | H | H | I | D | D | D |
| Types 20 words per minute | . | H | H | H | I | D | D |
| Formats paragraphs | . | . | H | H | H | I | D |
| Creates bullet and number lists | . | . | H | H | H | I | D |
| Uses spell checker and thesaurus | . | . | H | H | H | I | D |
| Inserts a graphic and wraps text | . | . | H | H | H | I | D |
| Uses word processor for first and final drafts | . | . | H | H | H | I | D |
| Uses ruler, margins, and tabs | . | . | . | H | H | H | I |
| Uses outlining feature | . | . | . | . | H | H | I |
| Inserts headers and footers | . | . | . | . | H | H | H |
| Creates and formats tables | . | . | . | . | H | H | H |
| Inserts section, column, and page breaks | . | . | . | . | H | H | H |
| Creates newsletter | . | . | . | . | H | H | H |
| Transfers and merges files into document | . | . | . | . | . | H | H |
| Types 45-60 words per minute | . | . | . | . | . | H | H |
| Uses advanced editing features and shortcuts | . | . | . | . | . | . | H |
| Save as web page with links | . | . | . | . | . | . | H |
| Use good design techniques | . | . | . | . | . | . | H |



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| **Graphics and Publishing** | **Pre** | **K** | **1** | 2 | **3** | **4** | **5** |
| Creates pictures with Kid Pix | H | I | D | D | IU | IU | IU |
| Inserts images into documents | H | H | I | D | D | IU | IU |
| Creates flyers using draw tools | H | H | I | D | D | IU | IU |
| Scans pictures and uses digital camera | H | H | H | I | D | IU | IU |
| Imports and modifies graphics | H | H | H | I | D | IU | IU |
| Uses draw tools to create objects | H | H | H | I | D | D | IU |
| Knows difference between draw and paint | . | H | H | H | I | D | IU |
| Rotates, duplicates, groups, aligns, and resizes objects | . | H | H | H | I | D | D |
| Creates card or mini-book | . | . | H | H | H | I | D |
| Uses draw and paint  | . | . | H | H | H | I | D |
| Captures images from the Internet and follows copyright laws for use of images | . | . | . | H | H | H | I |
| Saves images in different formats | . | . | . | H | H | H | I |
| Works with text objects in draw mode | . | . | . | H | H | H | I |
| Create a brochure or newsletter | . | . | . | H | H | H | I |



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| **Presentation Tools** | **Pre** | **K** | **1** | 2 | **3** | **4** | **5** |
| Creates separate Kid Pix pictures to save to folder | H | I | D | D | D | IU | IU |
| Adds transitions and sounds to Kid Pix Slide Show | H | H | I | D | D | IU | IU |
| Saves slide show in folder with pictures and as stand-alone slide show | H | H | H | I | D | D | D |
| Plans and storyboards ideas for presentation (AppleWorks and PowerPoint) | . | H | H | H | I | D | D |
| Develops outline for slide show | . | . | H | H | H | I | D |
| Applies designs, backgrounds, font styles, and colors for all slides | . | . | H | H | H | I | D |
| Imports animations, video, and sound | . | . | . | H | H | H | I |
| Connects computer to TV or projector for presentation | . | . | . | H | H | H | I |
| Creates custom animations | . | . | . | . | H | H | H |
| Applies good design principles | . | . | . | . | H | H | H |
| Uses mind-mapping software to brainstorm and plan presentation | . | . | . | . | H | H | H |
| Determines target audience, goal, and purpose of presentation | . | . | . | . | . | H | H |
| Redesigns presentation for proper colors and contrast for room | . | . | . | . | . | . | H |
| Practices timing and provides feedback for peers | . | . | . | . | . | . | H |
| Includes graphs, charts, sound, animation, in non-linear presentation | . | . | . | . | . | . | . |



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| **Internet**  | **Pre** | **K** | **1** | 2 | **3** | **4** | **5** |
| Uses sites the teacher points to | H | I | D | D | D | D | IU |
| Launches a browser and uses the tool bar | H | H | I | D | D | D | IU |
| Navigates by clicking on links on web pages | . | H | I | D | D | D | IU |
| Explains the parts of a URL | . | H | H | I | D | D | D |
| Types URLs correctly | . | H | H | I | D | D | D |
| Add bookmarks/favorites | . | H | H | I | D | D | D |
| Returns to site using history, back button, or bookmark/favorite | . | . | H | H | I | D | D |
| Uses keyword and natural language searches | . | . | . | H | H | I | D |
| Evaluates site and information for validity and accuracy | . | . | . | . | H | H | I |
| Sets home page and configures page setup to print title, URL, and date | . | . | . | . | H | H | I |
| Edits bookmarks/favorites and organizes them into folders | . | . | . | . | H | H | H |
| Downloads files and plug-ins | . | . | . | . | . | H | H |
| Copies and pastes text or images and cites source correctly | . | . | . | . | . | H | H |
| Explains difference between search engines, subject directories, and metasearch engines | . | . | . | . | . | H | H |



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| **Integration and Projects**  | **Pre** | **K** | **1** | 2 | **3** | **4** | **5** |
| Creates developmentally appropriate multimedia products with support from teachers, family members, or student partners | H | H | I | D | D | D | IU |
| Uses technology resources for problem solving, communication, and illustration of thoughts, ideas, and stories | H | H | I | D | D | D | D |
| Works responsibly, independently, and as part of group in developing project | . | . | H | I | D | D | D |
| Uses teacher-created rubric for assessment of project | . | . | H | I | D | D | D |
| Uses technology for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom | . | . | H | H | I | D | D |
| Determines when technology is useful and selects the appropriate tools and technology resources to address a variety of tasks and problems | . | . | H | H | H | I | D |
| Uses information literacy skills to research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of information sources concerning real-world problems | . | . | . | H | H | H | I |
| Saves, finds, and retrieves work in different formats via email, network, and online sources for project work | . | . | . | H | H | H | I |
| Develops and uses student-created rubrics for assessment | . | . | . | H | H | H | I |
| Takes on specific role and manages different group activities and rotation strategies as part of project | . | . | . | . | H | H | H |
| Develops essential and subsidiary questions as part of projects | . | . | . | . | H | H | H |
| Properly cites all information sources | . | . | . | . | H | H | H |
| Designs, develops, publishes, and presents real-world products using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom | . | . | . | . | . | H | H |
| Selects appropriate technology tools for research, information analysis, problem-solving, and decision-making in content learning as part of project-based learning | . | . | . | . | . | H | H |