

Kindergarten Technology

Progress Report Indicators

First, Second, and Third Trimesters

STANDARD 1—Use Technology Effectively.

- a. **Keyboarding**
 - Typing indicates letter recognition.
- b. **Basic Vocabulary**
 - Use appropriate vocabulary to identify: headphones, monitor, mouse, keyboard, quit, click, double click, and icon.
- c. **Mouse Skills**
 - Use correct hand position on mouse.
 - Use correct mouse position on table (e.g., cord at correct end.)
- d. **Navigation**
 - Open applications and documents.
- e. **Use of Internet browser**
 - Double click on links on desktop to open a Web page.
 - Click on toolbar bookmarks to open a Web page.
 - Single click on links on web pages.
- f. **Internet Safety**
 - Consult parents or teachers before using the Internet.

STANDARD 2—Produce Quality Work.

- a. **Word Processing**
 - Publish work using a word processor.
- b. **Presentation Tools (Kidspiration, PowerPoint, KidPix)**
 - Communicate information by using a form of multi-media technology.

Grade 1 Technology

Progress Report Indicators

First, Second, and Third Trimesters

STANDARD 1— Use Technology Effectively.

- a. **Keyboarding**
 - Typing matches conventional writing, including capitalization, punctuation and spacing.
- b. **Basic Vocabulary**
 - Use appropriate vocabulary to identify: document, hard drive, software, keyboard, mouse, cursor, monitor, trash, recycle bin, headphones.
- c. **Word Processing Skills**
 - Use correct spacing, capitalization, punctuation.
- d. **Navigation**
 - Open new files, navigate to existing files, and save new work as required.
- e. **Use of Internet browser**
 - Click on bookmarks/favorites or open a link on the computer desktop.
 - Single click to select a link within a website
- f. **Internet Safety**
 - Consult parents or teachers before communicating on the Internet.
- g. **Devices**
 - Use a digital camera to take photos.

STANDARD 2—Produce Quality Work.

- a. **Word Processing**
 - Create a word processing document for a variety of purposes (e.g., report, letter writing, fiction, poetry).
 - Edit, revise, and publish work using a word processor.
- b. **Presentation Tools (Kidspiration, PowerPoint, KidPix)**
 - Communicate information by using a form of multimedia technology.

Grade 2 Technology

Progress Report Indicators

First, Second, and Third Trimesters

STANDARD 1— Use Technology Effectively.

- a. **Keyboarding**
 - Typing matches conventional writing, including capitalization, punctuation and spacing.
- b. **Basic Vocabulary**
 - Use appropriate vocabulary to identify: tools, toolbars, palette, save, desktop, icons, file, quit, print, links, and USB flash drive.
- c. **Word Processing Skills**
 - Use correct spacing, capitalization, punctuation.
- d. **Graphic Organization Tools (Kidspiration)**
 - Use a graphic organizer to web and map ideas and writing plans.
- e. **Navigation**
 - Open new files, navigate to existing files, and save new work as required on computer hard drive or USB flash drive.
- f. **Use of Internet browser**
 - Use toolbar (e.g., back and forward buttons).
 - Click on bookmarks/favorites or open a link on the computer desktop.
 - Single click to select a link within a Website.
- g. **Internet Safety**
 - Consult parents or teachers before communicating on the Internet.
- h. **Devices**
 - Use a digital camera to take photos and import photos to computer application.

STANDARD 2—Produce Quality Work.

- a. **Word Processing**
 - Create a word processing document for a variety of purposes (e.g., report, letter writing, fiction, poetry).
 - Edit, revise, and publish work using a word processor.
- b. **Presentation Tools (Kidspiration, PowerPoint, KidPix)**
 - Communicate information by using a form of multimedia technology.

Grade 3 Technology

Progress Report Indicators

First, Second, and Third Trimesters

STANDARD 1— Use Technology Effectively.

- a. Keyboarding**
 - Use two-handed typing with correct home row keys.
 - Use tab key and capitalization/punctuation keys.
- b. Basic Vocabulary**
 - Use appropriate vocabulary to identify: cut, copy, paste, font, bold, underline, selecting, click, drag, drop, cell, column, row.
 - Use appropriate Internet vocabulary to identify: URL, browser, window, minimize, maximize, favorites/bookmarks, search engine.
- c. Word Processing Skills**
 - Copy, cut, paste, highlight, drag, and drop text.
 - Change font, text size, color, underline, and bold attributes.
 - Use scroll bars and menus.
 - Insert appropriate accent marks.
 - Write in paragraph structure.
 - Insert images from clip art or image files.
 - Format lists using bullets and numbers.
- d. Graphic Organization Tools (Kidspiration)**
 - Use graphic organizer for webbing, mapping, and paragraph development.
- e. Navigation**
 - Save and open files from hard drive, USB flash drive, or server.
 - Multitask among multiple applications.
- f. Use of Internet browser**
 - Enter URLs in browser.
 - Use favorites/bookmarks to save Internet addresses.
 - Uses age appropriate search engines.
 - Single click in Web pages to open links.
- g. Internet Safety**
 - Consult with parents or teachers before communicating on the Internet.
 - Report to parent or teacher when inappropriate or offensive material is accessed or received.
- h. Devices**
 - Use a video camera.

STANDARD 2—Produce Quality Work.

- a. Word Processing**
 - Create word processing documents for a variety of purposes.
 - Edit and revise work using a word processor.
- b. Spreadsheets**
 - Convert mathematical data into a graph or chart.
- c. Presentation Tools (Kidspiration, PowerPoint, KidPix)**
 - Communicate information by using a form of multimedia technology.

Grade 4 Technology

Progress Report Indicators

First, Second, and Third Trimesters

STANDARD 1— Use Technology Effectively.

- a. Keyboarding**
 - Know the home row on keyboard.
- b. Basic Vocabulary**
 - Know keyboard shortcuts.
 - Use appropriate vocabulary to identify: alias, browser, shortcut, cells, format, alignment, spell check.
- c. Word Processing Skills**
 - Use alignment, indent, spacing, columns, borders, spell check, clipart from MS library.
 - Use appropriate paragraph structure.
- d. Graphic Organization Tools (Kidspiration)**
 - Webbing, mapping, paragraph development
- e. Navigation**
 - Save and open files from hard drive, USB flash drive, or server.
 - Multitask among multiple applications.
- f. Use of Internet Tools**
 - Use tabbed browsing/multiple window management.
 - Use browser menu use.
 - Drag and drop URLs to desktop.
 - Copy/save/paste and cite Web content/images.
 - Use effective search skills.
 - Use age-appropriate DPS online databases.
 - Search by Keyword.
- g. Internet Safety**
 - Consult with parents or teachers before communicating on the Internet.
 - Report to parents or teachers when inappropriate or offensive material is accessed or received.
 - Know appropriate guidelines for online safety.

STANDARD 2—Produce Quality Work.

- a. Create a Word Processing Document Connected to Curricular Content**
 - Create documents for a variety of purposes.
 - Edit, revise and publish writing.
 - Display a variety of formats.
- **Create a Spreadsheet Document Connected to Curricular Content**
 - Use formulas such as sum, average and differences to create a graph or chart.
- **Presentation Tools (KidPix, PowerPoint)**
 - Communicate information by using a form of multimedia technology

Grade 5 Technology

Progress Report Indicators

First, Second, and Third Trimesters

STANDARD 1— Use Technology Effectively.

- a. Keyboarding**
 - Use two-handed typing with correct home row keys.
 - Use the tab key and capitalization/punctuation keys.
- b. Basic Vocabulary**
 - Use appropriate vocabulary to identify: file types (Word, Excel, PowerPoint, PDF, JPEG, GIF) and file extensions (.doc, .xls, .ppt, .pdf, .jpg, .jpeg, .gif).
- c. Word Processing Skills**
 - Use thesaurus, tables, and online clipart.
 - Use appropriate paragraph structure.
- d. Graphic Organization Tools (Kidspiration/Inspiration)**
 - Use graphic organizer for webbing, mapping, and paragraph development.
 - Use graphic organizer for planning and writing development.
- e. Navigation**
 - Save and open files on server, local hard drive, and USB flash drives.
 - Multitask among multiple applications.
- f. Use of Internet Tools**
 - Refine searches using Boolean terms and, or, not.
- g. Internet Safety**
 - Consult with parents or teachers before communicating on the Internet.
 - Report to parents or teachers when inappropriate or offensive material is accessed or received.
 - Abide by all applicable District policies.
- h. Devices**
 - Use digital cameras.
 - Uses digital video camera.
 - Use scanner.

STANDARD 2—Produce Quality Work.

- a. Word Processing**
 - Create word processing documents for a variety of purposes.
 - Edit and revise work using a word processor.
- **Spreadsheets**
 - Use formulas such as sum, average and differences to perform calculations.
 - Create a graph or chart.
 - Format cells according to corresponding data types (e.g., number, date, currency).
- **Presentation Tools (PowerPoint, KidPix, video editing, podcasting)**
 - Communicate information by using a form of multimedia technology.