FOURTH GRADE CHECKLIST 8.1 COMPUTER AND INFORMATION LITERACY

STUDENT ID _____   STUDENT NAME _____

DISTRICT _____   SCHOOL NAME _____

STANDARD 8.1.4. - STRAND.CPI	INDICATOR ITEM	Check, indicate date, class if demonstrated, & teacher signature
A.1 Use basic technology vocabulary	Properly names parts of the computer such as memory or storage, output devices such as printer, input devices such as monitor, mouse, keyboard and central processing unit or microprocessor.	
	Uses proper vocabulary for on-screen items such as icons, software, shortcuts, scroll bar, task bar	
	Uses proper vocabulary for software being used in the school	
	Uses current terms related to Internet use and applications	
A.2 Use basic features of an operating system (e.g., accessing programs, identifying and selecting a printer, finding help).	Starts programs from Start Menu or from desktop icon	
	Prints from an application such as word processing	
	Identifies printers available on computer	
	Demonstrates ability to save and retrieve work	
	Closes down programs and shuts down computer	
	Demonstrates appropriate use and care of computer hardware and peripheral devices including data storage devices	
A.3 Input and access text and data, using appropriate keyboarding techniques or other input devices.	Inputs at least five numbers into a spreadsheet	
	Identifies keys to be used with the right and left hands	
	Uses capital and lower case letters properly by English language standards	
	Uses correct posture	
	Uses thumb on the space bar	
	Keys simple sentences with hands on home row	
	Uses function keys such as enter, escape, spacebar, shift, arrow keys, tab key, and backspace key	
A.4 Produce a simple finished document using word processing software.	Uses bold, italics, underline and other simple formatting	
	Aligns text to center and along left and right margins	
	Uses save and save as when naming files	
	Uses print preview, print document, and select printer depending on need	
	Edits text for font style, color, size, spell check, and electronic thesaurus	
	Uses cut, paste, copy, delete as appropriate to the editing process	
A.5 Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.	Reads a simple bar graph for minimum and maximum values	
	Creates chart(s) using data entered from a set of numbers	
	Enters and edits data into spreadsheet accurately	
	Prints entered information	
A.6 Create and present a multimedia presentation using appropriate software.	Creates a simple presentation with at least three slides	
	Adds titles, text and graphics to a multimedia presentation using font, size, color and spell check	
	Create and edit slides/screens/cards	
	Customize the background, add transitions, choose a slide layout and arrange in a logical and appropriate order	
	Insert moving graphics, clip art, and/or digital images	
A.7 Create and maintain files and folders.	Creates, deletes and moves folders	
	Renames, deletes and moves documents	
A.8 Use a graphic organizer.	Creates a concept map with at least three components	
	Uses a graphic organizer to categorize objects	
A.9 Use basic computer icons.	Starts programs from the desktop icons	
	Recognizes common icons such as print, save, copy/paste	
	Uses pull down menus and scroll bars	

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B.1 Discuss the common uses of computer applications and identify their advantages and disadvantages.	Describes everyday uses for word-processing, spreadsheet and presentation software	
	When given a specific task, chooses the correct tool to use	
	Identifies uses of technology in home and school	
B.2 Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use including: *Internet access *Copyrighted materials *On-line library resources *Personal security and safety issues	Demonstrates understanding of the Acceptable Use Policy	
	Demonstrates understanding of copyright materials on Internet	
	Identifies author and copyright information on a given web page	
	Understands guidelines regarding disclosure of personal information on the web	
	Uses passwords	
B.3 Practice appropriate Internet etiquette	Uses electronic mail in the appropriate manner for audience	
	Follows the district technology Acceptable Use Policy	
B.4 Recognize the ethical and legal implications of plagiarism of copyrighted materials.	Provides attribution when using copyrighted materials/Identifies resources	
	Follows intellectual freedom and intellectual property rights	
B.5 Recognize the need for accessing and using information.	Explains the advantages and disadvantages of Internet resources versus print materials.	
	Selects appropriate Internet resources for specific information needs such as resources, web browsers, search engines, directories and online databases.	
	Recognizes accuracy among fact, point of view and opinion	
B.6 Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.	Uses child-safe search engines to research new topics	
	Demonstrates understanding of risks when using general search engines in terms of inaccuracy and age-inappropriate information	
B.7 Locate specific information by searching a database.	Searches a child-safe web database to find relevant information	
B.8 Recognize accuracy and/or bias of information.	Can identify author of a webpage and discuss possible issues on bias and accuracy	
B.9 Solve problems individually and/or collaboratively using computer applications.	Identifies, discusses, and visually presents ways technology has changed the lives of people in NJ	
	Works in a group setting on collaborative projects such as a presentation or Internet research	
	Uses software programs to integrate learning across curricular areas in projects and presentations	
B.10 Identify basic hardware problems and solve simple problems.	Reboots computer to handle minor problems	
	Handles software and webpage errors correctly	