

Grade K/Technology

COURSE BENCHMARKS

1. Students will be able to use the mouse and/or track pad by clicking and dragging.
2. Students will be able to identify the basic parts of the computer.
3. Students will be able to use the following tools: pencil, fill, typewriter, oops man, stamps, letter/number, and eraser.
4. Students will be able to use graphics and text box.
5. Students will be able to use the return/enter, delete, spacebar, and shift keys.
6. Students will be able to navigate through grade-level software and internet sites.
7. Students will be able to use appropriate basic computer vocabulary.
8. Students will be able to demonstrate proper care and usage of the computers.
9. Students will be able to log off and shut down computers.
10. Students will be able to use the Menu Bar and Drop-Down Menus.
11. Students will be able to observe the teacher modeling the login procedure.

Grade 1/Technology

COURSE BENCHMARKS

1. Students will be able to demonstrate Kindergarten technology skills.
2. Students will be able to open the laptop computer, turn the computer on and login using “their secret identity and code.”
3. Students will be able to use formatting skills: changing color, font, size, and color.
4. Students will be able to insert and change graphics; find and open programs using icons; identify icons; and identify the panel environment.
5. Students will be able to save a file using Save As.
6. Students will be able to use the delete and cap locks keys and be able to form capital letters using the shift key.
7. Students will be able to use appropriate basic computer vocabulary: link, navigate, web pages.
8. Students will be able to access the Internet using the district homepage and navigate to their school’s website using a link.
9. Students will be able to observe the teacher model printing by demonstrating going to the Apple Menu and Chooser.
10. Students will be able to use the Menu Bar and Drop-Drop menus.

Grade 2/Technology

COURSE BENCHMARKS

1. Students will be able to demonstrate Grade 1 technology skills.
2. Students will be able to use formatting skills: resize graphics, align and arrange text and graphics, and change font color.
3. Students will be able to print using the Apple Menu and Chooser.
4. Students will be able to use appropriate computer vocabulary.
5. Students will be able to save, use a textbox, move and insert graphics.
6. Students will be able to observe the teacher model and introduce importing graphics from the Internet and other sources making sure to check in the link to file and save with document options.
7. Students will be able to use search tools and browsing concepts by going to sites and searching within these sites for information.
8. Students will be able to produce a simple finished document using word processing software.
9. Students will be able to observe the teacher introduce and model simple graphs and charts on a prepared spreadsheet template.
10. Students will be able to cut and paste graphics and text.
11. Students will be able to spell check a simple finished document.

Grade 3/Technology

COURSE BENCHMARKS

1. Students will be able to demonstrate Grade Two technology skills.
2. Students will be able to create and present a simple electronic presentation.
3. Students will be able to create a simple chart and graph.
4. Students will be able to use appropriate basic computer vocabulary: slide layout, design template, reboot, and restart.
5. Students will be able to choose text wrapping for inserted graphics.
6. Students will be able to paraphrase information from Internet research.
7. Students will be able to open and close windows, use the application menu (task switcher), and use the resize window option.

Grade 4/Technology

COURSE BENCHMARKS

1. Students will be able demonstrate Grade Three technology skills.
2. Students will be able produce a simple finished document using word processing software.
3. Students will be able produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.
4. Students will be able create and present an electronic presentation using appropriate software.
5. Students will be able use appropriate basic computer vocabulary: transitions, animations.
6. Students will be able rephrase information obtained on the Internet.
7. Students will be able recognize and practice social and ethical behaviors when using technology and information, and understand the consequences of inappropriate use. *Internet access
*Software copyrights *Print and non-print copyrights *Library resources *Personal security and safety issues.
8. Students will be able practice appropriate Internet etiquette.
9. Students will be able recognize the ethical implications of plagiarism of print, non-print and software copyrights.
10. Students will be able discuss common uses of computer applications and identify their advantages and disadvantages.
11. Students will be able recognize the need for accessing and using information.
12. Students will be able identify and use simple web browsers, search engines, and directories to obtain information to solve real world problems.
13. Students will be able locate specific information by searching a database.
14. Students will be able recognize accuracy and/or bias of information.
15. Students will be able solve problems individually and/or collaboratively using computer applications.
16. Students will be able identify basic hardware problems.

Grade 5/Technology

COURSE BENCHMARKS

1. Students will be able to demonstrate Grade Four technology skills.
2. Students will be able to create a multi-page document without citations using word processing software.
3. Students will be able to construct a simple spreadsheet, enter data, create graphs and interpret information.
4. Students will be able to demonstrate e-mail etiquette to include formal and informal communications, copyright laws, and plagiarism, language mechanics and social skills.
5. Students will be able to use the thesaurus tool.
6. Students will be able to choose appropriate tools and information resources to support research including on-line resources and databases.
7. Students will be able to solve problems individually and/or collaboratively using information technology.

Grade 6/Technology

COURSE BENCHMARKS

1. Students will be able to demonstrate Grade Five technology skills.
2. Students will be able to demonstrate their understanding of the hierarchy of maintaining files and the organizing of files.
3. Students will be able to demonstrate their ability to copy and delete files from the panels.
4. Students will be able to demonstrate their ability to use the Shared Folder, file share and create sub folders.
5. Students will be able to send and retrieve attachments.
6. Students will be able to complete a multi-page document with citations using word processing software in conjunction with other tools that demonstrate the ability to format, edit, print, and perform back-up procedures.
7. Students will be able to evaluate web sites for accuracy, relevance, and appropriateness.
8. Students will be able to keep their personal bookmarks and add icons to the toolbar.
9. Students will be able to use shortcut commands using the command key in combinations with other keys rather than using the drop down menus.
10. Students will be able to use internet research tips such as the use of =, -, "", search engines such as Google, Lycos, and Alta Vista.
11. Students will be able to troubleshoot basic computer problems: freeze, reboot, control-apple-power, loss of document folder means restarting if necessary, etc.
12. Students will be able to demonstrate their ability to create charts using the chart wizard and use the function and formula options.
13. Students will be able to import another document, i.e. spreadsheet into a slideshow presentation.
14. Students will be able to transfer files from a PC to a Mac on a PC formatted disk (file conversion-Word 6.0/95).