K-8th Technology Skills

Basic Computer Functions
BCF1: Turn on, off, and charge
BCF2: Click on icons
BCF3: Open and Close Programs
BCF4: Navigate with mouse(know how to click, double-click, hover)/navigation pad
BCF5: Navigate between windows/tabs
BCF6: Maximize and minimize windows
BCF7: Turn webcam on and off
BCF8: Create files (docs, spreadsheets)
BCF9: Create, save, and organize documents/files
BCF10: Take Screen Shots
BCF11: Can use computer volume button

Keyboarding
KB1: Identify spacebar, enter, delete/backspace
KB2: Identify/utilize letters and numbers
KB3: Identify/utilize shift, caps lock, tab
KB4: Identify/utilize punctuation
KB5: Identify/utilize arrows and symbols
KB6: Model correct keyboarding posture
KB7: Key the home row with correct hand positions
KB8: Key in sentences using correct punctuation, capitalization, spacing
KB9: Type with increased speed and accuracy over time

Formatting, Editing, and Publishing: Google Docs
FEP1: Highlight
FEP2: Cut, copy, paste
FEP3: Identify and convert files into different types (PDF, JPG, GIF, ETC)
FEP4: Embed links/videos
FEP5: Move through a document using arrows, cursor, and scroll bar
FEP6: Zoom in and out of a document
FEP7: Access toolbars
FEP8: Select font and size

FEP9: Space words
FEP10: Indent paragraphs
FEP11: Align text (left, right, center, and justify)
FEP12: Adjust line spacing
FEP13: Adjust paper orientation and size
FEP14: Add bullets and numbering
FEP15: Set margins
FEP16: Insert headers and footers
FEP17: Use spell check
FEP18: Use thesaurus, dictionary, and glossary
FEP19: Insert and size graphics, clip art, and pictures
FEP20: Insert WordArt and shapes
FEP21: Insert tables and text boxes
FEP22: Shade boxes, color font
FEP23: Create columns and borders
FEP24: Print files
Google Sheets/Spreadsheets
SP1: Recognize basic terminology: columns, rows, cells, and sheets
SP2: Organize, enter, and edit data
SP3: Change font size in cells
SP4: Create simple formulas
SP5: Create charts
SP6: Insert Rows and columns
Internet
IN1: Navigate Internet using home, refresh, back and forward buttons
IN2: Bookmark pages and organize bookmarks
IN3: Download and save files/images from the Internet
IN4: Recognize terms (search engine, hyperlink, www, URL, html, .com, .gov, .edu, etc.)
IN5: Print from internet
IN6: Use a variety of internet websites to support classroom units
Research
RS1: Perform a search using an Internet search engine
RS2: Evaluate the reliability of Internet sources

RS3: Compile and organize reliable sources for research
RS4: Create a digital slide show to explain a concept to an audience
RS5: Create an infographic to explain a concept to an audience
RS6: Create a digital video to explain a concept to an audience
RS7: Edit Video
Digital Citizenship
DC1: Archive digital information
DC2: Evaluate website credibility
DC3: Recognize varying levels of copyright (Creative Commons, modifications allowed, commercial use allowed)
DC4: Publish the internet (Public documents, blogs, sites, etc.)
DC5: Discuss and use Internet Safety strategies when using search engines
DC6: Discuss and use Internet safety strategies and discuss digital footprint when creating for an audience and/or publishing to the internet
DC7: Give credit to sources for ideas, images, videos, and other media sources
DC8: Reference sources without plagiarizing
Google Drawing
GD1: Use software and web-based drawing platforms
GD2: Draw Geometric shapes and format
GD3: Know how to mix text and graphics to convey student's unique message
GD4: Learn about tools, toolbars, mouse skills
Web Tools - Use Web tools/Apps to enhance learning, publish student's work, and communicate ideas
Google Apps for Ed/Gmail
Google Hangouts
Google Earth/Maps
WeVideo/Youtube Video Editor
Website (Google Sites, Weebly)
Prezi
Code/Scratch
Podcast
iPads
Use class set of iPads