

Technology Skills for Lower Elementary

Skills students should have to be ready to enter Level 4 Technology

Creativity and Innovation

- Name and use basic paint and drawing tools
- Begin to operate instructional equipment in the classroom, with teacher assistance
- Begin to use multimedia CD-ROMs with teacher assistance
- Begin to develop the use of storyboarding.
- Begin to use a multimedia presentation product, which includes graphics, and sound capabilities.
- Participate in videotaping
- With assistance use technology to tell a story or to illustrate a story
- Illustrate and communicate original ideas and stories using digital tools and media-rich resources
- Student can take a photo and upload it to the computer
- Student can use digital-imaging technology to modify or create works of art for use in a digital presentation, writing, or class project.

Communication and Collaboration

- Use Multimedia Tools and Presentations
- Explore other cultures through the use of digital resources
- Communicate about technology using developmentally appropriate terminology
- Engage in digital learning activities with learners from multiple cultures
- Identify and apply cooperative group rules to effectively collaborate in a classroom digital learning project
- Contribute to a cooperative small group or partner learning project and demonstrate effective group behaviors while using digital resources.

Research and Information Fluency

- Beginning in to use technology resources to locate information with adult help.
- Locate books by searching an online catalog by author, with assistance.
- Locate primary level information in multi-media reference (a general electronic encyclopedia) with adult assistance.
- Cite sources of information used, with adult assistance.

- Explore a variety of material by using an online catalog to locate information
- Independently open a web browser, use a website, and use bookmarks to navigate to a website
- Contribute to a digital graph or tally table and analyze information
- Conduct an Internet search on a topic to answer a question.

Digital Citizenship

- Respect other's work and workspace.
- Demonstrate appropriate behavior when using equipment.
- Observe locally established policies and procedures for acceptable use of resources.
- Paraphrase; avoid plagiarism.
- Adhere to proper instructional technology (ethics)
- Compare and Contrast how past and present cultures used technology to improve their lives.
- Can tell ways to be safe while online.

Critical Thinking, Problem Solving, and Decision Making

- With support apply digital tools and resources to address a variety of tasks and problems.
- Independently applies digital tools and resources to address a variety of tasks and problems
- Identify and investigate an issue and generate possible solutions using digital tools and resources

Technology Operations and Concepts

- Use delete and backspace
- Use arrow keys to move about in document
- Use various fonts, sizes and colors of text
- Use shift key to capitalize letters
- Begin to use the shift key to access symbols on top of keys
- Use alignment (center)
- Begin selecting page setup to change orientation of the page.
- Begin to use the I-beam to insert and delete letters, words, sentences and spaces

- Understand word wrap feature
- Begin to use the Tab key to indent.
- Insert a graphic from a graphic library found within a program.
- Use graphic tools to create or modify a graphic
- Begin to select and deselect a graphic
- Begin to manipulate a graphic.
- Insert a graphic from a graphic library found within a program with some teacher direction
- Use graphic tools to create or modify a graphic
- Identify parts of the computer
- Use the mouse for pointing, clicking, double-clicking and dragging
- Identify parts of the desktop/front-end screen
- Start, reboot/restart the computer with some teacher direction.
- Develop opening, using, closing and quitting a program independently.
- Develop saving and printing independently.
- Manipulate windows with teacher direction.
- Sit appropriately at the computer.
- Develop keyboarding skills using left hand for left side and right hand for the right side of the keyboard.
- Locate and use letters, numbers, backspace/delete, alt/option, return/enter, caps lock, cursor/arrow and spacebar.
- Develop proper use of the space bar, punctuation and shift keys.

Keyboarding

- **Performs keyboarding skills to 15 wpm using proper technique at 80% minimum accuracy**

Student need to be able to type at this level before the start of computerized state standardized testing at 3rd Grade. State testing will require students to be able to type.