	2nd Grade																							
	1st 9-weeks Checklist																							
	Student Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Basic Operations and Concepts																							
R	Use correct posture at the computer																							
R	Identify and use the parts of a computer																							
M	Keyboard familiarity (enter/return, spacebar, arrow keys)																							
M	Use the mouse (point, click, double-click, and drag)																							
R	Open, close, and restore windows																							
R	Use the scroll bar																							
R	Open and quit a software program																							
R	Open and close a file																							
	Social, Ethical, and Human Issues																							
M	Demonstrate appropriate behavior when using computers																							
M	Demonstrate proper disk use and care (flash drive & CD)																							
	Word Processing																							
M	Enter text																							
	Adjust margins																							
	Use word count																							
M	Change font style, size and color																							

	2nd Grade																								
	2nd 9-weeks Checklist																								
	Student Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Basic Operations and Concepts																							
I	Print a document																							
I	Create, name, and save files																							
	Social, Ethical, and Human Issues																							
R	Collaborate with other classmates as a team member																							
	Technology Productivity Tools																							
	Keyboard and Mouse Manipulation																							
R	Demonstrate proper use of special keys: space bar, enter/return, shift, delete, backspace, arrow keys																							
	Word Processing																							
I	Change font, size, style, and color of text																							
R	Center text																							
	Technology Communications Tools																							
	Internet																							
R	Demonstrate appropriate behavior for Internet																							

R	Navigate teacher chosen websites																							
	Technology Research Tools																							
I	Perform simple searches																							

	2nd Grade																							
	3rd 9-weeks Checklist																							
	Student Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Basic Operations and Concepts																							
R	Use computer terminology appropriately																							
I	Use save as appropriately																							
	Social, Ethical, and Human Issues																							
I	Respect the privacy of other students' work																							
	Technology Productivity Tools																							
	Keyboard and Mouse Manipulation																							
R	Demonstrate proper hand, finger, & body position																							
	Word Processing																							
I	Set page orientation (portrait and landscape)																							
R	Select, insert, and delete text																							
I	Cut, copy and paste text																							
I	Insert clip art																							
I	Use spell checker																							
	Graphics and Multimedia																							
R	Name and use paint and draw tools																							
R	Add a picture																							
	Technology Communication Tools																							
	Internet																							

	Create email message																							
	Send email intraschool via fusion																							
	identify blogs																							

	2nd Grade																							
	4th 9-weeks Checklist																							
	Student Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Basic Operations and Concepts																							
I	Recognize icons and their functions																							
I	Access and save to network folder or flash drive																							
	Social, Ethical, and Human Issues																							
I	Understand and respect copyright laws																							
	Technology Productivity Tools																							
	Keyboard and Mouse Manipulation																							
R	Use correct finger reaches from home row to top/bottom row																							
I	Perform touch typing																							
	Graphics and Multimedia																							
I	Cut, copy, and paste pictures																							
I	Resize pictures																							
	Spreadsheet																							
I	Identify intended use																							
	Technology Communications Tools																							
	Internet																							
I	Access Internet sites by using pre-set Internet bookmarks																							

I	Enter a URL																							