	3rd 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																							
M	Use correct posture at the computer																							
M	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)																							
M	Use computer terminology appropriately																							
R	Recognize icons and their functions																							
M	Open, close, and restore windows																							
M	Use the scroll bar																							
M	Open and quit a software program																							
M	Open and close a file																							
R	Print a document																							
R	Create, name, and save files																							
R	Use save as appropriately																							
R	Access and save to network folder or flash drive																							
	Social, Ethical, and Human Issues																							
R	Collaborate with other classmates as a team member																							
M	Demonstrate appropriate behavior when using computers																							

M	Demonstrate proper disk use and care (flash drive & CD)																							
R	Respect the privacy of other students' work																							
I	Understand and respect copyright laws																							
	Technology Productivity Tools																							
	Keyboard and Mouse Manipulation																							
M	Demonstrate proper hand, finger, & body position																							
	Word Processing																							
I	Identify intended use																							
M	Move and place cursor																							
	Graphics and Multimedia																							
I	Add and edit text																							
	Technology Communications Tools																							
	Internet																							
R	Demonstrate appropriate behavior for Internet																							
M	Navigate teacher chosen websites																							

	3rd 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	Use pull-down menus and commands																							
I	Create and use a structure of files and folders																							
	Technology Productivity Tools																							
	Keyboard and Mouse Manipulation																							
R	Use correct finger reaches from home row to top/bottom row																							
R	Perform touch typing																							
R	Demonstrate proper use of special keys: space bar, enter/return, shift, delete, backspace, arrow keys																							
	Word Processing																							
R	Change font, size, style, and color of text																							
M	Center text																							
R	Select, insert, and delete text																							
R	Insert clip art																							
R	Use spell checker																							
I	Use thesaurus																							
	Graphics and Multimedia																							
M	Name and use paint and draw tools																							

R	Add a picture																							
R	Cut, copy, and paste pictures																							
R	Resize pictures																							
	Spreadsheet																							
I	Identify intended use																							
I	Navigate in a spreadsheet																							
I	Identify cells, columns, and rows																							
	Technology Communications Tools																							
	Internet																							
R	Access Internet sites by using pre-set Internet bookmarks																							
I	Use an Internet toolbar to navigate																							
	Technology Research Tools																							
R	Use electronic reference tools (CD-ROMS and Internet)																							
R	Perform simple searches																							

	3rd 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 online help																							
	Word Processing																							
I	Set page orientation (portrait and landscape)																							
R	Cut, copy and paste text																							
	Graphics and Multimedia																							
I	Create linear presentation																							
I	Design and layout skills																							
	Spreadsheet																							
I	Use a spreadsheet to solve problem																							
I	Add and edit data																							
	Technology Communications Tools																							
	Internet																							
I	Add an Internet bookmark																							
R	Enter a URL																							

	3rd 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	Multitask by opening and using two programs at once																							
	Graphics and Multimedia																							
I	Use templates, wizards, and backgrounds																							
I	Move and delete slides																							
	Spreadsheet																							
I	Create a spreadsheet																							
I	Produce graphs and charts																							
	Technology Communications Tools																							
	Internet																							
I	Use hyperlinks to navigate																							
I	Acquire information such as text, audio, video, graphics, and online help using CD-ROM																							
	Technology Problem-Solving and Decision-Making Tools																							
I	Create a screen to communicate information																							