

K-12 Core Technology Skills for Students

**K – 12
Core Technology Skills
For Students**

Prepared by the Millbrook CSD
District Technology Task Force

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Key:

I-Introduce
R-Review/Reinforce
M-Mastery
P*- Practice (Lifelong)

K-12 Core Technology Skills for Students

Teacher Feedback Page

Help us improve this document!

We need continuous feedback from teachers during the first 6-12 months of use. Please help us by answering the questions below as they relate to each skill that is assigned to the grade level that you teach.

Fill out this form as often as you wish throughout the 09/10 school year. Include a copy of the page from the technology skills document that contains the skill you are referring to (circle the skill). Submit forms to your building principal.

What is your grade level? _____

For each skill marked I, or R, or (blank) at your grade level:

- “Are most of my students doing this skill on their own already?” (if yes, move M to a lower grade level)
- “Should students be able to perform this skill independently that I am being asked to introduce or review/reinforce?” (if yes, move M to a lower grade level)

For each skill marked (blank) at your grade level:

- “Is this a skill my students need to learn that is currently introduced at a higher grade level?” (if yes, move I to a lower grade level)

For each skill marked M, or P* at your grade level:

- “Is this skill too difficult for my students to do on their own?” (if yes, move M to a higher grade level)

General Question for your grade level:

- “Are there any skills my students need to learn that are not on the list?” If yes, describe below:

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K-12 Core Technology Skills for Students
Basic Computer Concepts and Operations

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Identify the main parts of a computer(keyboard, monitor, mouse, drives, shutdown)	I	R	M	P*									
Log-in and Log-out		I	R	M	P*								
Use Mouse correctly	I	R	M	P*									
Launch Programs-Double click	I	R	M	P*									
Close computer programs	I	R	M	P*									
Access and print files under teacher direction		I	R	M	P*								
Select appropriate printer				I	R	M	P*						
Access and print files independently			I	R	M	P*							
Toggle Between two programs			I	R	R	M	P*						
Show and Hide toolbars (word art, etc)					I	R	M	P*					
Use shortcuts to perform functions in applications				I	R	R	R	R	R	R	M	P*	
Print Specific pages				I	R	M	P*						
Access and save documents in folders		I	R	R	M	P*							
Delete files and folders from document folders					I	R	M	P*					
Apply strategies for identifying and solving routine problems that occur during everyday use.					I	R	R	R	R	R	R	R	M

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K-12 Core Technology Skills for Students
Word Processing

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Type name, ABC's, #'s, and/or simple words	I	R	M	P*									
Use delete and backspace keys	I	R	M	P*									
Perform basic formatting tasks (font, color, italic, bold, underline)			I	R	R	M	P*						
Use simple text editing skills (highlight, etc.)				I	R	M	P*						
Insert clip art			I	R	M	P*							
Insert graphics from outside sources				I	R	R	M	P*					
Insert word art into a word document				I	R	M	P*						
Copy & Paste information from the Internet into a Word document					I	R	R	R	M	P*			
Type short writing pieces w/spacing		I	R	M	P*								
Use spell check and thesaurus				I	R	M	P*						
Cut, copy, paste within a document				I	R	M	P*						
Use page setup options				I	R	M	P*						

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K-12 Core Technology Skills for Students
Technology Productivity Tools/Keyboarding

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Use correct posture	I	R	M	P*									
Locate and use letters, numbers, etc.	I	R	R	R	R	R	M	P*					
Identify and locate special keys such as enter, spacebar, cap. locks, shift	I	R	R	M	P*								
Use home row and correct finger placement				I	R	R	R	R	M	P*			
Use proper typing technique with efficiency and accuracy without looking at the keyboard		I	R	R	R	R	R	R	R	R	M	P*	
Type classroom reports and assignments using correct finger position		I	R	R	R	R	R	R	R	R	M	P*	
Use 2 Type keyboarding program		I	R										
Use Bernie's Typing keyboarding program			I	R	R	M	P*						
Use Mavis Beacon Keyboarding program				I	R	M	P*						
Use various keyboarding programs to practice all skills		I	R	R	R	R	R	R	R	R	R	R	R

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K-12 Core Technology Skills for Students
Presentation Software

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
2 CREATE SOFTWARE													
Open and exit 2 Create presentation software		I	M	P*									
Create a short story in 2 Create with illustrations		I/R	M	P*									
Create a short story in 2 Create with animated illustrations and sound effects		I/R	M	P*									
POWERPOINT													
Complete a teacher created slide in PPT			I	R	M	P*							
Open a presentation in PPT			I	R	M	P*							
Save a presentation in PPT			I	R	M	P*							
Create a slide independently with specific layout				I	R	M	P*						
Choose/change background and color schemes				I	R	M	P*						
Choose a layout					I	R	M	P*					
Create a 3-5 slide presentation with pictures				I	R	M	P*						
Change order of slides					I	R	M	P*					
Cut, Copy, paste within a presentation					I	R	M	P*					
Delete slides					I	R	M	P*					
Add slide transitions					I	R	M	P*					
Use text special effects- WortArt					I	R	R	M	P*				
Animate words or objects					I	R	R	R	M	P*			
Insert graphics- clip art or digital pictures			I	R	R	R	M	P*					
Insert movie clips and record sound						I	R	R	R	R	M	P*	
Present presentation to an audience				I	R	R	R	R	M	P*			
PHOTOSTORY or MOVIE MAKER													
Use for presentation						I	R	R	R	R	M	P*	
Insert pictures						I	R	M	P*				
Choose slide transitions						I	R	M	P*				
Insert/record sound						I	R	R	M	P*			

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K-12 Core Technology Skills for Students
Presentation Software- Continued

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
SMARTNOTEBOOK 10													
Use simple notebook features- write, shapes, lines, next	I	R	R	R	R	M	P*						
Open and view a notebook presentation			I	R	R	M	P*						
Save a presentation				I	R	R	R	M	P*				
Create a simple presentation				I	R	R	R	M	P*				
Use educators gallery to find or insert objects				I	R	R	R	M	P*				
Insert or delete images				I	R	R	R	M	P*				
Use animation						I	R	R	M	P*			
Rotate Objects				I	R	R	R	M	P*				
Change background color				I	R	R	R	M	P*				
Record movement						I	R	R	M	P*			
Add animation						I	R	R	M	P*			

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K-12 Core Technology Skills for Students
Digital Audio Recording and Editing

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Record audio					I	R	R	R	R	R	R	R	M
Edit audio track					I	R	R	R	R	R	R	R	M
Save an audio project					I	R	R	R	R	R	R	R	M
Export as MP3					I	R	R	R	R	R	R	R	M
Import music or other audio files					I	R	R	R	R	R	R	R	M
Adjust output volume					I	R	R	R	R	R	R	R	M
Publish MP3 as a Podcast episode					I	R	R	R	R	R	R	R	M

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K-12 Core Technology Skills for Students
Excel

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Open an excel spreadsheet						I	R	M	P*				
Understand simple data as presented in Excel						I	R	M	P*				
Create and interpret a simple spreadsheet						I	R	M	P*				
Create and interpret a bar, pie, and line graph using data collected						I	R	R	R	R	R	R	M
Use title, axis labels, and data labels in graphs						I	R	M	P*				
Sort data in ascending and descending order						I	R	M	P*				
Insert and delete rows						I	R	M	P*				
Insert and delete columns						I	R	M	P*				
Use summation function						I	R	R	M	P*			

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**K-12 Core Technology Skills for Students
Accelerated Reader (AR)**

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Select appropriate books for their reading level		I	R	M	P*		*	*	*				
Understand AR process (read, quiz, conference)	I	R	R	M	P*		*	*	*				
Utilize computer to access and take quiz online	I	R	R	M	P*		*	*	*				

*-not available in 2009

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K-12 Core Technology Skills for Students
Internet Skills

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Use a web browser		I	R	R	M	P*							
Create hyperlinks in documents or presentations						I	R	R	M	P*			
Save websites favorites					I	R	R	M	P*				
Use teacher chosen web sites to gather information			I	R	M	P*							

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K-12 Core Technology Skills for Students
Online Communications and Coursework

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Retrieve information from teacher website							I	R	R	M	P*		
Participate in a discussion forum									I	R	R	R	M
Submit an online assignment									I	R	R	R	M
Submit an assignment by uploading a file									I	R	R	R	M
Take an online quiz									I	R	R	R	M
Edit a wiki										I	R	R	M
Abide by online classroom policy	I	R	R	M	P*								

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Social, Ethical, & Human Issues

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Demonstrate awareness of Network Use & Internet Policy	I	R	R	R	R	R	R	R	R	R	M	P*	
Demonstrate appropriate computer etiquette	I	R	R	R	R	R	R	R	R	R	M	P*	
Respect privacy of all users		I	R	R	R	R	R	R	R	R	M	P*	
Use appropriate judgment upon entering Internet sites				I	R	R	R	R	M	P*			
Cite material and understand issues of plagiarism						I	R	R	R	R	M	P*	
Cite sources using proper format						I	R	R	R	R	M	P*	
Obey copyright laws				I	R	R	M	P*					
Transfer files from home to school						I	R	R	R	R	M	P*	
Determine accuracy of information found on Internet				I	R	R	R	R	R	R	M	P*	
Express opinions with respect to the ideas of others	I	R	R	R	R	R	R	R	R	R	M	P*	
Participate in social networks responsibly and safely				I	R	R	R	R	R	R	M	P*	
Demonstrate understanding of Intellectual Freedom & 1 st Amendment Rights								I	R	R	M	P*	

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K-12 Core Technology Skills for Students

Technology Problem-Solving, Research, Decision-Making Skills

	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>Students will learn and be able to:</i>													
Access and retrieve information from a variety of sources			I	R	R	R	R	R	M	P*			
Access and utilize resources found on library webpage	I	R	R	R	R	R	R	R	M	P*			
Locate information on a subject using electronic encyclopedias			I	R	R	M	P*						
Locate library materials using online catalog (Destiny Automation System)			I	R	R	M	P*						
Locate information outside the library media center using online databases			I	R	R	R	R	R	M	P*			
Identify and differentiate between primary and secondary sources						I	R	R	M	P*			
Search the Internet utilizing search strategies, keywords, concepts, subjects			I	R	R	R	R	R	M	P*			
Utilize multiple search engines to locate information for research (NetTrekker and WebPath Express, etc.)					I	R	R	R	M	P*			
Produce research projects incorporating information retrieved from three or more types of sources						I	R	R	M	P*			
Demonstrate Information Literacy skills (determine reliability of information found on Internet site)				I	R	R	R	R	M	P*			
Evaluate the accuracy of electronic information sources to make inferences and gather meaning						I	R	R	R	R	M	P*	
Differentiate among fact, opinion, propaganda, point of view, and bias of Internet site						I	R	R	R	R	R	R	M
Collaborate with others to deepen understanding						I	R	R	R	R	R	R	M
Use online environments (Moodle) to facilitate design & development of materials for presentations									I	R	R	R	M

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K-12 Core Technology Skills for Students

Technology Problem-Solving, Research, Decision-Making Skills (Continued)

	K	1	2	3	4	5	6	7	8	9	10	11	12
Display persistence in information searching to gain broader perspective					I	R	R	R	R	R	R	R	M
Use writing, media/visual literacy, and technology skills to create projects that express new understandings						I	R	R	R	R	R	R	M
Conclude inquiry-based research projects by sharing new understandings & reflecting on the learning process						I	R	R	R	R	M	P*	
Utilize self-assessment strategies to make future research & learning more effective							I	R	R	R	R	R	M
Build upon prior knowledge as context for new learning	I	R	R	R	R	R	R	R	R	R	M	P*	
Focus purpose of research by formulating specific questions to be answered						I	R	R	R	R	M	P*	
Organize knowledge in useful patterns (Thinking Maps, etc.)	I	R	R	R	R	M	P*						
Apply strategies for making personal & “real-world” connections to information	I	R	R	R	R	R	R	R	R	R	R	R	M
Use technology tools, including Web 2.0, to analyze & organize information							I	R	R	R	R	R	M
Combine writing process with media & visual literacy skills to express new understandings through charts, tables, blogs, wikis, podcasts, etc.								I	R	R	R	R	M
Read, view, & listen to literature and information in a variety of formats to learn, solve problems, & explore ideas for both pleasure and knowledge	I	R	R	R	R	R	R	R	R	R	R	R	M
Use technology to respond to literature & the arts			I	R	R	R	R	R	R	R	M	P*	

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