Caleb Greenwood Technology Benchmarks by Grade Level
2016-17

Grade	Expectations	Resources
Kinder	Multimedia & Presentation Tools Watch online videos during sign & symbol unit Watch/listen to teacher modeling use of play, pause, rewind, fast forward buttons Acceptable Use Follow classroom rules regarding responsible use of computers	Teacher modeling and use
First	Basic Operations Turn on computer and login Use mouse to point, scroll, and click icons Use mouse to manipulate shapes and icons, double-click on urls, check boxes, and scroll Test-Taking Answer questions online using mouse to click boxes and type for answer entry Keyboarding Locate and use letter and number keys Use shift key to make a capitol letter Multimedia & Presentation Tools Watch online videos using play, pause, rewind, fast forward buttons Acceptable Use Follow classroom rules regarding safe and responsible use of computers Explain responsible use of technology Research Use age-appropriate technologies to gather information	Typing Club Scholastic News & online features Britannica Online Teacher modeling and use

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Grade	Benchmarks	Resources
Second	Basic Operations Save and locate files Use mouse to double-click, right-click, manipulate shapes and icons, double-click on urls, check boxes, and scroll Use desktop icons, windows, and menus to open applications and documents Explain and use age-appropriate online tools and resources Test-Taking Answer questions online using mouse to click boxes and type for answer entry Use and apply embedded test-taking tools: calculator, text highlighter, flagging for review, expandable passages, dropdown menus, scrolling, multiple answer selections, dictionary/glossary Use mathematical symbols (+add, -subtract, =equals) Keyboarding Locate and use letter and number keys Use shift key to make a capital letter and alternate marks Locate and use correct finger/hand for space bar, return/enter, and shift keys Gain proficiency and speed in touch typing Word Processing Use a word processing application to write, edit, and save documents Use menu/tool bar functions (font, size, style, line spacing, margins) to format, edit, and save documents Proofread and edit using appropriate resources (mouse/cursor placement, arrows, spell checker) Multimedia & Presentation Tools Watch online videos using play, pause, rewind, fast forward buttons Acceptable Use Follow classroom rules regarding responsible use of computers Be principled and recognize that computers are school property and used by others Explain responsible use of technology Identify and explain the strategies for the safe and efficient use of computers (passwords) Research Use age-appropriate technologies to locate and collect content Perform basic searches on databases to gather information Evaluate teacher-selected Internet resources in terms of their usefulness for research Identify and analyze the purpose of media message (to inform, persuade, entertain)	Typing Club Scholastic News & online features Britannica Online Teacher modeling and use

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Third	<u>Basic Operations</u> Save and locate files Use desktop icons, windows, and menus to open applications and documents Explain and use age-appropriate online tools and resources <u>Test-Taking</u> Answer questions online using mouse to click boxes and type for answer entry Use and apply embedded test-taking tools: calculator, text highlighter, flagging for review, expandable passages, dropdown menus, scrolling, multiple answer selections, dictionary/glossary Use mathematical symbols (+add, -subtract, *multiply, /divide, =equals) <u>Keyboarding</u> Locate and use correct finger/hand for space bar, return/enter, and shift keys Copy, cut, and paste Gain proficiency and speed in touch typing: type at least 10 WPM <u>Word Processing</u> Use a word processing application to write, edit, print & save documents Use menu/tool bar functions (font, size, style, line spacing, margins) to format, edit, and print documents Highlight, copy, cut and paste text Copy & paste images within documents and from outside sources Insert and size a graphic in a document Proofread and edit using appropriate resources (spell checker, thesaurus, dictionary, grammar) <u>Multimedia & Presentation Tools</u> Create, edit & format text on a slide Create a series of slides and organize them to present research or convey an idea Copy and paste or import graphics; change their size and position Take and insert photos into projects Download and upload photos <u>Acceptable Use</u> Follow classroom rules regarding responsible use of computers Be principled and recognize that computers are school property and used by others Explain responsible use of technology and digital information; describe consequences of inappropriate use Explain Fair Use Guidelines for use of copyrighted materials and giving credit to creators Identify and explain the strategies for the safe and efficient use of computers (passwords) Identify cyber bullying and describe strategies to deal with such situations Recognize the potential risks and dangers associated with various forms of online communications <u>Research</u> Use age-appropriate technologies to locate, collect and organize content for specific purposes, citing sources Perform basic searches on databases to gather information Evaluate teacher-selected and self-selected Internet resources in terms of their usefulness for research Identify and analyze the purpose of media message (to inform, persuade, entertain) <u>Communication and Collaboration</u> Work collaboratively online with other students under teacher supervision Use age-appropriate technologies to communicate and exchange ideas Create projects that use text and various forms of graphics, audio, and video to communicate ideas	Typing Club Scholastic News & online features Britannica Online Google Apps for Education Teacher modeling and use

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Fourth	<u>Basic Operations</u> Explain and use age-appropriate online tools and resources <u>Test-Taking</u> Answer questions online using mouse to click boxes and type for answer entry Use and apply embedded test-taking tools: calculator, text highlighter, flagging for review, expandable passages, dropdown menus, scrolling, multiple answer selections, dictionary/glossary Use mathematical symbols (+add, -subtract, *multiply, /divide, =equals) <u>Keyboarding</u> Gain proficiency and speed in touch typing: type at least 15 WPM Copy, cut, paste and Know basic keyboard shortcuts <u>Word Processing</u> Use a word processing application to write, edit, print & save documents Use menu/tool bar functions (font, size, style, line spacing, margins) to format, edit, and print documents Highlight, copy, cut and paste text Copy & past images within documents and from outside sources Insert and size a graphic in a document Proofread and edit using appropriate resources (spell checker, thesaurus, dictionary, grammar) <u>Multimedia & Presentation Tools</u> Create, edit & format text on a slide Create a series of slides and organize them to present research or convey an idea Copy and paste or import graphics; change their size and position Take and insert photos into projects Download and upload photos Create and edit video Use painting and drawing tools/apps to create and edit work <u>Acceptable Use</u> Follow classroom rules regarding responsible use of computers Be principled and recognize that computers are school property and used by others Explain responsible use of technology and digital information; describe consequences of inappropriate use Explain Fair Use Guidelines for use of copyrighted materials and giving credit to creators Identify and explain the strategies for the safe and efficient use of computers (passwords, anti-virus software, spam filters, pop-up blockers) Identify cyber bullying and describe strategies to deal with such situations Recognize the potential risks and dangers associated with various forms of online communications <u>Research</u> Use age-appropriate technologies to locate, collect and organize content for specific purposes, citing sources Perform basic searches on databases to gather information Evaluate teacher-selected and self-selected Internet resources in terms of their usefulness for research Use online discussion, blogs, wikis, etc. to gather and share information Identify and analyze the purpose of media message (to inform, persuade, entertain) <u>Communication and Collaboration</u> Work collaboratively online with other students under teacher supervision Use age-appropriate technologies to communicate and collaborate Create projects that use text and various forms of graphics, audio, and video to communicate ideas Use teacher-developed guidelines to evaluate multimedia presentations for organization, content, design, presentation, and citations	Typing Club Britannica Online Google Apps for Education Teacher modeling and use

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Grade	Benchmarks	Resources
Fifth	<u>Keyboarding</u> Gain proficiency and speed in touch typing: type at least 20 WPM Know basic keyboard shortcuts <u>Test-Taking</u> Answer questions online using mouse to click boxes and type for answer entry Use and apply embedded test-taking tools: calculator, text highlighter, flagging for review, expandable passages, dropdown menus, scrolling, multiple answer selections, dictionary/glossary Use mathematical symbols (+add, -subtract, *multiply, /divide, ^exponents, =equals) <u>Word Processing</u> Use a word processing application to write, edit, print & save documents Use menu/tool bar functions (font, size, style, line spacing, margins) to format, edit, and print documents Highlight, copy, cut and paste text Copy and paste images within documents and from outside sources Insert and size a graphic in a document Proofread and edit using appropriate resources (spell checker, thesaurus, dictionary, grammar) <u>Spreadsheets & Graphs</u> Demonstrate an understanding of the spreadsheet as a tool to record, organize, and graph information Identify and explain terms and concepts related to spreadsheets (labels, chart, graph) Enter and edit data in graphs and perform calculations using formulas Use mathematical symbols (+add, -subtract, *multiply, /divide, ^exponents) Use graphs to make predictions, solve problems, and draw conclusions <u>Multimedia & Presentation Tools</u> Create, edit & format text on a slide Create a series of slides and organize them to present research or convey an idea Copy and paste or import graphics; change their size and position Take and insert photos into projects Download and upload photos Create and edit video Use painting and drawing tools/apps to create and edit work <u>Acceptable Use</u> Follow classroom rules regarding responsible use of computers Be principled and recognize that computers are school property and used by others Explain responsible use of technology and digital information; describe consequences of inappropriate use Explain Fair Use Guidelines for use of copyrighted materials and giving credit to creators Identify and explain the strategies for the safe and efficient use of computers (passwords, anti-virus software, spam filters, pop-up blockers) Demonstrate safe email practices, recognize the potentially public exposure of email, use appropriate email etiquette Identify cyber bullying and describe strategies to deal with such situations Recognize the potential risks and dangers associated with various forms of online communications <u>Research</u> Use age-appropriate technologies to locate, collect and organize content for specific purposes, citing sources Perform basic searches on databases to gather information Evaluate teacher-selected and self-selected Internet resources in terms of their usefulness for research Use content specific technology tools to gather and analyze data Identify and analyze the purpose of media message (to inform, persuade, entertain) <u>Communication and Collaboration</u>	Typing Club Britannica Online Google Apps for Education Teacher modeling and use

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	Work collaboratively online with other students under teacher supervision Use age-appropriate technologies to communicate and collaborate Create projects that use text and various forms of graphics, audio, and video to communicate ideas Use teacher-developed guidelines to evaluate multimedia presentations for organization, content, design, presentation, and citations	

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Grade	Benchmarks	Resources
Sixth	<u>Keyboarding</u> Gain proficiency and speed in touch typing: type at least 25 WPM Know basic keyboard shortcuts <u>Test-Taking</u> Answer questions online using mouse to click boxes and type for answer entry Use and apply embedded test-taking tools: calculator, text highlighter, flagging for review, expandable passages, dropdown menus, scrolling, multiple answer selections, dictionary/glossary Use mathematical symbols (+add, -subtract, *multiply, /divide, ^exponents. =equals) <u>Word Processing</u> Use a word processing application to write, edit, print & save documents Use menu/tool bar functions (font, size, style, line spacing, margins) to format, edit, and print documents Highlight, copy, cut and paste text Copy & paste images within documents and from outside sources Insert and size a graphic in a document Proofread and edit using appropriate resources (spell checker, thesaurus, dictionary, grammar) <u>Spreadsheets & Graphs</u> Demonstrate an understanding of the spreadsheet as a tool to record, organize, and graph information Identify and explain terms and concepts related to spreadsheets (labels, chart, graph) Enter and edit data in graphs and perform calculations using formulas Use mathematical symbols (+add, -subtract, *multiply, /divide, ^exponents) Use graphs to make predictions, solve problems, and draw conclusions <u>Multimedia & Presentation Tools</u> Create, edit & format text on a slide Create a series of slides and organize them to present research or convey an idea Copy and paste or import graphics; change their size and position Take and insert photos into projects Download and upload photos Create and edit video and movies Use painting and drawing tools/apps to create and edit work <u>Acceptable Use</u> Follow classroom rules regarding responsible use of computers Be principled and recognize that computers are school property and used by others Explain responsible use of technology and digital information; describe consequences of inappropriate use Explain Fair Use Guidelines for use of copyrighted materials and giving credit to creators Identify and explain the strategies for the safe and efficient use of computers (passwords, anti-virus software, spam filters, pop-up blockers) Demonstrate safe email practices, recognize the potentially public exposure of email, use appropriate email etiquette Identify cyber bullying and describe strategies to deal with such situations Recognize the potential risks and dangers associated with various forms of online communications <u>Research</u> Use age-appropriate technologies to locate, collect and organize content for specific purposes, citing sources Perform basic searches on databases to gather information Evaluate teacher-selected and self-selected Internet resources in terms of their usefulness for research Use content specific technology tools to gather and analyze data Identify and analyze the purpose of media message (to inform, persuade, entertain)	Typing Club Britannica Online Google Apps for Education Teacher modeling and use

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