

FUSD K-6 Technology Standards January 2014

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	Keyboarding	Productivity			Digital Literacy	
	Keyboarding (Suggested Software: K-2 Read, Write, Type!, 3-4 Type to Learn, 3-6 Mavis Beacon)	Word Processing (Suggested Software: Word, Pages) MS	Presentation (Suggested Software: PowerPoint, Keynote)	Spreadsheet (Suggested Software: MS Excel, Numbers)	Basic Computer Skills	Internet Skills and Digital Literacy
K	Knows finger names, introduced to keyboard				Shows mouse control Can open programs	
1	Familiar with keyboard layout Types right-side keys with right hand and vice versa Uses thumb for space bar Introduced to homerow and proper typing form	Understands and uses the following keys correctly: backspace, shift, period, comma, question mark, enter/return, space bar Can type one sentence with proper format/grammar CCSS.ELA-Literacy.W.1.6			Can retrieve and open a file Can save a file Can name computer parts and knows basic computer terms	Can open, browse, and navigate a webpage With guidance from district staff, use only district-approved websites Can input a username and password for login purposes CCSS.ELA-Literacy.RI.1.5 CCSS.ELA-Literacy.W.1.8
2	Introduced to all correct fingerings	1st grade skills, plus can use tab key to indent Can type one paragraph: three simple sentences with correct format/grammar CCSS.ELA-Literacy.W.2.6			Can save, name, locate and retrieve files Understands the difference between Save and Save As	Can locate information on a specific webpage (e.g. enchantedslearning.com) Can use refresh and back buttons CCSS.ELA-Literacy.RI.2.5 CCSS.ELA-Literacy.W.2.8
3	Can touch type with all correct fingerings 5+ WPM with 90% accuracy CCSS.ELA-Literacy.W.3.6	Previous skills, plus can properly use alignment and highlighting tools, understands red/green squiggly line, and can insert clip art Can type multi-paragraph essay with proper format/grammar CCSS.ELA-Literacy.W.3.6 CCSS.ELA-Literacy.SL.3.5	Can create individual presentations, including the following skills: add slides, font, textboxes, backgrounds, insert clip art CCSS.ELA-Literacy.SL.3.5	Can input data and understands basic vocabulary (cells, columns, rows)	Can perform these skills: Right-clicking, Saving (incl. naming, selecting a location and retrieving a file), Creating a folder, Renaming a file/folder, Moving a file/dragging (organization skills) Copy, cut, paste	Understands basic information literacy (i.e, breakdown of URL, proper citation of websites for information and images) CCSS.ELA-Literacy.RI.3.5 CCSS.ELA-Literacy.W.3.8

4	<p>Can touch type with all correct fingerings 10+ wpm with 92% accuracy</p> <p>CCSS.ELA-Literacy.W.4.6</p>	<p>Can type a minimum of one page in a single sitting</p> <p>Previous skills, plus can perform spell check and grammar check</p> <p>CCSS.ELA-Literacy.W.4.2a CCSS.ELA-Literacy.W.4.6</p>	<p>Previous skills, plus can apply transitions</p> <p>CCSS.ELA-Literacy.SL.4.5</p>	<p>Can input data and create basic graph</p>	<p>Review 3rd grade skills</p>	<p>Previous skills</p> <p>Can create list of links of information/ images used</p> <p>Can perform smart and effective web searches</p> <p>CCSS.ELA-Literacy.RI.4.7 CCSS.ELA-Literacy.W.4.6 CCSS.ELA-Literacy.W.4.7 CCSS.ELA-Literacy.W.4.8</p>
5	<p>Can touch type with all correct fingerings 15+ wpm with 94% accuracy</p> <p>CCSS.ELA-Literacy.W.5.6</p>	<p>Can type a minimum of two pages in a single setting</p> <p>Previous skills, plus can change/set margins and insert images</p> <p>CCSS.ELA-Literacy.W.5.2a CCSS.ELA-Literacy.W.5.6</p>	<p>Previous skills, plus can apply animations and insert images from internet</p> <p>CCSS.ELA-Literacy.SL.5.5</p>	<p>Can input data, create different graphs</p> <p>Can format cells and graphs</p>	<p>Proficient in all previous computer skills</p>	<p>Can evaluate websites and create basic citations</p> <p>Understands web safety and netiquette</p> <p>CCSS.ELA-Literacy.RI.5.7 CCSS.ELA-Literacy.W.5.6 CCSS.ELA-Literacy.W.5.7 CCSS.ELA-Literacy.W.5.8</p>
6	<p>Can touch type with all correct fingerings 20+ wpm with 96% accuracy</p> <p>CCSS.ELA-Literacy.W.6.6</p>	<p>Proficient in all previous word processing skills</p> <p>CCSS.ELA-Literacy.W.6.2a CCSS.ELA-Literacy.W.6.6</p>	<p>Previous skills, plus can add timing and sound effects</p> <p>CCSS.ELA-Literacy.SL.6.5</p>	<p>Previous skills, plus can use basic formulas (sum, average, math functions)</p>	<p>Proficient in all previous computer skills</p>	<p>Can use basic bibliography format (MLA)</p> <p>Practices web safety and netiquette</p> <p>Understands the consequences of cyberbullying</p> <p>CCSS.ELA-Literacy.W.6.6 CCSS.ELA-Literacy.W.6.7 CCSS.ELA-Literacy.W.6.8</p>