LaGrange School Dist. 105

Kindergarten (All Introduce)

Basic Operations and Concepts

Use of Input Devices (Mouse, Keyboard)

Develop Mouse Skills (click, double click, click & drag, right click)
Use Enter key, Space Bar, Backspace and Delete
Identify Shift for upper/lower case
Use software menu, open and exit programs
Use correct Log on and Log Off procedures

Use appropriate terminology

Computer parts

Use of Output Devices (Print)

Social, Ethical and Human Issues

Demonstrate positive social behaviors when using technology Exhibit respect for technology systems and software Exhibit proper care of computers Discuss common uses of technology in daily life Define purpose of district use policy and explain consequences of misuse

Technology Problem-solving and Decision-making Tools

LaGrange School Dist. 105

First

	Expected Level of Competency
Basic Operations and Concepts	
Use of Input Devices (Mouse, Keyboard)	<u></u>
Develop Mouse Skills (click, double click, click & drag, right click)	Р
Use Enter key, Space Bar, Backspace and Delete	Р
Identify Shift for upper/lower case	Р
Use software menu, open and exit programs	Р
Use correct Log on and Log Off procedures	Р
Save documents to and Retrieve from server	1
Use appropriate terminology	
Computer parts	Р
Use of Output Devices (Print)	Р
Social, Ethical and Human Issues	
Demonstrate positive social behaviors when using technology	Р
Demonstrate skills needed to work in collaborative groups	I
Exhibit respect for technology systems and software	Р
Exhibit proper care of computers	Р
Discuss common uses of technology in daily life	P
Define purpose of district use policy and explain consequences of misuse	Р
Information Processing Skills Folder and File Management Name files and folders Store files and folders Retrieve files and folders	
Keyboarding Skills	
Understand the right/left concept of keyboarding (use two hands to type) Identify the Home Row	
Technology Productivity Tools General Skills	'
Change font types and sizes	<u> </u>
Use Bold, Italic and Underline	1
Change alignment of text (Right justify, center, left justify)	
Use Undo command	
Word Processing Skills	
Delete text	
Use print preview	l
Imaging Skills	<u>-</u>
Create images	l
Technology Research Tools	
Open a URL	l
Open a hyperlink or image link and return to original page	1

Second

Second	Expected Level of Competency
Basic Operations and Concepts	
Use of Input Devices (Mouse, Keyboard)	
Develop Mouse Skills (click, double click, click & drag, right click)	Р
Use Enter key, Space Bar, Backspace and Delete	Р
Identify Shift for upper/lower case	M
Use software menu, open and exit programs	M
Use Minimize, Maximize and Close Boxes	
Use correct Log on and Log Off procedures	Р
Save documents to and Retrieve from server	Р
Use appropriate terminology	
Computer parts	Р
Internet (URL, search engine, address)	i
Use of Output Devices (<i>Print</i>)	P
ose of output bevices (1 mit)	<u> </u>
Social, Ethical and Human Issues	
Demonstrate positive social behaviors when using technology	Р
Demonstrate skills needed to work in collaborative groups	Р
Exhibit respect for technology systems and software	P
Exhibit proper care of computers	P
Discuss common uses of technology in daily life	P
Define purpose of district use policy and explain consequences of misuse	P
Define purpose of district use policy and explain consequences of misuse	ı
Information Processing Skills	
Folder and File Management	
Name files and folders	Р
Store files and folders	P
Retrieve files and folders	P
Keyboarding Skills	
Understand the right/left concept of keyboarding (use two hands to type)	Р
Identify the Home Row	P
Technology Productivity Tools	ı
General Skills	
Change font types and sizes	Р
Use Bold, Italic and Underline	Р
Change line spacing	
Change alignment of text (Right justify, center, left justify)	P
Use cut, copy and paste features	i
Use Undo command	P
Word Processing Skills	<u>'</u>
Change margins	
Delete text	P
Use print preview	P
·	Г
Imaging Skills Manipulate images	
Manipulate images	
Create images	Р
Technology Research Tools	
Open a URL	P
Open a hyperlink or image link and return to original page	Р
Properly cite sources	

I = Introduce

P = Practice (Reinforced and Ongoing)
M = Master (Able to complete task independently)

Third

Third	Expected Level of
	Competency
Basic Operations and Concepts	
Use of Input Devices (Mouse, Keyboard)	
Develop Mouse Skills (click, double click, click & drag, right click)	М
Use Enter key, Space Bar, Backspace and Delete	М
Identify Shift for upper/lower case	M
Use software menu, open and exit programs	M
Use Minimize, Maximize and Close Boxes	Р
Use correct Log on and Log Off procedures	Р
Save documents to and Retrieve from server	Р
Use appropriate terminology	
Computer parts	M
Internet (URL, search engine, address)	Р
Use of Output Devices (Print)	Р
Social, Ethical and Human Issues	
Demonstrate positive social behaviors when using technology	Р
Demonstrate skills needed to work in collaborative groups	Р
Exhibit respect for technology systems and software	Р
Exhibit proper care of computers	Р
Discuss common uses of technology in daily life	Р
Define purpose of district use policy and explain consequences of misuse	Р
Information Processing Skills	
Folder and File Management	
Name files and folders	Р
Store files and folders	P
Retrieve files and folders	P
Organize files and folders	
Create/delete files and folders	i
Keyboarding Skills	<u> </u>
Understand the right/left concept of keyboarding (use two hands to type)	М
Identify the Home Row	M
Technology Productivity Tools	
General Skills	
Change font types and sizes	M
Use Bold, Italic and Underline	M
Change line spacing	P
Change alignment of text (Right justify, center, left justify)	Р
Use cut, copy and paste features	P
Use Help function	
Use Undo command	P
Use Spell Check	
Word Processing Skills	
Change margins	Р
Delete text	Р
Use thesaurus	
Use print preview	Р
Spreadsheet Skills	

I = Introduce

P = Practice (Reinforced and Ongoing)

M = Master (Able to complete task independently)

Understand simple cell referencing	
Insert text into a cell	<u> </u>
	<u> </u>
Change cell style and color	l
Delete cell contents	I
Modify column width and row height	I
Presentation Skills	
Add text and text boxes to slides	I
Incorporate animation into a slide	I
Use sounds with animations	I
Add background color/scheme	I
Imaging Skills	
Manipulate images	Р
Create images	Р
Technology Research Tools	
Open a URL	Р
Open a hyperlink or image link and return to original page	Р
Use a variety of search engines	
Use key words in searches	
Properly cite sources	Р

LaGrange School Dist. 105

Expected Level of

Fourth

	Competency
Basic Operations and Concepts	Competency
Use of Input Devices (Mouse, Keyboard)	
Develop Mouse Skills (click, double click, click & drag, right click)	M
Use Enter key, Space Bar, Backspace and Delete	M
Use Minimize, Maximize and Close Boxes	P
Use correct Log on and Log Off procedures	M
Save documents to and Retrieve from server	M
Use appropriate terminology	141
Computer parts	M
Internet (URL, search engine, address)	P
Use of Output Devices (<i>Print</i>)	<u>.</u> Р
	•
Social, Ethical and Human Issues	
Demonstrate positive social behaviors when using technology	Р
Demonstrate skills needed to work in collaborative groups	P
Exhibit respect for technology systems and software	P
Exhibit proper care of computers	P
Discuss common uses of technology in daily life	P
Define purpose of district use policy and explain consequences of misuse	P
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Information Processing Skills	
Folder and File Management	
Name files and folders	Р
Store files and folders	Р
Retrieve files and folders	Р
Organize files and folders	Р
Create/delete files and folders	Р
Keyboarding Skills	
Type 20 words per minute with 3 errors or less with use of backspace	I
Technology Productivity Tools	
General Skills	
Change font types and sizes	M
Use Bold, Italic and Underline	M
Change line spacing	Р
Change alignment of text (Right justify, center, left justify)	M
Use cut, copy and paste features	Р
Use Help function	Р
Use Undo command	M
Use Spell Check	Р
Word Processing Skills	
Change margins	Р
Delete text	M
Insert page breaks into a document	I
Use thesaurus	Р
Use print preview	M
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I = Introduce

P = Practice (Reinforced and Ongoing)

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Spreadsheet Skills	
Understand simple cell referencing	Р
Insert text into a cell	Р
Change cell style and color	Р
Delete cell contents	Р
Modify column width and row height	Р
Insert and delete rows and columns	I
Use print preview	Р
Presentation Skills	-
Add text and text boxes to slides	Р
Incorporate animation into a slide	Р
Use sounds with animations	Р
Add background color/scheme	Р
Use transitions	I
Use effective layout and design techniques	İ
Imaging Skills	
Manipulate images	Р
Create images	Р
Digitize images	İ
Differentiate file format	I
Transform images	1
Technology Research Tools	
Open a URL	Р
Open a hyperlink or image link and return to original page	M
Use a variety of search engines	Р
Use key words in searches	Р
Have familiarity with Boolean operators	1
Find and distinguish credible sources	
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Properly cite sources

Fifth

	Expected Level of Competency
Basic Operations and Concepts	
Use of Input Devices (Mouse, Keyboard)	
Use Minimize, Maximize and Close Boxes	Р
Use correct Log on and Log Off procedures	M
Save documents to and Retrieve from server	M
Use appropriate terminology	
Internet (URL, search engine, address)	М
Use of Output Devices (Print)	M
Social, Ethical and Human Issues	
Demonstrate positive social behaviors when using technology	Р
Demonstrate skills needed to work in collaborative groups	P
Exhibit respect for technology systems and software	P
Exhibit respect for technology systems and software Exhibit proper care of computers	Р
· ·	P
Discuss common uses of technology in daily life	P
Define purpose of district use policy and explain consequences of misuse	<u> </u>
Information Processing Skills	
Folder and File Management	
Name files and folders	M
Store files and folders	M
Retrieve files and folders	M
Organize files and folders	Р
Create/delete files and folders	Р
Keyboarding Skills	
Type 20 words per minute with 3 errors or less with use of backspace	Р
Technology Productivity Tools	
General Skills	
Change line spacing	M
Change alignment of text (Right justify, center, left justify)	M
Use cut, copy and paste features	P
Use Help function	P
Use Undo command	M
Use Spell Check	M
Word Processing Skills	141
Change margins	M
Delete text	M
Insert page breaks into a document	P
Use thesaurus	Р
Use print preview	M
Spreadsheet Skills	IVI
Understand simple cell referencing	Р
Insert text into a cell	P
	P
Change cell style and color	
Delete cell contents	Р

I = Introduce

P = Practice (Reinforced and Ongoing)

Modify column width and row height	Р
Insert and delete rows and columns	Р
Use print preview	Р
Use simple cell formatting (currency, date, etc)	I
Make a table	I
Make a graph	I
Presentation Skills	
Add text and text boxes to slides	Р
Incorporate animation into a slide	Р
Use sounds with animations	Р
Add background color/scheme	Р
Use transitions	Р
Use effective layout and design techniques	Р
Imaging Skills	
Manipulate images	M
Create images	Р
Digitize images	Р
Differentiate file format	Р
Transform images	Р
Technology Research Tools	
Open a URL	M
Open a hyperlink or image link and return to original page	M
Use a variety of search engines	Р
Use key words in searches	Р
Have familiarity with Boolean operators	Р
Find and distinguish credible sources	Р
Properly cite sources	Р
Find and distinguish credible sources	<u> </u>
Properly cite sources	Р

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Sixth

Sixui	Expected Level of Competency
Basic Operations and Concepts	
Use of Input Devices (Mouse, Keyboard)	
Use Minimize, Maximize and Close Boxes	M
Use appropriate terminology	
Computer parts	
Internet (URL, search engine, address)	M
Use of Output Devices (Print)	M
Social, Ethical and Human Issues	
Demonstrate positive social behaviors when using technology	Р
Demonstrate skills needed to work in collaborative groups	Р
Exhibit respect for technology systems and software	Р
Exhibit proper care of computers	Р
Discuss common uses of technology in daily life	Р
Define purpose of district use policy and explain consequences of misuse	Р
Information Processing Skills	
Folder and File Management	
Name files and folders	M
Store files and folders	M
Retrieve files and folders	M
Organize files and folders	M
Create/delete files and folders	M
Keyboarding Skills	
Type 20 words per minute with 3 errors or less with use of backspace	Р
Technology Productivity Tools	
General Skills	
Change line spacing	M
Use cut, copy and paste features	M
Use Help function	Р
Use Spell Check	М
Word Processing Skills	
Change margins	M
Insert page breaks into a document	Р
Use thesaurus	М
Spreadsheet Skills	
Understand simple cell referencing	Р
Insert text into a cell	Р
Change cell style and color	P
Delete cell contents	P
Modify column width and row height	P
Insert and delete rows and columns	P
Use print preview	P
Use simple cell formatting (<i>currency, date, etc</i>)	P
Make a table	Р
Make a graph	Р
Insert simple formulas into a cell ("= B1 + B5")	F
insert simple formulas into a cell (- DT + D3)	ı

I = Introduce

P = Practice (Reinforced and Ongoing)

Presentation Skills	
Add text and text boxes to slides	M
Incorporate animation into a slide	M
Use sounds with animations	M
Add background color/scheme	M
Use transitions	Р
Use effective layout and design techniques	Р
Imaging Skills	
Manipulate images	Р
Create images	Р
Digitize images	Р
Differentiate file format	Р
Transform images	Р
Technology Research Tools	
Open a URL	M
Use a variety of search engines	Р
Use key words in searches	Р
Have familiarity with Boolean operators	Р
Find and distinguish credible sources	Р
Properly cite sources	Р

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Seventh

Seventii	Expected Level of Competency
Basic Operations and Concepts	
Use of Input Devices (Mouse, Keyboard)	
Use Minimize, Maximize and Close Boxes	M
Use appropriate terminology	
Computer parts	M
Internet (URL, search engine, address)	M
Use of Output Devices (Print)	M
Use of Peripheral Equipment	
Use digital camera to create graphics files	I
Use scanner to create graphics files	I
Social, Ethical and Human Issues	
Demonstrate positive social behaviors when using technology	Р
Demonstrate skills needed to work in collaborative groups	Р
Exhibit respect for technology systems and software	Р
Exhibit proper care of computers	Р
Discuss common uses of technology in daily life	Р
Define purpose of district use policy and explain consequences of misuse	Р
Information Processing Skills Folder and File Management	
Name files and folders	M
Store files and folders	M
Retrieve files and folders	M
Organize files and folders	M
Create/delete files and folders	M
Keyboarding Skills	
Type 20 words per minute with 3 errors or less with use of backspace	Р
Technology Productivity Tools	
General Skills	- NA
Change line spacing	M
Use cut, copy and paste features	M
Use Help function	Р
Use Spell Check	M
Search/sort to find information	l l
Enter information into a database	I
Word Processing Skills	- NA
Change margins	M
Insert page breaks into a document	Р
Use thesaurus	M
Create custom tabs	I
Spreadsheet Skills	, , , , , , , , , , , , , , , , , , ,
Understand simple cell referencing	M
Insert text into a cell	M
Change cell style and color	M
Delete cell contents	M
Modify column width and row height	<u>M</u>
Insert and delete rows and columns	M

I = Introduce

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M = Master (Able to complete task independently)

Use simple cell formatting (currency, date, etc) Make a table Make a graph Insert simple formulas into a cell ("= B1 + B5") Presentation Skills Add text and text boxes to slides Incorporate animation into a slide Use sounds with animations Add background color/scheme Use transitions Use effective layout and design techniques Imaging Skills Manipulate images Create images Digitize images Differentiate file format Transform images Technology Research Tools Open a URL Use a variety of searches	Use print preview	M
Make a graph P Insert simple formulas into a cell ("= B1 + B5") P Presentation Skills M Add text and text boxes to slides M Incorporate animation into a slide M Use sounds with animations M Add background color/scheme M Use transitions P Use effective layout and design techniques P Imaging Skills M Manipulate images M Create images P Digitize images P Differentiate file format P Transform images P Technology Research Tools M Open a URL M Use a variety of search engines P	Use simple cell formatting (currency, date, etc)	Р
Insert simple formulas into a cell ("= B1 + B5") Presentation Skills Add text and text boxes to slides Incorporate animation into a slide Use sounds with animations Add background color/scheme Use transitions Puse effective layout and design techniques Puse effective layout and design techniques Imaging Skills Manipulate images Create images Digitize images Differentiate file format Transform images Perchnology Research Tools Open a URL Use a variety of search engines	Make a table	Р
Presentation Skills Add text and text boxes to slides M Incorporate animation into a slide M Use sounds with animations M Add background color/scheme M Use transitions P Use effective layout and design techniques P Imaging Skills M Manipulate images M Create images P Digitize images P Differentiate file format P Transform images P Technology Research Tools M Open a URL M Use a variety of search engines P	Make a graph	Р
Add text and text boxes to slides Incorporate animation into a slide Use sounds with animations Add background color/scheme Use transitions Use effective layout and design techniques P Imaging Skills Manipulate images Create images P Digitize images P Digitize images P Differentiate file format Transform images P Technology Research Tools Open a URL Use a variety of search engines	Insert simple formulas into a cell ("= B1 + B5")	Р
Incorporate animation into a slide Use sounds with animations Add background color/scheme Use transitions Use effective layout and design techniques Imaging Skills Manipulate images Create images Digitize images Digitize images Differentiate file format Transform images Technology Research Tools Open a URL Use a variety of search engines M M M P P M M M M M M M M M	Presentation Skills	<u> </u>
Use sounds with animations Add background color/scheme Use transitions Use effective layout and design techniques Imaging Skills Manipulate images Create images P Digitize images P Differentiate file format Transform images P Technology Research Tools Open a URL Use a variety of search engines M M D M M D M M D M M M D M M D M D M	Add text and text boxes to slides	M
Add background color/scheme Use transitions Use effective layout and design techniques Imaging Skills Manipulate images Create images Digitize images Differentiate file format Transform images Pethology Research Tools Open a URL Use a variety of search engines M M P P P M M M M M M M M M P P M M M M M M M M M M M M M M M M M M M M	Incorporate animation into a slide	M
Use transitions Use effective layout and design techniques Imaging Skills Manipulate images Create images Digitize images Digitize images Differentiate file format Transform images P Technology Research Tools Open a URL Use a variety of search engines	Use sounds with animations	M
Use effective layout and design techniques Imaging Skills Manipulate images Create images Digitize images Differentiate file format Transform images P Technology Research Tools Open a URL Use a variety of search engines	Add background color/scheme	M
Imaging Skills Manipulate images M Create images P Digitize images P Differentiate file format P Transform images P Technology Research Tools M Open a URL M Use a variety of search engines P	Use transitions	Р
Manipulate images M Create images P Digitize images P Differentiate file format P Transform images P Technology Research Tools M Open a URL M Use a variety of search engines P	Use effective layout and design techniques	Р
Create images P Digitize images P Differentiate file format P Transform images P Technology Research Tools W Open a URL M Use a variety of search engines P	Imaging Skills	
Digitize images Differentiate file format Transform images P Technology Research Tools Open a URL Use a variety of search engines P M M P M P M P M P P P P	Manipulate images	M
Differentiate file format Transform images P Technology Research Tools Open a URL Use a variety of search engines P M P M P M P	Create images	Р
Transform images P Technology Research Tools M Open a URL M Use a variety of search engines P	Digitize images	Р
Technology Research Tools Open a URL Use a variety of search engines M P	Differentiate file format	Р
Open a URL Use a variety of search engines P	Transform images	Р
Use a variety of search engines	Technology Research Tools	
	Open a URL	M
Use key words in searches	Use a variety of search engines	Р
Too key words in coarcino	Use key words in searches	Р
Have familiarity with Boolean operators	Have familiarity with Boolean operators	Р
Find and distinguish credible sources	Find and distinguish credible sources	Р
Properly cite sources P	Properly cite sources	Р

Eighth

Lightii	Expected Level of Competency
Basic Operations and Concepts	
Use of Input Devices (Mouse, Keyboard)	
Use Minimize, Maximize and Close Boxes	M
Use appropriate terminology	
Computer parts	M
Internet (URL, search engine, address)	M
Use of Output Devices (Print)	M
Use of Peripheral Equipment	
Use digital camera to create graphics files	Р
Use scanner to create graphics files	Р
Social, Ethical and Human Issues	
Demonstrate positive social behaviors when using technology	Р
Demonstrate skills needed to work in collaborative groups	Р
Exhibit respect for technology systems and software	Р
Exhibit proper care of computers	Р
Discuss common uses of technology in daily life	Р
Define purpose of district use policy and explain consequences of misuse	Р
Information Processing Skills Folder and File Management	
Name files and folders	M
Store files and folders	M
Retrieve files and folders	M
Organize files and folders	M
Create/delete files and folders	M
Keyboarding Skills	
Type 20 words per minute with 3 errors or less with use of backspace	Р
Technology Productivity Tools General Skills	
Change line spacing	M
	M
Use cut, copy and paste features Use Help function	P
Use Spell Check	M
Search/sort to find information	P
Enter information into a database	P
	Г
Word Processing Skills Change margins	M
Insert page breaks into a document Use thesaurus	M
	M
Create custom tabs	Р
Spreadsheet Skills	N /I
Understand simple cell referencing	M
Insert text into a cell	M
Change cell style and color	M
Delete cell contents	M
Modify column width and row height	M
Insert and delete rows and columns	M

I = Introduce

P = Practice (Reinforced and Ongoing)

M = Master (Able to complete task independently)

Use print preview	M
Use simple cell formatting (currency, date, etc)	Р
Make a table	Р
Make a graph	Р
Insert simple formulas into a cell ("= B1 + B5")	Р
Presentation Skills	
Add text and text boxes to slides	M
Incorporate animation into a slide	M
Use sounds with animations	M
Add background color/scheme	M
Use transitions	M
Use effective layout and design techniques	M
Imaging Skills	
Manipulate images	M
Create images	M
Digitize images	M
Differentiate file format	M
Transform images	Р
Technology Research Tools	
Open a URL	M
Use a variety of search engines	M
Use key words in searches	M
Have familiarity with Boolean operators	M
Find and distinguish credible sources	M
Properly cite sources	M