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

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

First

	Expected Level of Competency

Basic Operations and Concepts

Use of Input Devices (*Mouse, Keyboard***)**

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

Use appropriate terminology

Computer parts	P
Use of Output Devices (*Print*)	P

Social, Ethical and Human Issues

Demonstrate positive social behaviors when using technology	P
Demonstrate skills needed to work in collaborative groups	I
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

Information Processing Skills

Folder and File Management

Name files and folders	I
Store files and folders	I
Retrieve files and folders	I

Keyboarding Skills

Understand the right/left concept of keyboarding (*use two hands to type*)	I
Identify the Home Row	I

Technology Productivity Tools

General Skills

Change font types and sizes	I
Use **Bold, Italic** and **Underline**	I
Change alignment of text (*Right justify, center, left justify*)	I
Use **Undo** command	I

Word Processing Skills

Delete text	I
Use print preview	I

Imaging Skills

Create images	I

Technology Research Tools

Open a URL	I
Open a hyperlink or image link and return to original page	I

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

Technology Skills Standards
LaGrange School Dist. 105

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)	P
Use Enter key, Space Bar, Backspace and Delete	P
Identify Shift for upper/lower case	M
Use software menu, open and exit programs	M
Use Minimize, Maximize and Close Boxes	I
Use correct Log on and Log Off procedures	P
Save documents to and Retrieve from server	P

  Use appropriate terminology

Computer parts	P
Internet (*URL, search engine, address*)	I
Use of Output Devices (*Print*)	P

Social, Ethical and Human Issues

Demonstrate positive social behaviors when using technology	P
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

Information Processing Skills
  Folder and File Management

Name files and folders	P
Store files and folders	P
Retrieve files and folders	P

  Keyboarding Skills

Understand the right/left concept of keyboarding (*use two hands to type*)	P
Identify the Home Row	P

Technology Productivity Tools
  General Skills

Change font types and sizes	P
Use **Bold, Italic** and **Underline**	P
Change line spacing	I
Change alignment of text (*Right justify, center, left justify*)	P
Use cut, copy and paste features	I
Use **Undo** command	P

  Word Processing Skills

Change margins	I
Delete text	P
Use print preview	P

  Imaging Skills

Manipulate images	I
Create images	P

Technology Research Tools

Open a URL	P
Open a hyperlink or image link and return to original page	P
Properly cite sources	I

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

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)	M
Use Enter key, Space Bar, Backspace and Delete	M
Identify Shift for upper/lower case	M
Use software menu, open and exit programs	M
Use Minimize, Maximize and Close Boxes	P
Use correct Log on and Log Off procedures	P
Save documents to and Retrieve from server	P

  Use appropriate terminology

Computer parts	M
Internet (*URL, search engine, address*)	P

  Use of Output Devices (*Print*)

	P

Social, Ethical and Human Issues

Demonstrate positive social behaviors when using technology	P
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

Information Processing Skills
  Folder and File Management

Name files and folders	P
Store files and folders	P
Retrieve files and folders	P
Organize files and folders	I
Create/delete files and folders	I

  Keyboarding Skills

Understand the right/left concept of keyboarding (*use two hands to type*)	M
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*)	P
Use cut, copy and paste features	P
Use **Help** function	I
Use **Undo** command	P
Use **Spell Check**	I

  Word Processing Skills

Change margins	P
Delete text	P
Use thesaurus	I
Use print preview	P

  Spreadsheet Skills

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

Technology Skills Standards
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Understand simple cell referencing	I
Insert text into a cell	I
Change cell style and color	I
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	P
Create images	P

Technology Research Tools

Open a URL	P
Open a hyperlink or image link and return to original page	P
Use a variety of search engines	I
Use key words in searches	I
Properly cite sources	P

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

Technology Skills Standards
LaGrange School Dist. 105

Fourth

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Expected Level of Competency

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Basic Operations and Concepts
  Use of Input Devices (*Mouse, Keyboard***)**

Skill	Level
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

Skill	Level
Computer parts	M
Internet (*URL, search engine, address*)	P
Use of Output Devices (*Print*)	P

Social, Ethical and Human Issues

Skill	Level
Demonstrate positive social behaviors when using technology	P
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

Information Processing Skills
  Folder and File Management

Skill	Level
Name files and folders	P
Store files and folders	P
Retrieve files and folders	P
Organize files and folders	P
Create/delete files and folders	P

  Keyboarding Skills

Skill	Level
Type 20 words per minute with 3 errors or less with use of backspace	I

Technology Productivity Tools
  General Skills

Skill	Level
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*)	M
Use cut, copy and paste features	P
Use **Help** function	P
Use **Undo** command	M
Use **Spell Check**	P

  Word Processing Skills

Skill	Level
Change margins	P
Delete text	M
Insert page breaks into a document	I
Use thesaurus	P
Use print preview	M

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

Technology Skills Standards
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Spreadsheet Skills

Skill	Level
Understand simple cell referencing	P
Insert text into a cell	P
Change cell style and color	P
Delete cell contents	P
Modify column width and row height	P
Insert and delete rows and columns	I
Use print preview	P

Presentation Skills

Skill	Level
Add text and text boxes to slides	P
Incorporate animation into a slide	P
Use sounds with animations	P
Add background color/scheme	P
Use transitions	I
Use effective layout and design techniques	I

Imaging Skills

Skill	Level
Manipulate images	P
Create images	P
Digitize images	I
Differentiate file format	I
Transform images	I

Technology Research Tools

Skill	Level
Open a URL	P
Open a hyperlink or image link and return to original page	M
Use a variety of search engines	P
Use key words in searches	P
Have familiarity with Boolean operators	I
Find and distinguish credible sources	I
Properly cite sources	P

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

Technology Skills Standards
LaGrange School Dist. 105

Fifth

Expected Level of Competency

Basic Operations and Concepts
  Use of Input Devices (*Mouse, Keyboard***)**

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

Internet (*URL, search engine, address*)	M
Use of Output Devices (*Print*)	M

Social, Ethical and Human Issues

Demonstrate positive social behaviors when using technology	P
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

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	P
Create/delete files and folders	P

  Keyboarding Skills

Type 20 words per minute with 3 errors or less with use of backspace	P

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

Change margins	M
Delete text	M
Insert page breaks into a document	P
Use thesaurus	P
Use print preview	M

  Spreadsheet Skills

Understand simple cell referencing	P
Insert text into a cell	P
Change cell style and color	P
Delete cell contents	P

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

Technology Skills Standards
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Modify column width and row height	P
Insert and delete rows and columns	P
Use print preview	P
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	P
Incorporate animation into a slide	P
Use sounds with animations	P
Add background color/scheme	P
Use transitions	P
Use effective layout and design techniques	P

Imaging Skills

Manipulate images	M
Create images	P
Digitize images	P
Differentiate file format	P
Transform images	P

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	P
Use key words in searches	P
Have familiarity with Boolean operators	P
Find and distinguish credible sources	P
Properly cite sources	P
Find and distinguish credible sources	I
Properly cite sources	P

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

Sixth

	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	P
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

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	P

Technology Productivity Tools
  General Skills

Change line spacing	M
Use cut, copy and paste features	M
Use **Help** function	P
Use **Spell Check**	M

  Word Processing Skills

Change margins	M
Insert page breaks into a document	P
Use thesaurus	M

  Spreadsheet Skills

Understand simple cell referencing	P
Insert text into a cell	P
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 (*currency, date, etc…*)	P
Make a table	P
Make a graph	P
Insert simple formulas into a cell ("= B1 + B5")	I

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

Technology Skills Standards
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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

Manipulate images	P
Create images	P
Digitize images	P
Differentiate file format	P
Transform images	P

Technology Research Tools

Open a URL	M
Use a variety of search engines	P
Use key words in searches	P
Have familiarity with Boolean operators	P
Find and distinguish credible sources	P
Properly cite sources	P

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

Technology Skills Standards
LaGrange School Dist. 105

Seventh

	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	P
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

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	P

Technology Productivity Tools
  General Skills

Change line spacing	M
Use cut, copy and paste features	M
Use **Help** function	P
Use **Spell Check**	M
Search/sort to find information	I
Enter information into a database	I

  Word Processing Skills

Change margins	M
Insert page breaks into a document	P
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	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…*)	P
Make a table	P
Make a graph	P
Insert simple formulas into a cell ("= B1 + B5")	P

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

Manipulate images	M
Create images	P
Digitize images	P
Differentiate file format	P
Transform images	P

Technology Research Tools

Open a URL	M
Use a variety of search engines	P
Use key words in searches	P
Have familiarity with Boolean operators	P
Find and distinguish credible sources	P
Properly cite sources	P

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

Technology Skills Standards
LaGrange School Dist. 105

Eighth

<div align="right">Expected Level of
Competency</div>

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	P
Use scanner to create graphics files	P

Social, Ethical and Human Issues

Demonstrate positive social behaviors when using technology	P
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

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	P

Technology Productivity Tools
  General Skills

Change line spacing	M
Use cut, copy and paste features	M
Use **Help** function	P
Use **Spell Check**	M
Search/sort to find information	P
Enter information into a database	P

  Word Processing Skills

Change margins	M
Insert page breaks into a document	M
Use thesaurus	M
Create custom tabs	P

  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	M
Insert and delete rows and columns	M

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

Technology Skills Standards
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Use print preview	M
Use simple cell formatting (*currency, date, etc…*)	P
Make a table	P
Make a graph	P
Insert simple formulas into a cell ("= B1 + B5")	P

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	P

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

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