

**SAU 15 Educational Technology  
Grade Level Expectations  
October 2006**

## **Grade 3**

<b>The student knows and is able to:</b>	
<b>• Basic Skills</b>	
	I will use homerow finger placement.
	I am able to use special keys (backspace, delete, spacebar, shift, etc.).
	I know the names of all parts of my computer (monitor, CPU, etc.).
	I will print preview my document before sending to the printer.
	I will select the correct printer before sending the document to print.
	I can save my work to a specific location (disk, flash drive, network).
	I can find files I have saved.
	I understand what the icons on my desktop represent.
	I am able to insert clipart into my document.
	I can use spell check.
	I can use the tab key correctly (indent paragraphs).
<b>• Application and Problem Solving</b>	
	I know how to do online web activities.
	I know how to get to the Internet.
	I know how to use a Search Engine to locate information.
	I can research a topic from a specific website.
	I am able to word process a basic document (paragraph).
<b>• Real World Application</b>	
	I understand that there are copyright laws that I must follow when I borrow images.
	I understand the consequences of inappropriate computer use.
	I will use my computer time productively.
	I am able to create simple illustrations, databases, and slideshows.

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## **Grade 4**

<b>The student knows and is able to:</b>	
<b>• Basic Skills</b>	
	I will be able to identify and use the homerow and subsequent rows with the correct finger.
	I will be able to do a file save and save as.
	I am able to create a table or chart within my document.
	I can use a thesaurus.
	I understand the uses of a computer network (file sharing, program sharing).
	I can retrieve and save to teacher public folders.
	I can use the arrow keys and number keypad.
	I know how to use the symbol keys.
	I can open, close, resize, and move windows on the desktop.
	I edit my final draft using spell check and correct spacing.
	I can create a table or chart within my document.
<b>• Application and Problem Solving</b>	
	I can do online web activities and web quests.
	I can cooperate with the other people in my group when problem-solving with technology.
	I can use a search engine for research.
	I can choose the right technology tool to display and find research information.
	I can locate and organize facts and supporting data in a WP document.
<b>• Real World Application</b>	
	I understand that there are copyright laws that I must follow when I borrow music and software.
	I respect the rights and privacy of others.
	I will use my computer time as another tool for learning independently.
	I can use different painting tools of a graphics program.
	I can use a spreadsheet to gather and explain data for a chart or graph.
	I can use a slide presentation to share information.
	I can create, edit, and print simple stories.

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**Grade 5**

<b>The student knows and is able to:</b>
<b>• Basic Skills</b>
I can create a table or chart within my document.
I will be able to create folders to save my files.
I can identify and apply software features (menus, toolbars).
I can use email to send documents.
I will print preview my document before sending to the printer without reminders.
I understand the use of a computer network (file sharing, program share).
I can use keyboard shortcuts for copy, paste, print, save, exit.
I can create or insert graphs and spreadsheets.
I am able to format a document (line spacing, paragraphs, columns, margins).
I can edit my writing on the computer (correct grammar, form).
<b>• Application and Problem Solving</b>
I can add and retrieve bookmarks to my toolbar.
I can research a topic independently from at least three sources.
I can use formulas in spreadsheet application.
I can identify the qualities of an accurate/reliable web site.
<b>• Real World Application</b>
I understand that there are copyright laws that I must follow when I borrow work from other people.
I can create graphics and charts to use in presentations.
I will use text, transitions, and sounds properly in creating presentations.
I will continue to practice safe computer habits.
I can take, impact, and use digital photos.
I can correctly cite a web resource consistently in my research work.