

## Technology GLE's K-8

	Basic Skills	Application and Problem Solving	Real World Application
K	<p>Open and use age appropriate software. Correctly identify the keyboard, mouse, and monitor.                      Correctly find and open icons.                      Wake up the computer using the mouse. Understand the letters on the keyboard are not in alphabetical order.                      Use the computer with clean hands. Understand that you should not touch the monitor.</p>	<p>Understand that the computer can be used to find information. Understand that the Internet can be used to gather information.</p>	<p>Respect others' property while using the computer (i.e. folders, password, account name).                      I will use the computer in a respectful manner.                      I can work cooperatively when using the computer.</p>
1	<p>Open and use age appropriate software.                      Correctly identify and use the keyboard, mouse, monitor, <b>printer, and CPU.</b>                      Correctly find and open icons.                      Wake up the computer using the mouse.                      Find all the letters in the alphabet on the keyboard.  <b>Use the left hand for the left side of the keyboard and the right hand for the right side of the keyboard.</b>  <b>Use appropriate keys (i.e. delete, space bar, shift, and arrow) when word processing.</b>  <b>Print with the help of my teacher.</b></p>	<p>Understand that the computer can be used to find information.  <b>Find information on a CD-Rom.</b>  <b>Draw pictures/illustrations using a draw program.</b>  <b>Begin to rewrite/compose stories using a word processing program.</b>  <b>Look at web pages.</b>  <b>Participate in activities online.</b></p>	<p>Use the computer with clean hands.                      Respect others' property while using the computer (i.e. folders, password, account name).                      Understand that the Internet can be used to gather information.                      Understand that you should not touch the monitor.                      Use the computer in a respectful manner.                      Work cooperatively when using the computer.  <b>Understand that you cannot copy other people's work (Copyright Law).</b></p>
2	<p>Open and use age appropriate software.  <b>Independently use the keyboard, mouse, monitor, printer and CPU.</b>  <b>Use both hands when typing on the computer.</b>                      Use appropriate keys (i.e. delete, space bar, shift, and arrow) when word processing.  <b>Log on to and off of the network.</b>  <b>Independently start up and shut down a computer.</b>  <b>Ask the teacher before you print.</b>  <b>Find and save documents to folders.</b>  <b>Open and eject CD-ROM's properly.</b>  <b>Use all the features of the mouse (left click, right click, scroll).</b></p>	<p>Use the computer to find information.                      Draw pictures/illustrations using a draw program.                      Rewrite/compose stories using a word processing program.  <b>Look at web pages to find the main topics of a website.</b>                      Participate in activities online.  <b>Cut and paste within a file.</b>  <b>Identify a web browser (i.e. Internet Explorer, Firefox and Safari).</b></p>	<p>Use the computer with clean hands.                      Respect others' property while using the computer (folders, password, and account name).                      Look at web pages to find the main topics of a website                      Understand you should not touch the monitor.                      Use the computer in a respectful manner.                      Work cooperatively when using the computer.                      Understand that you cannot copy other people's work (Copyright Law).  <b>Understand the consequences of inappropriate computer use.</b></p>

3	<p>Use home row finger placement.  Use special keys (backspace, delete, spacebar, shift, etc.).  Name of all parts of my computer (monitor, CPU, etc.).  Complete a print preview my document before sending to the printer.  Select the correct printer before sending the document to print.  Save files to a specific location (disk, flash drive, network).  Find files that have been saved.  Understand what the icons on the computer represent.  Insert clipart into a document.  Use spell check.  Use the tab key correctly (indent paragraphs).</p>	<p>Participate in online web activities.  Use (browse) the Internet.  Use a Search Engine to locate information.  Research a topic from a specific website.  Create a basic word processing document.</p>	<p>Understand that there are copyright laws that must be followed when borrowing images.  Understand the consequences of inappropriate computer use.  Use my computer time productively.  Create simple illustrations, databases, and slideshows.</p>
4	<p>Identify and use the home row and subsequent rows with the correct fingers.  Understand the difference between a file/save and file/save as.  Create a table or chart within my document.  Use the thesaurus tool in a word processing document.  Understand the uses of a computer network (file sharing, program sharing).  Retrieve files and save files to a variety of places (folders, public folders, etc.)  Use the arrow keys and number keypad.  Use the symbol keys (&amp;, *, %, \$).  Open, close, resize, and move windows on the desktop.  Edit a final draft using spell check and correct spacing.  Can create a table or chart within a document.</p>	<p>Participate in online web activities and web quests.  Cooperate with the other people in my group when problem-solving with technology.  Use a search engine for research.  Select the right technology tool to display and find research information.  Locate and organize facts and supporting data in a WP document.</p>	<p>Understand that there are copyright laws that must be followed when borrowing information, images, music and software.  Respect the rights and privacy of others.  Use computer time as another tool for learning independently.  Use different painting tools of a graphics program.  Use a spreadsheet to gather and explain data for a chart or graph.  Use a slide presentation to share information.  Create, edit, and print simple stories.</p>
5	<p>Create a table or chart within my document.  Create folders to save my files.  Identify and apply software features (menus, toolbars).  Understand that email can be used to send documents.  Print preview documents before sending to the printer without reminders.  Understand the use of a computer network (file sharing, program share).  Use keyboard shortcuts for copy, paste, print, save, exit.  Create or insert graphs and spreadsheets.  Format a document (line spacing, paragraphs, columns, margins).  Edit writing on the computer (correct grammar, form).</p>	<p>Add and retrieve bookmarks to my toolbar.  Research a topic independently from at least three sources.  Use formulas in spreadsheet application.  Identify the qualities of an accurate/reliable web site.</p>	<p>Understand that there are copyright laws that must be followed when borrowing work from other people.  Create graphics and charts to use in presentations.  Use text, transitions, and sounds properly in creating presentations.  Practice safe computer habits.  Take, import, and use digital photos.  Correctly cite a web resource consistently in research work.</p>

6	<p><b>Force quit programs that are not responding.</b>  <b>Clear a print queue.</b>  <b>Format the page setup of a document by utilizing tabs, margins, and orientation.</b></p>	<p>Use different technology tools and programs in all of my classes.  Choose and use the appropriate tools and technology to accomplish tasks and solve problems.  Use digital images that are self-created in reports or presentations.  <b>Collaborate with others to produce a variety of products for a wide variety of audiences.</b></p>	<p>Respect the privacy of others and use technology responsibly.  Evaluate the appropriateness and reliability of technology information resources.  Know and respect laws of copyright.  Identify and practice safe behaviors while using various technologies.</p>
7	<p><b>Read and respond to error messages and dialogue boxes.</b>  <b>Use input and output devices efficiently and effectively (i.e. scanners, digital cameras, video cameras).</b></p>	<p>Use different technology tools and programs in all of my classes.  Use at least two different sources for images (scanners, cameras, web, etc).  Create at least one multimedia product that demonstrates my learning, which can be viewed by others.  Collaborate with others to produce a variety of products for a wide variety of audiences.  Choose and use the appropriate tools and technology to accomplish tasks and solve problems.</p>	<p>Understand that email is a format of communication.  Abide by all laws of copyright for media, software and intellectual property.  Defend the reliability, appropriateness, and accuracy of technology information resources.  Identify resources to gain access to current and new technologies.</p>
8	<p>Use Boolean Logic Techniques (+, or, *) as research indicators.</p>	<p>Use different technology tools and programs in all of my classes.  Use more than two digital image sources for images.  Create a multimedia product in at least two different subject areas, which can be viewed by others.  Collaborate with others to produce a variety of products for a wide variety of audiences.</p>	<p>Defend the reliability, appropriateness, and accuracy of technology information resources.  Identify how technology has and is impacting societal, political, and economic norms.  Abide by all laws of copyright for media, software and intellectual property.  Discuss and state the emotional implications of technology on society.</p>