

Elementary Technology Standards

Kindergarten

Grade & Skill Code	Technology Skill/Strategy	Mastery looks like.....	Teacher Responsible
K-1	Demonstrate use of the mouse to input commands	Will use the mouse to open a program	
K-2	Select an option from a menu	Choose open to open a program or choose "quit" to close a program	
K-3	Demonstrate recognition of icons to be used in programs	Know which icon to click on to open a specific program: e.g. For Millie's Math, click on the cow	
K-4	Use appropriate hands for the left and right sides of the keyboard	Will use right hand on right side of keyboard, etc.	
K-5	Draw simple shapes using the mouse	Will draw a square, triangle, circle, and rectangle	
K-6	Click on and drag objects on the screen	Move icons in Kid Pix or equivalent drawing programs	
K-7	Identify mouse, keyboard, icon, and printer	Verbally identify to teacher or on paper for each item	
K-8	Identify safe and cooperative use of technology and devices		

Elementary Technology Standards

1st Grade

Grade & Skill Code	Technology Skill/Strategy	Mastery looks like.....	Teacher Responsible
1-1	Locate and use numbers, shift key, caps lock, delete key, space bar, return key, and letters on the keyboard	Is able to complete a project using a word processing program and specific keys listed	
1-2	Use pull-down menus to select options	Is able to file-quit or file-print	
1-3	Navigate within a computer program or website	Is able to select a path on a page that has more than one direction	
1-4	Enter data into pre-made spreadsheet and answer questions related to the data	Will conduct a small survey and ask 5-10 people a given question such as "what is your favorite Thanksgiving pie?" and put answers into a teacher-made spreadsheet	
1-5	Write words, phrases, and simple sentences using a keyboard	Will write 2-3 sentences with 2-5 words in each sentence	
1-6	Use word processing skills of capital letters, punctuation, and spaces	Will print off a word processing document that shows the usage of the specific items listed	
1-7	Insert and remove CDs/DVDs as directed by the teacher	Is able to safely insert and remove CDs/DVDs	

Elementary Technology Standards

2nd Grade

Grade & Skill Code	Technology Skill/Strategy	Mastery looks like.....	Teacher Responsible
2-1	Demonstrate the use of an Internet website bookmark to access information	Choose an icon on the dock, bookmark page, or document with websites on it to navigate to a given location/website	
2-2	Enter data into a new spreadsheet	Enter pre-determined information into a spreadsheet	
2-3	Edit word processing by placing cursor within document to add or delete characters	Use word processing skills and can edit a project using the skills listed to create a "final" project	
2-4	Save and retrieve files		
2-5	Demonstrate safe and cooperative use of technology		

Elementary Technology Standards

3rd Grade

Grade & Skill Code	Technology Skill/Strategy	Mastery looks like.....	Teacher Responsible
3-1	Demonstrate use of keyboarding skills	Can use right/left hand as appropriate to word process	
3-2	Use tab and return keys to indicate paragraph	Can word process a paragraph using tab and return	
3-3	Format text with font, color, style, size, and alignment	Can format text as appropriate in a word processing document using the specific skills listed	
3-4	Compose paragraphs using a word processor	Can create paragraphs of 2-3 sentences in length	
3-5	Demonstrate use of print preview and print document features	Can preview their document using print features prior to printing	
3-6	Use online resources to gather information	Can use resources through Iowa AEA online to get information	
3-7	Save and retrieve files using the server	Can log into student account on the district server	
3-8	Add and resize a graphic	Can import a picture into a program such as Word/PowerPoint/etc	
3-9	Sort data in a spreadsheet	Can arrange scores from low-high	
3-10	Use multimedia presentation software to present information	Creates a project with a multimedia program such as PowerPoint/HyperStudio	
3-11	Demonstrate effective slide design	Can use an appropriate number of lines per screen and words per line	
3-12	Add transitions and sounds to multimedia presentation	Can create a project with a multimedia program such as PowerPoint/HyperStudio and	

Elementary Technology Standards

		adds specific skills listed	
--	--	-----------------------------	--

4th Grade

Grade & Skill Code	Technology Skill/Strategy	Mastery looks like.....	Teacher Responsible
4-1	Demonstrate accurate keyboarding skills	Is able to word process 10-12 words per minute with 60 percent accuracy	
4-2	Demonstrate the use of strategies to conduct a successful search	Is able to locate information relevant to a search for a project related to the curriculum	
4-3	Use computerized card catalog to search by keyword, title, author, & subject	Can open quick search adn bring up a list by each of teh selected options	
4-4	Locate information in a database	Can use online databases such as EBSCO or teacher-created databases to find information	
4-5	Demonstrate use of the editing skills of cut, copy, and paste to revise and reorganize information	Can edit in a word processing program using the specific skills listed	
4-6	Demonstrate the use of spell check in word processing application	Spells correctly all words in a document	
4-7	Maintain a personal folder on the district server	Can log in and organize personal folder	
4-8	Design layout of a product using features appropriately	Can use features such as borders, bullets, tables, columns, margins, line spacing, or font appropriately	
4-9	Enhance multimedia presentations with features such as sounds and transitions	Can select features that add value to the presentation and do not detract from the content	
4-10	Create a chart/graph from data on a spreadsheet	Can compare data gathered and create a chart (from data	

Elementary Technology Standards

		such as spelling scores)	
--	--	--------------------------	--