

Subject: Educational Technology**Grade: Kindergarten****Instructional Scope**

Standard 8.1 ALL STUDENTS WILL USE DIGITAL TOOLS TO ACCESS, MANAGE, EVALUATE, AND SYNTHESIZE INFORMATION IN ORDER TO SOLVE PROBLEMS INDIVIDUALLY AND COLLABORATIVELY TO CREATE AND COMMUNICATE KNOWLEDGE.	Instructional Sequence									
	Trimester 1			Trimester 2			Trimester 3			
	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Strand A: Technology Operations & Concepts										
Identify basic parts of a computer (Keyboard, Monitor, Mouse, Mouse pad, Headphones, CD/DVD Rom Drive.	X	X	X							
Use a computer mouse to select, drag, drop, click & double click.	X	X	X							
Use computer icons to open a program.	X	X								
Quit a program.	X	X								
Proper use of input devices (keyboard, mouse, printer).	X	X	X							
Care for equipment in a respectful way.	X	X	X							
Use menus.	X	X	X							
Use various software programs to solve problems.	X	X	X	X	X	X	X	X	X	X
Use various software programs to practice skills.	X	X	X	X	X	X	X	X	X	X
Define graphics.		X	X	X						
Insert graphics.		X	X	X						
Resize graphics.		X	X	X						
Use available graphics tools.		X	X	X	X	X	X	X	X	X
Print a file to a default printer.			X	X	X					
Locate keyboard keys such as Enter, Backspace, Space Bar, Letter Keys & Number Keys.					X	X	X	X	X	X
Use keyboard keys such as Enter, Backspace, Letter Keys & Number Keys.					X	X	X	X	X	X
Use shift key for capitals.					X	X	X			
Save a file.					X	X				
Open a saved file.					X	X	X	X	X	X
Edit text with delete and cursor moves.					X	X	X	X	X	X
Create a visual representation of ideas.					X	X	X			
Create standard shapes (box, circle, etc.).								X	X	X
Create free form shapes.								X	X	X
Use fills, colors, line widths, patterns.								X	X	X

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	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Strand D: Digital Citizenship										
Explain consequences of inappropriate use of technology.	X	X	X							

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	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Strand A: Technology Operations & Concepts										
Demonstrate ability to turn computer on/off.	X	X	X							
Use drag & drop to insert graphics and/or clip art.	X	X	X	X	X	X	X	X	X	X
Edit text by changing font style, color & size.	X	X	X	X	X	X	X	X	X	X
Create a linear multimedia presentation with at least three slides.					X	X	X			
Choose a slide layout for a multimedia presentation.					X	X	X			
Add text to a multimedia presentation.					X	X	X			
Uses basic tech vocabulary (spreadsheet, search engine).								X	X	X
Enter data into a spreadsheet template.								X	X	X
Use child-safe search engines to research new topics.								X	X	X
Locate and use the back button on a webpage.								X	X	X
Strand E: Research & Information Literacy										
Create a concept map with at least three components.		X	X	X						
Generate a word processing document from a concept map.		X	X	X						
Utilize a concept map to organize ideas for a writing piece.		X	X	X						
View information from preselected sites on the internet.								X	X	X
Strand F: Critical Thinking, Problem Solving & Decision Making										
Identify hardware problems.	X	X	X	X	X	X	X	X	X	X
Use computers to display information to solve problems visually.		X	X	X						
Suggest ways of solving hardware problems.								X	X	X

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	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Strand A: Technology Operations & Concepts										
Use Ctrl-Alt-Delete to log on to the computer with a common username & password.	X	X								
Use the basic computer terms: hardware, software, folders, network, memory, scroll bar.	X	X	X	X	X	X	X	X	X	X
Understand the basic computer terms: hardware, software, folders, network, memory.	X	X	X	X	X	X	X	X	X	X
Demonstrate using a computer to right click, left click, select all, highlight, edit undo, copy, paste, cut.	X	X	X	X	X	X	X	X	X	X
Utilize proper touch keyboarding posture (feet on the floor, slightly apart; elbows hanging near sides of body; forearms parallel with keyboard; fingers curved and upright, lightly on the home keys; body centered in front of the keyboard.	X	X	X	X	X	X	X	X	X	X
Demonstrate selection of a printer.	X	X	X							
Demonstrate the ability to use graphic selection tools.	X	X	X							
Use drawing tools in word processing, i.e. Word Art.					X	X	X			
Recognize common icons of copy/paste and spell check.					X	X				
Utilize spell check.					X	X				
Insert and resize a picture taken from various media sources into text.					X	X				
Edit text by copy and paste.					X	X				
Identify basic spreadsheet terms such as column, row, cell.								X	X	X
Create a spreadsheet with at least five numbers.								X	X	X
Create a simple graph from a spreadsheet.								X	X	X
Add a title to a graph.								X	X	X
Read a simple bar graph for minimum and maximum value.								X	X	X
Print a spreadsheet.								X	X	X

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Strand B: Creativity & Innovation										
Create a multimedia presentation.				X	X	X	X			
Enhance multimedia presentation with graphics.				X	X	X	X			
Customize the background of a multimedia presentation.				X	X	X	X			
Add multimedia effects to a presentation (transitions, animations, videos, sound).								X	X	X
Strand E: Research & Information Fluency										
Bookmark internet sites for easy access.								X	X	X
Strand F: Critical Thinking, Problem Solving & Decision Making										
Access information from digital tools to solve problems & make decisions.								X	X	X

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Strand A: Technology Operations & Concepts										
Log on to the network with a unique username & password.	X									
Utilize proper touch keyboarding techniques (hands on home-row, eyes on the copy).	X	X	X							
Save to a personal networked drive (H).	X									
Use files, folders or network resources to store or retrieve data.	X	X	X							
Use basic technology vocabulary: copyright, software piracy, desktop publishing, network, web browser, maximize, minimize, spreadsheet, cell, column, row, formula, shortcut, blog, edit, page orientation (portrait, landscape).	X	X	X	X	X	X	X	X	X	X
Understand basic computer technology: copyright, software piracy, desktop publishing, network, web browser.	X	X	X	X	X	X	X	X	X	X
Differentiate among common types of computer software: drawing programs, word processing, simulations.	X	X	X	X	X	X	X	X	X	X
Organize information using simple outlining and/or mapping techniques.	X	X	X	X						
Use word processing software to compose a paragraph from rough draft to final copy using a computer.	X	X	X	X						
Use word processor in a real world context to write stories, poems, letters, type reports.	X	X	X	X						
Use page orientation in word processing.	X	X	X	X						
Use special formatting features: alignment.	X	X								
Explore special formatting features: border.			X	X						
Explore special formatting features shading.			X	X						
When given a task, choose the appropriate tool to use.								X	X	X
Use internet links to complete an online activity or project (i.e. webquest).								X	X	X
Strand D: Digital Citizenship										
Demonstrate understanding of the district's AUP policy.	X									
Recognize the ethical and legal implications of plagiarism of copyrighted material.	X	X								
Identify author and copyright material on a given web page.								X	X	X

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Strand E: Research & Information Literacy										
Retrieve data from a database.	X	X	X							
Search for specific data by field.	X	X	X							
Print reports from a database.	X	X	X							
Choose the appropriate tools and information resources to research and solve real world problems.				X	X					
Select appropriate search tools for accessing information.				X	X					

