

PreK -- 12 Technology Curriculum

	Basic Computer Technology Use Indicator	Pre	K	1	2	3	4	5	6	7	8	9	10	11	12
1	Operates mouse, TV, VCR, and DVD	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU	IU
2	Starts and shuts down computer, monitor, and printer	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU	IU
3	Practices responsible use of technology	H	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU
4	Creates and follows rules for computer use in classroom, library, lab, and Internet	H	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU
5	Logs in, opens, saves, prints, deletes, and quits an application	H	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU
6	Logs into network	H	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU
7	Creates, organizes, saves, and finds folders for work in progress and final drafts in an organized system	H	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU
8	Keeps documents separate from applications	H	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU
9	Works with windows, icons, toolbars, and menus	H	H	I	D	D	IU	IU	IU	IU	IU	IU	IU	IU	IU
10	Communicates about technology using developmentally appropriate and accurate terminology		H	I	D	D	D	IU	IU	IU	IU	IU	IU	IU	IU
11	Works as part of a cooperative group with technology		H	H	I	D	D	D	IU	IU	IU	IU	IU	IU	IU
12	Uses keyboards and other common input and output devices efficiently and effectively		H	H	I	D	D	D	IU	IU	IU	IU	IU	IU	IU
13	Applies strategies for identifying and solving routine hardware and software problems				H	I	D	D	D	D	D	D	D	D	D
14	Makes informed decisions in choosing the most appropriate technology programs, software, and resources					H	H	H	I	D	D	D	IU	IU	IU

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15	Saves projects and artifacts in appropriate formats and adds correct extensions to file names (.pdf, .docx, .jpeg, .htm, .txt, )					H	H	H	I	D	D	D	IU	IU	IU
16	Customizes the desktop					H	H	H	I	D	D	D	IU	IU	IU
17	Can be technology mentor (not all students)					H	H	H	I	D	D	D	IU	IU	IU
18	Collaborates online and shares work in electronic portfolio over network & email					H	H	H	I	I	I	D	D	IU	IU
<b>Word Processing Indicator</b>															
1	Learns keyboard placement	H	H	I	I	D	D	D	D	D	D	D	IU	IU	IU
2	Inserts and edits text		H	H	I	D	D	D	D	IU	IU	IU	IU	IU	IU
3	Uses Formatting Palette Font Styles Alignment and Spacing Bullets and Numbering Table Document Margins		H	H	H	H	I	D	D	D	D	IU	IU	IU	IU
4	Rotates, duplicates, groups, aligns, and resizes objects within a working document					H	H	H	I	D	D	D	IU	IU	IU
5	Transfers and merges files into document						H	H	I	D	D	D	IU	IU	IU
6	Creates artifacts by using imported and original designs (ex. brochures, newsletters, business cards, resumes, flyers, labels,						H	H	I	I	I	D	D	IU	IU
7	Saves as web page with links							H	H	H	H	I	D	IU	IU
<b>Internet Use Indicator</b>															
1	Launches a browser and uses the tool bar		H	I	D	D	D	IU	IU	IU	IU	IU	IU	IU	IU
2	Navigates by clicking on links on web pages		H	I	D	D	D	IU	IU	IU	IU	IU	IU	IU	IU
3	Types URLs correctly		H	H	I	D	D	D	IU	IU	IU	IU	IU	IU	IU

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4	Uses internet safely (Cyber-bullying & Social Networking)		H	H	H	I	I	D	D	IU	IU	IU	IU	IU	IU
5	Returns to site using history, back button, or bookmark/favorite			H	H	I	D	D	D	IU	IU	IU	IU	IU	IU
6	Uses keyword and natural language searches				H	H	I	D	D	D	IU	IU	IU	IU	IU
7	Evaluates site and information for validity and accuracy				H	H	I	D	D	D	IU	IU	IU	IU	IU
8	Sets home page and configures page setup to print title, URL, and date				H	H	I	D	D	D	IU	IU	IU	IU	IU
9	Adds and edits bookmarks/favorites and organizes them into folders				H	H	H	I	D	D	D	IU	IU	IU	IU
10	Downloads files and plug-ins						H	H	H	I	D	D	D	IU	IU
11	Copies and pastes text or images and cites sources correctly						H	H	H	I	D	D	D	IU	IU
12	Uses telecommunications and online resources including email and discussion boards to participate in collaborative problem-solving activities						H	H	H	I	D	D	D	IU	IU
13	Uses netiquette while composing, editing, receiving, replying, and sending email				H	H	H	H	I	D	D	D	IU	IU	IU
14	Attaches, receives, and opens attachments using appropriate format and extensions when using email				H	H	H	H	I	D	D	D	IU	IU	IU
	<b>Media Presentation Tools Indicator</b>														
1	Creates slide show	H	H	I	D	D	D	IU	IU	IU	IU	IU	IU	IU	IU
2	Creates original art to include in project	H	H	I	D	D	D	IU	IU	IU	IU	IU	IU	IU	IU
3	Creates and modifies text objects		H	H	H	I	D	D	D	IU	IU	IU	IU	IU	IU
4	Imports and modifies graphics, backgrounds, and clipart			H	H	I	D	D	D	IU	IU	IU	IU	IU	IU

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5	Inserts buttons with actions and sounds					H	H	I	D	D	D	IU	IU	IU	IU	IU
6	Imports and modifies images from Internet, digital camera, and scanner						H	H	I	D	D	D	D	IU	IU	IU
7	Creates and inputs videos, graphs, charts, transitions, sounds and animation in presentation						H	H	I	D	D	D	IU	IU	IU	IU
8	Connects computer to TV or projector for presentation						H	H	I	D	D	D	IU	IU	IU	IU
9	Records and edits sounds, movies, animations, and VR								H	H	I	D	D	D	D	IU
<b>Spreadsheets Indicator</b>																
1	Uses existing spreadsheet to sort and find data	H	H	I	I	I	D	D	D	IU	IU	IU	IU	IU	IU	IU
2	Collects data and creates new spreadsheet	H	H	I	I	I	D	D	D	IU	IU	IU	IU	IU	IU	IU
3	Collects, inputs, analyzes, organizes and displays data graphically		H	H	I	I	D	D	D	IU	IU	IU	IU	IU	IU	IU
4	Creates simple formulas and charts		H	H	I	I	D	D	D	IU	IU	IU	IU	IU	IU	IU
5	Explains what the data represents			H	H	I	D	D	D	D	IU	IU	IU	IU	IU	IU
6	Uses the appropriate chart for activity and data			H	H	H	I	D	D	D	IU	IU	IU	IU	IU	IU
7	Adds and formats appropriate labels and legends				H	H	I	D	D	D	IU	IU	IU	IU	IU	IU
8	Includes charts or graphs in presentations or publications				H	H	H	I	D	D	D	D	IU	IU	IU	IU
9	Formats and changes axis scale, chart area, data series or appearance of charts					H	H	H	I	D	D	D	IU	IU	IU	IU
10	Formats and prints spreadsheets to use as templates and forms					H	H	H	I	I	D	D	D	IU	IU	IU
11	Uses complex functions and formulas						H	H	H	H	I	D	D	D	D	D

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12	Uses relational formulas or links									H	H	H	H	I	D	D	D	
	<b>Databases Indicator</b>																	
1	Defines terms such as records and fields													I	I	D	D	D
2	Enters text and data into appropriate fields													I	I	D	D	D
3	Creates a simple database with one layout													I	I	D	D	D
4	Formats text and numbers in fields													I	I	D	D	D
5	Sorts, matches, finds and replaces data													I	I	D	D	D
6	Creates a database with different layouts													I	I	D	D	D
7	Adds header and footer													I	I	D	D	D
8	Generates a variety of reports using same database													I	I	D	D	D
9	Uses print preview and adjusts margins for printing													I	I	D	D	D
10	Merges data into another document													I	I	D	D	D
11	Imports and exports data from other applications													I	I	D	D	D
12	Uses relational databases													I	I	D	D	D