20011-2012 TECHNOLOGY SCOPE & SEQUENCE **INDEPENDENT USER - IU** WITH HELP – H INTRODUCE - I DEVELOP - D 1 2 3 8 BASIC COMPUTER/TECNOLOGY USE 4 5 6 Operates mouse/trackpad I IU IU IU IU IU IU IU Starts and shuts down computer IU Ш IU IU IU Ш D Opens and quits an application IU I D IU IU IU IU IU Works with windows, icons, and menus I D D IU IU IU IU IU Works independently or in pairs on computer I D IU IU IU IU IU IU Communicates about technology using developmentally appropriate D D IU IU IU IU and accurate terminology Discusses common uses of technology in daily life I I D D D D D D Uses keyboards and other common input and output devices I D D D D IU IU IU efficiently and effectively Applies strategies for identifying and solving routine hardware and Η D D D IU IU IU software problems Makes informed decisions in choosing the most appropriate Н IU D D D IU IU technology systems, resources, and services 3 5 7 FILE RESOURCE MANAGEMENT 1 2 4 6 8 T D D D Follows rules for computer use D D D Logs in to network Η Ι D IU IU IU IU IU Saves and finds files and folders Н I D D D IU IU IU Creates folders to store work and saves work in folders Η I D D D D D D Η Ι D D Describes hardware and software problems D D D D Н Н Н T Saves work in most formats and adds correct extensions to file names D IU IU IU Η Η Ι D Organizes, manages, and secures technology in classroom D IU IU IU Can be technology mentor (not all students) D D D D D D D 1 2 3 PRESENTATION TOOLS/MULTIMEDIA 4 5 6 7 Plans and storyboards ideas for presentation in AppleWorks, Η Ι D D D D D IU PowerPoint, KidPix Develops outline for presentation project Η Ι D D D Ш IU IU Applies designs, backgrounds, font styles, and colors Η T D D D D IU IU Applies animations, video, and sound Η Η Ι D D D IU IU Applies good design principles Н I D D D D Ш IU Uses mind-mapping software to brainstorm and plan a presentation Η Н Η D D D IU Determines target audience, goal, and purpose of a presentation Η Η Ι Ι D D D D Integrates various applications to enhance the quality of presentation Н Н Η T D D D IU Н I D D Creates linear slide show D D IU IU Η Η Η Ι D Creates original art to include in project D D IU Imports and modifies graphics, backgrounds, and clipart Ι D D IU IU IU IU IU Combines text, paint and draw as part of project Η D D D D Ι IU IU Inserts buttons with actions and sounds Н Н D D IU IU

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Creates simple, nonlinear project	Н	H	I	D	D	D	IU	IU
Imports images from the Internet, digital camera, scanner	Н	I	D	D	D	D	IU	IU
Chooses appropriate software for a project	Н	Н	I	D	D	IU	IU	IU
WORD PROCESSING/KEYBOARDING	1	2	3	4	5	6	7	8
Learns proper finger placement for accurate keyboarding	I	D	D	D	D	IU	IU	IU
Formats a document	Н	I	D	D	D	D	IU	IU
Inserts and edits text	I	D	D	IU	IU	IU	IU	IU
Meets timed keyboarding goals set for grade level	I	D	D	D	D	IU	IU	IU
Creates bullets and number lists	Н	Н	Н	Н	I	D	IU	IU
Uses spell checker and thesaurus	Н	I	D	IU	IU	IU	IU	IU
Inserts a graphic and formats it	Н	I	D	D	IU	IU	IU	IU
Uses word processor for first and final drafts	Н	I	D	D	IU	IU	IU	IU
Uses ruler, margins, and tabs	Н	Н	I	D	D	IU	IU	IU
Inserts headers and footers	Н	Н	I	D	IU	IU	IU	IU
Creates and formats tables	Н	Н	Н	Ι	D	D	D	D
Inserts columns	Н	Н	Н	Ι	D	D	D	D
Use good design techniques	Н	I	D	D	D	IU	IU	IU
	ı				ı		ı	
SPREADSHEETS	1	2	3	4	5	6	7	8
Creates a graph to compile data collections using a basic graphing program	Н	Н	Н	I	D	D	D	D
Using existing spreadsheet to sort and find data	Н	Н	Н	Н	Н	Н	Н	I
Collects data and creates new spreadsheet	Н	Н	Н	Н	Н	Н	Н	I
Collects, inputs, analyzes, organizes and displays data graphically	Н	Н	Н	Н	Н	Н	Н	I
Creates simple formulas and charts	Н	Н	Н	Н	Н	Н	Н	I
Explains what the data represents	Н	Н	Н	Н	Н	Н	Н	I
Uses the appropriate chart for activity and data	Н	Н	Н	Н	Н	Н	Н	I
Adds and formats appropriate labels and legends	Н	Н	Н	Н	Н	Н	Н	I
Includes charts or graphs in presentations or publications	Н	Н	Н	Н	Н	Н	Н	I
Formats and changes axis scale, chart area, data series or appearance	Н	Н	Н	Н	Н	Н	Н	I
of charts								<u> </u>
			ı	1	1	1		
DATABASES	1	2	3	4	5	6	7	8
DATABASES Defines terms such as records and fields	Н	Н	Н	Н	Н	Н	7 I	D
DATABASES Defines terms such as records and fields Enters text and data into appropriate fields	H H	H H	H H	H H	H H	H H	7 I I	D D
DATABASES Defines terms such as records and fields Enters text and data into appropriate fields Creates a simple database with one layout	H H H	H H H	H H H	H H H	H H H	H H H	I	D
DATABASES Defines terms such as records and fields Enters text and data into appropriate fields Creates a simple database with one layout Formats text and numbers in fields	H H H	H H H	H H H	H H H	H H H	H H H	I	D D D
DATABASES Defines terms such as records and fields Enters text and data into appropriate fields Creates a simple database with one layout Formats text and numbers in fields Sorts, matches, finds and replaces data	H H H H	H H H H	H H H H	H H H H	H H H H	H H H H	I	D D D
DATABASES Defines terms such as records and fields Enters text and data into appropriate fields Creates a simple database with one layout Formats text and numbers in fields	H H H	H H H	H H H	H H H	H H H	H H H	I	D D D

Describes educational uses of databases	Н	Н	Н	Н	Н	Н	Ι	D
	1					1	1	1
INTERNET	1	2	3	4	5	6	7	8
Uses sites the teacher points to	I	D	D	IU	IU	IU	IU	IU
Launches a browser and uses the tool bar	Ι	D	IU	IU	IU	IU	IU	JI
Navigates by clicking on links and web pages	I	D	IU	IU	IU	IU	IU	JI
Explains the parts of a URL	Н	Ι	D	D	IU	IU	IU	Л
Гуреs URLs correctly	Н	Ι	D	IU	IU	IU	IU	П
Adds bookmarks/favorites	Н	ī	D	IU	IU	IU	IU	П
Returns to site using history, back button, or bookmark/favorite	I	D	IU	IU	IU	IU	IU	П
	H	Н	I					
Uses search engines		ļ		D	IU	IU	IU	II
Evaluates site and information for validity and accuracy	Н	I	D	D	D	IU	IU	Л
Copies and pastes text or images from web site and cites sources correctly	Н	Ι	D	D	D	IU	IU	II
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INTEGRATION AND PROJECTS	1	2	3	4	5	6	7	8
Creates developmentally appropriate multimedia products with support from teachers, family members, and students	Н	Ι	D	D	D	D	IU	П
Uses technology resources for problem solving, communication, llustration of thoughts, ideas, and stories	Н	I	D	D	D	D	D	II
Works responsibly, independently, and as part of a group in	Н	Ι	D	D	D	IU	IU	JI
developing a project	T.T.	7.7						
Uses teacher-created rubric for assessment of project	Н	Н	Ι	D	D	IU	IU	П
Uses technology for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside school	Н	I	D	D	D	D	IU	π
Determines when technology is useful and selects the appropriate	Н	Н	Н	I	D	D	D	D
tools and resources to address a variety of tasks and problems Uses information literacy skills to research and evaluate the accuracy,					<i>D</i>	<i>D</i>		
relevance, appropriateness, comprehensiveness, and bias of information sources concerning real-world problems	Н	Н	Ι	D	D	D	D	D
Uses online sources for project work	Н	Ι	D	D	IU	IU	IU	П
Properly cites all information sources	Н	Н	Н	Ι	D	D	IU	Л
Designs, develops, publishes, and presents real-world products using technology resources that demonstrate and communicate curriculum	Н	Н	I	D	D	D	IU	П
concepts to audiences inside and outside the classroom Selects appropriate tools for research, information analysis, problem- solving, and decision-making in content learning as part of project-	Н	Н	Н	I	D	D	D	D
pased learning	т	Б.	-	Б.	Б.	Б.	Б.	_
Compiles projects in electronic portfolio	I	D	D	D	D	D	D	D
SOCIAL AND ETHICAL USE	1	2	3	4	5	6	7	8
Understands and follows rules and procedures for technology use	I	D	D	IU	IU	IU	IU	Л
Works cooperatively and collaboratively with others when using technology in the classroom	I	D	D	IU	IU	IU	IU	II
Demonstrates positive social and ethical behaviors when using technology	I	D	IU	IU	IU	IU	IU	П

		Γ_	I	T	T	T	Т	T
Practices responsible use of technology systems and software	I	D	D	IU	IU	IU	IU	IU
Discusses responsible use of technology and information and describes consequences of inappropriate use	I	D	D	D	D	D	D	D
Exhibits legal and ethical behaviors when using information and technology, and discusses consequences of misuse	I	D	D	D	IU	IU	IU	IU
Cites resources properly	Н	Н	Н	I	D	D	IU	IU
	<u> </u>			ı	ı		1	ı
GRAPHICS AND PUBLISHING	1	2	3	4	5	6	7	8
Creates pictures with using application software	Н	I	D	D	D	D	IU	IU
Inserts images into documents	Н	I	D	IU	IU	IU	IU	IU
Scans pictures	Н	I	D	D	D	IU	IU	IU
Uses images from digital camera	Н	I	D	D	D	IU	IU	IU
Modifies graphics	Н	I	D	D	D	D	IU	IU
Uses draw and paint tools to create objects	Н	Н	D	D	D	IU	IU	IU
Knows difference between draw and paint	Н	Н	Н	I	D	D	D	IU
Rotates, duplicates, groups, aligns, and resizes objects	Н	Н	Н	I	D	IU	IU	IU
Saves images in different formats	Н	Н	Н	I	D	D	IU	IU
Works with text objects in draw mode	Н	Н	I	D	D	D	IU	IU
Uses draw to create a brochure, newsletter, sign, etc.	Н	Н	Н	I	D	D	IU	IU
Uses effective and professional design techniques	Н	I	D	D	D	D	D	D
VIDEO	1	2	3	4	5	6	7	8
Uses different features of a camcorder and tripod	Н	Н	Н	Н	Н	Н	Н	Ι
Frames subjects with different views	Н	Н	Н	Н	Н	Н	Н	Ι
Plans, storyboards, and creates a one minute video	Н	Н	Н	Н	Н	Н	Ι	D
Creates titles, credits, and ending	Н	Н	Н	Н	Н	Н	Ι	D
Participates in video project	Н	Н	Н	Н	Н	Н	Ι	D
Uses different graphic and file converters	Н	Н	Н	Н	Н	Н	Ι	D
Compresses images from a digital camera to use in video	Н	Н	Н	Н	Н	Н	I	D
Creates QuickTime video segments	Н	Н	Н	Н	Н	Н	I	D
Imports video segments into presentations	Н	Н	Н	Н	Н	Н	I	D
Adds transitions	Н	Н	Н	Н	Н	Н	I	D
Uses special effects	Н	Н	Н	Н	Н	Н	Ι	D
Adds titles	Н	Н	Н	Н	Н	Н	I	D
Imports digital stills	Н	Н	Н	Н	Н	Н	I	D
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