Technology Skills and Utilization
Kindergarten

The document on Share Point lists the following as the skills and concepts that will be covered in Kindergarten: (I= introduced)

- Use the mouse to click, drag and double click (I)
- Recognize the letters on the keyboard (I)
- Use the shift key for upper case letters (I)
- Recognize the period and comma keys (I)
- Recognize the enter and space keys (I)
- Use the number keys on the number pad (I)
- Recognize the hardware terms of monitor, keyboard and mouse (I)
- Create a developmentally appropriate ~~journal page~~ writing paper that includes ~~date,~~ words, name and related picture (I)
- Use a variety of drawing tools (I)
- Use a variety of age appropriate programs related to the curriculum (I)

Additional concepts covered:

- open/close apps on an iPad

Devices used by Kindergarten teachers:

iPads
white board/ projection camera
document camera
computer lab

Technology utilization within content areas (not an exhaustive list of resources):

- Math: Illuminations 10 Frame: 1-1, How Many More to 10, add, subtract, 10 Frame Fill app
- ELA resources: Pic-Reads on Google Drive, Phonics and Phonemic Awareness apps, Printing apps, ebooks
- Social Studies: internet resources as available per firewall
- Science: internet resources as available per firewall

Technology Skills and Utilization
Grade 1

The document on Share Point lists the following as the skills and concepts that will be covered in Grade 1: (I= introduced, C= continued)

- Recognize the question mark (I)
- Use the arrow keys to move the cursor (I)
- Use the alignment button to center text (I)
- Change the font size (I)
- Highlight text (I)
- Recognize the terms of text, font, size and cursor (I)
- Create developmentally appropriate sentences that includes capital letters, spacing and end punctuation (I)
- Use the print function (C)
- Use the save function (I)
- Use drawing tools in a drawing program (C)
- Use a variety of age appropriate programs related to the curriculum (I) (C)

Devices used by Grade 1 teachers:
        iPads
        white board/ projection camera
        document camera
        computer lab

Technology utilization within content areas (not an exhaustive list of resources):
- Math: Xtra Math, Math apps that support skills we are teaching
- ELA resources: some use Raz Kids, Scholastic News, iPad apps
- Social Studies: Pebble Go
- Science: Pebble Go
- SEL: Monthly themed videos that are sent via email to watch on YouTube
- Technology specific lessons (e.g. keyboarding): ISA practices their spelling words on the keyboard

Technology Skills and Utilization
Grade 2

The document on Share Point lists the following as the skills and concepts that will be covered in Grade 2: (I= introduced, C= continued)

- Recognize symbol keys (I)
- Use the tab key for indenting a paragraph (I)
- Use the number pad (C)
- Change the font style (C)
- Insert a picture into a document (I)
- Use drawing tools (C)
- Create developmentally appropriate paragraphs that includes capital letters, spacing and end punctuation (C)
- Use spell check (I)
- Use the save and save as function (I)
- Sign in and save to their network folders (I) *Students in second grade do not have network folders or flash drives. We can only create products that can be done in the span of one lab session.*
- Open a saved document (I)
- Access the Internet using teacher created web launch pages (I)
- Use a variety of age appropriate programs related to the curriculum. This includes problem solving and decision making software. (I) (C)

Additional concepts covered:
- Type in a URL (domain name) in the address area
- Do a search with a predetermined search engine
- Use the "back arrow" and "forward arrow" function icons
- Use minimize, maximize, and close buttons
- Use the task bar at the bottom of the page- This lists all of the programs that are currently open. Click on one of the icons to maximize a particular program on the screen to continue working on that program.
- Use the scroll bar
- Use browser window tabs
- Hand placement (knowledge of keyboard)

Devices used by Grade 2 teachers:
Laptops
white board/ projection camera
document camera
computer lab
iPads (not universal)
active expressions (not universal)

Technology utilization within content areas (not an exhaustive list of resources):

- Math: iPads, computer lab outside of math and Xtra Math
- Journeys specific features: projectables, Promethean lessons, (used for student whole class and small group instruction)
- Science: There are some Promethean lessons from the textbook company.

Technology Skills and Utilization
Grade 3

The document on Share Point lists the following as the skills and concepts that will be covered in Grade 3: (I= introduced, C= continued)

- Use the keyboard effectively and improve accuracy (C)
- Insert a picture into a document and manipulate it on the page (I) (C)
- Create a developmentally appropriate report with multiple paragraphs that includes proper formatting (I)
- Access the Internet using teacher created web launch pages to gather data and learn search techniques (I) (C)
- Integrate collected data into a final product (I)
- Use a multimedia program to integrate word processing, graphics and sounds (I)
- Use a variety of age appropriate programs related to the curriculum. This includes problem solving and decision making software. (I) (C)

Devices used by Grade 3 teachers:
    Laptops
    white board/ projection camera
    document camera

Technology utilization within content areas (not an exhaustive list of resources):

- Math: use websites that are found on the 3rd grade page (gradeaquarium, mathplayground, bedtime stories math, brainpop)
- Journeys specific features: thinkcentral-read alouds, assessments
- Additional ELA resources: tumblebooks, wonderopolis, read naturally, Raz Kids, brainpop
- Social Studies: Brainpop, see 3rd grade page for websites that we use
- Science: See third grade page for all websites
- SEL: brainpop
- "Brain Breaks": go noodle, youtube
- Technology specific lessons (e.g. keyboarding): powerpoint

Technology Skills and Utilization
Grade 4

The document on Share Point lists the following as the skills and concepts that will be covered in Grade 4: (I= introduced, C= continued)

- Use the keyboard effectively and improve accuracy and speed (C)
- Insert a picture into a document and manipulate it on the page (C)
- Create a developmentally appropriate report with multiple paragraphs that includes proper formatting (C)
- Edit a word processing document (C)
- Access the Internet to gather data for self directed learning (I) (C)
- Use self directed search techniques on the Internet (I) (C)
- Integrate collected data into a final product (I) (C)
- Use a multimedia program to integrate word processing, graphics, sound and animation (I) (C)
- Use a variety of age appropriate programs related to the curriculum. This includes problem solving and decision making software. (I) (C)*these are not on the student computers at this time*

Devices used by Grade 4 teachers:
  Laptops
  white board/ projection camera
  document camera

Technology utilization within content areas (not an exhaustive list of resources):
- Math: Elmo, white board, laptops for web based programs
- Journeys specific features: Elmo, white board, laptops for web based programs
- Additional ELA resources: Elmo, white board, laptops for web based programs
- Social Studies: Elmo, white board, laptops for web based programs
- Science: Elmo, white board, laptops for web based programs
- SEL: YouTube for viewing curriculum
- "Brain Breaks": computer, white board
- Technology specific lessons (e.g. keyboarding): student laptop for on-line keyboarding, also the windows suite for processing

Technology Skills and Utilization
Grade 5

The document on Share Point lists the following as the skills and concepts that will be covered in Grade 5: (I= introduced, C= continued, M= mastery) **Please highlight the bullets below that you cover in your instructional area.

Computer Operation
Students will be able to:

- Perform basic Windows/network operations (i.e. closing a window, minimizing a window, shutting down, logging off). (M) all
- Access network files and save files to network folder. (C) all
- Switch printing job locations and troubleshooting printing difficulties. (I) comp

Keyboarding
Students will be able to:

- Identify the location of every major character on the keyboard. (M) no
- Use proper posture and fingering techniques. (C) no
- Refine keyboarding techniques to an acceptable grade level proficiency through extensive use of the writing process. (C) no

Word Processing
Students will be able to:

- Use page setup features…
  - Tabs (C / I) no
  - Margins (I) no
  - Page orientation (C) no
  - Columns (C) no
  - Page breaks (I) no
- Apply style features to text (i.e. fonts, size, text color, spacing) (C) all
  - Justify text (C) all
  - Use the spell check to edit work. (C) all
  - Use standard text editing features (i.e. cut, copy, paste, undo) (I) all
  - Use file features (i.e. save, save as, print, print preview). (C) all
- Use word processing support tools…
  - Draw (I / C) no
  - Table (I) science math
  - Thesaurus (C) comp
  - Word Count (I) comp
- Import clip art into a document. (C) all
- Use basic keyboard shortcuts. (I) no

Spreadsheet
Students will be able to:

- Define and state the purpose of a spreadsheet. (I) no
- Identify and locate cells by their addresses. (I) no
- Enter labels, values and formulas into a spreadsheet and state the purpose of each. (I) no
- Edit information/data within a spreadsheet. (I) no
- Set and change the attributes of a cell (i.e. size, color, justification, border) (I) no
- Generate charts and graphs using a spreadsheet. (C) no

- Design a spreadsheet to solve a specific problem (what if calculation). (I) no

Computer Graphics

Students will be able to:

- Apply to concepts of space and balance to a project. (C) no
- Import and export drawing objects. (C) no
- Edit drawing objects. (i.e. size color position) (C) all
- Utilize drawing effects. (i.e. shape, shadowing, shading) (C) no
- Apply drawing techniques to enhance written work. (C) no

Multimedia

Students will be able to:

- Enter and edit text into the program. (C) Sci SS
- Import pictures into the program. (C) Sci SS
- Create and change backgrounds. (C) Sci SS
- Create and define buttons. (C) Sci SS
- Rearrange and revise a presentation. (C) Sci SS
- Utilize design features for a multimedia presentation. (i.e. sound, color, graphics, screen spacing) (C) Sci SS

Additional concepts that are covered:

- research databases
- accessing and recording information accurately
- learn new technology tools for presentations
- internet academic environments- how to use and be a digital citizen

Devices used by Grade 5 teachers:
  Laptops
  white board/ projection camera
  document camera
  computer lab

Technology utilization within content areas (not an exhaustive list of resources):

- Math: web based resources
- Additional ELA resources: web based resources
- Social Studies: teachtci.com
- Science: online textbook- comment stating "need to have kids access it (problem right now)," Brainpop
- SEL/ Advisory: many resources
- Specials: learning.com, typingtraining.com, art- search internet for images applicable to project development and illustrations

Technology Skills and Utilization
Grade 6

The document on Share Point lists the following as the skills and concepts that will be covered in Grade 6: (I= introduced, C= continued, M= mastery) **Please highlight the bullets below that you cover in your instructional area.

Keyboarding
Students will be able to:

- Type 20 words per minute (C)
- Use home row techniques (C)

Word Processing
Students will be able to:

- Open a word processing program (M)
- Locate and open an existing document, make changes (edit), and save the document (C)
- Create a new document, name the document and save it to a floppy disk, hard disk, or network folder (C)
- Use help functions (C)
- Properly close the application (M)
- Insert Words and sentences into a document (M)
- Delete text (M)
- Use the Undo command (C)
- Insert page breaks into a document (C)
- Change margins (C)
- Use spell Check (C)
- Use thesaurus (C)
- Use cut, copy and paste functions (C)
- Use print preview (C)
- Print a document (C)
- Apply bold, italic and underline styles (C)
- Change font types and sizes (M)
- Change line spacing (C)
- Change horizontal alignment of text (justification & tabs) (C)

Spreadsheets
Students will be able to:

- Open a spreadsheet program (M)
- Locate and open an existing document, make changes (edit) and save the document (C)
- Create a new document, name the document and save it to a floppy disk, hard drive or network folder (C)
- Use the help functions (C)
- Properly close the application (C)
- Insert text into a cell (C)
- Change cell alignment (C)
- Change cell style and color (C)
- Insert simple formulas (C)
- Cut, copy and paste between cells (C)
- Use the undo command (C)

- Use simple cell formatting (currency, date, percent, etc.) (C)
- Delete cell content (C)
- Insert and delete rows or columns (C)
- Modify column and row width/height (C)
- Understand simple cell referencing (B4, E11, etc.) (C)
- Use spell check in a spreadsheet (C)
- Use print preview (C)
- Print a document (C)
- Create a chart/graph from entered data (C)
- Use bold, italic and underline styles (C)
- Change font types and sizes (C)

Multimedia Presentations

Students will be able to:

- Open a multimedia presentation program (PowerPoint) (M)
- Create a new document, name the document and save it to a floppy disk, hard drive or network folder (C)
- Locate and open an existing document, make changes (edit) and save the document (C)
- Properly close the application (M)
- Use the help function (C)
- Use the undo command (C)
- Speak loudly and clearly during presentation (C)
- Add text and text boxes to slides (C)
- Incorporate animation into a slide (C)
- Use sounds with animation (C)
- Import graphics from another application (C)
- Import pictures from the Internet (C)
- Add background color/scheme/design (C)
- Modify or replace a scheme/design (C)
- Change font types, sizes and colors (C)
- Use bold, italic and underline styles (C)
- Change line spacing (C)
- Change alignment of text (C)
- Use transitions and builds (C)

Research and the Internet

Students will be able to:

- Use a variety of search engines (C)
- Find credible sources and distinguish same (C)
- Properly cite sources (C)
- Use a variety of CD-ROM based resources (C)
- Open and properly close a Web-browsing application (M)
- Use keyword searches (C)
- Download a picture (C)
- Enter an navigate to a desired URL (C)
- Open a hyperlink or image link and return to original page (C)
- Print information from a web page (C)

Devices used by Grade 6 teachers:

Laptops
white board/ projection camera
document camera
computer lab/ STEM lab
iPad for special needs

Technology utilization within content areas (not an exhaustive list of resources):
- Math: many resources, Promethean board
- Collections specific features: student book
- Additional ELA resources: Promethean board, Elmo; Read Live: Fluency Practice and non-fiction text; Learning Ally- reads books aloud to students with print disabilities
- Social Studies: web 2.0 applications: Prezi, Google Earth, Linoit, web music applications, web video (YouTube, School Tube)
- Science: Promethean, projectors
- SEL/ Advisory: many resources
- Project Lead the Way: many resources
- Specials: Music Ace 2 program, noteflight.com- music composition; online assessment tools (Socrative, Kahoot, exit slip) for pre and post assessment along with several websites and Blendspace for webquests

The document on Share Point lists the following as the skills and concepts that will be covered in Grade 7: (I= introduced, C= continued, M= mastery) **Please highlight the bullets below that you cover in your instructional area.

Keyboarding

Students will be able to:

- Type 20 words per minute (C)
- Use home row techniques (C)

Word Processing

Students will be able to:

- Open a word processing program (M)
- Locate and open an existing document, make changes (edit), and save the document (M)
- Create a new document, name the document and save it to a floppy disk, hard disk, or network folder (M)
- Use help functions (C)
- Properly close the application (M)
- Insert Words and sentences into a document (M)
- Delete text (M)
- Use the Undo command (C)
- Insert page breaks into a document (C)
- Change margins (C)
- Use spell Check (M)
- Use thesaurus (C)
- Use cut, copy and paste functions (C)
- Use print preview (M)
- Print a document (M)
- Apply bold, italic and underline styles (M)
- Change font types and sizes (M)
- Change line spacing (C)
- Change horizontal alignment of text (justification & tabs) (C)

Spreadsheets

Students will be able to:

- Open a spreadsheet program (M)
- Locate and open an existing document, make changes (edit) and save the document (M)
- Create a new document, name the document and save it to a floppy disk, hard drive or network folder (C)
- Use the help functions (C)
- Properly close the application (M)
- Insert text into a cell (M)
- Change cell alignment (C)
- Change cell style and color (C)
- Insert simple formulas (C)
- Cut, copy and paste between cells (C)
- Use the undo command (C)

- Use simple cell formatting (currency, date, percent, etc.) (M)
- Delete cell content (M)
- Insert and delete rows or columns (M)
- Modify column and row width/height (M)
- Understand simple cell referencing (B4, E11, etc.) (M)
- Use spell check in a spreadsheet (M)
- Use print preview (M)
- Print a document (M)
- Create a chart/graph from entered data (M)
- Use bold, italic and underline styles (M)
- Change font types and sizes (M)

Multimedia Presentations

Students will be able to:

- Open a multimedia presentation program (PowerPoint) (M)
- Create a new document, name the document and save it to a floppy disk, hard drive or network folder (M)
- Locate and open an existing document, make changes (edit) and save the document (M)
- Properly close the application (M)
- Use the help function (C)
- Use the undo command (C)
- Speak loudly and clearly during presentation (C)
- Add text and text boxes to slides (M)
- Incorporate animation into a slide (C)
- Use sounds with animation (C)
- Import graphics from another application (C)
- Import pictures from the Internet (C)
- Add background color/scheme/design (M)
- Modify or replace a scheme/design (C)
- Change font types, sizes and colors (M)
- Use bold, italic and underline styles (M)
- Change line spacing (C)
- Change alignment of text (C)
- Use transitions and builds (C)

Research and the Internet

Students will be able to:

- Use a variety of search engines (C)
- Find credible sources and distinguish same (C)
- Properly cite sources (C)
- Use a variety of CD-ROM based resources (C)
- Open and properly close a Web-browsing application (M)
- Use keyword searches (C)
- Download a picture (M)
- Enter an navigate to a desired URL (M)
- Open a hyperlink or image link and return to original page (M)
- Print information from a web page (C)

Devices used by Grade 7 teachers:

Laptops
white board/ projection camera
document camera
computer lab
speakers

Technology utilization within content areas (not an exhaustive list of resources):
- Math: online book quizzes, Skyward, many websites for Common Core resources
- Collections specific features: dashboard
- Additional ELA resources: newsela.com, readworks.com, chompchomp.com, noredink.com
- Social Studies: web based resources
- Science: Promethean, projectors
- SEL/ Advisory: YouTube SEL clips
- Specials: soundation.com, prezi.com, online music comp., multimedia presentations; introduce units of art history through PowerPoints of famous artists and previous works of art; online assessment tools (Socrative, Kahoot, exit slip) for pre and post assessment along with several websites and Blendspace for webquests

The document on Share Point lists the following as the skills and concepts that will be covered in Grade 8: (I= introduced, C= continued, M= mastery) **Please highlight the bullets below that you cover in your instructional area.

Keyboarding
Students will be able to:

- Type 20 words per minute (M)
- Use home row techniques (M)

Word Processing
Students will be able to:

- Open a word processing program (M)
- Locate and open an existing document, make changes (edit), and save the document (M)
- Create a new document, name the document and save it to a floppy disk, hard disk, or network folder (M)
- Use help functions (M)
- Properly close the application (M)
- Insert Words and sentences into a document (M)
- Delete text (M)
- Use the Undo command (M)
- Insert page breaks into a document (M)
- Change margins (M)
- Use spell Check (M)
- Use thesaurus (M)
- Use cut, copy and paste functions (M)
- Use print preview (M)
- Print a document (M)
- Apply bold, italic and underline styles (M)
- Change font types and sizes (M)
- Change line spacing (M)
- Change horizontal alignment of text (justification & tabs) (M)

Spreadsheets
Students will be able to:

- Open a spreadsheet program (M)
- Locate and open an existing document, make changes (edit) and save the document (M)
- Create a new document, name the document and save it to a floppy disk, hard drive or network folder (M)
- Use the help functions (M)
- Properly close the application (M)
- Insert text into a cell (M)
- Change cell alignment (M)
- Change cell style and color (M)
- Insert simple formulas (M)
- Cut, copy and paste between cells (M)
- Use the undo command (M)

- Use simple cell formatting (currency, date, percent, etc.) (M)
- Delete cell content (M)
- Insert and delete rows or columns (M)
- Modify column and row width/height (M)
- Understand simple cell referencing (B4, E11, etc.) (M)
- Use spell check in a spreadsheet (M)
- Use print preview (M)
- Print a document (M)
- Create a chart/graph from entered data (M)
- Use bold, italic and underline styles (M)
- Change font types and sizes (M)

Multimedia Presentations

Students will be able to:

- Open a multimedia presentation program (PowerPoint) (M)
- Create a new document, name the document and save it to a floppy disk, hard drive or network folder (M)
- Locate and open an existing document, make changes (edit) and save the document (M)
- Properly close the application (M)
- Use the help function (M)
- Use the undo command (M)
- Speak loudly and clearly during presentation (M)
- Add text and text boxes to slides (M)
- Incorporate animation into a slide (M)
- Use sounds with animation (M)
- Import graphics from another application (M)
- Import pictures from the Internet (M)
- Add background color/scheme/design (M)
- Modify or replace a scheme/design (M)
- Change font types, sizes and colors (M)
- Use bold, italic and underline styles (M)
- Change line spacing (M)
- Change alignment of text (M)
- Use transitions and builds (M)

Research and the Internet

Students will be able to:

- Use a variety of search engines (M)
- Find credible sources and distinguish same (M)
- Properly cite sources (M)
- Use a variety of CD-ROM based resources (M)
- Open and properly close a Web-browsing application (M)
- Use keyword searches (M)
- Download a picture (M)
- Enter an navigate to a desired URL (M)
- Open a hyperlink or image link and return to original page (M)
- Print information from a web page (M)

Devices used by Grade 8 teachers:

Laptops
white board/ projection camera
document camera
computer lab

Technology utilization within content areas (not an exhaustive list of resources):
- Math: many resources; laptops in math lab, we use IXL and the textbook quizzes, whiteboard/Promethean used to display notes and homework, will sometimes show video clips; computer lab- will take classes there to do the online practice quizzes with our book; reteach/practice math on the Promethean board
- Collections specific features: Collections dashboard
- Additional ELA resources: newsela, readworks.com, npr.com, noredink.com, chompchomp.com, PowerPoints, Gale, Brainpop, YouTube, My Big Campus, Outcome: research and writing
- Social Studies: web based resources
- Science: charting/graphing of data, research, multimedia presentations; many resources
- SEL/ Advisory: many resources
- Project Lead the Way: many resources
- Specials: introduce units and art history through PowerPoints of famous artists and previous works of art
- Other: use technology to reinforce/reteach curriculum/skills