

Reed Union School District Millennial Project: Scope and Sequence



Student Technology Skills Scope and Sequence

I=Introducing R=Refining M=Mastering

Reed Union School District: Student Technology Skills Scope & Sequence										
Standard 1: Basic Operations and Concepts		K	1	2	3	4	5	6	7	8
1.1	Follows oral/visual directional clues	I/R		M						
1.2	Uses proper computer and technology vocabulary	I		R		M				
1.3	Recognizes icons and their functions	I	R	M						
1.4	Manipulates mouse to point, click, and drag	I/R		M						
1.5	Interacts with applications using mouse and keyboard	I	R	M						
1.6	Interacts with applications using all menus	I	R	M						
1.7	Interacts with applications using keyboard shortcuts	I	R				M			
1.8	Starts, shuts down, and restarts computer			I/R	M					
1.9	Starts and quits applications	I	R	M						
1.10	Switches among multiple open applications				I	R	M			
1.11	Chooses appropriate application tools for specific tasks				I	R				M
1.12	Adjusts application parameters as instructed	I		R	M					
1.13	Displays proper handling and storage of CD/DVD ROMs		I/R		M					
1.14	Inserts and ejects external memory							I/R	M	
1.15	Displays proper handling and storage of external memory							I/R	M	
1.16	Manipulates window parameters		I	R	M					
1.17	Sends documents to printer	I		R	M					
1.18	Selects specific printer and print parameters				I		R			M
File Management and Organization		K	1	2	3	4	5	6	7	8
1.19	Creates new files in applications		I		R			M		
1.20	Opens files from storage		I		R		M			
1.21	Saves documents in specified location		I		R		M			
1.22	Uses Save versus Save As correctly				I	R		M		
1.23	Saves documents with proper naming conventions						I	R	M	
1.24	Shares files over a network				I/R			M		
1.25	Creates folders		I		R			M		
1.26	Sorts and finds files in specified locations				I			R	M	
1.27	Organizes files in folders							I	R	M
1.28	Creates and maintains a consistent backup system					I	R		M	
1.29	Deletes files as instructed			I				R		M
Hardware and Peripheral Management		K	1	2	3	4	5	6	7	8
1.30	Practices basic trouble-shooting				I		R		M	
1.31	Uses peripheral devices with assistance	I	R							
1.32	Uses digital camera to capture and save images					I	R		M	
1.33	Scans and saves documents with proper settings				I		R	M		
1.34	Uses digital camcorder to capture and save clips					I	R		M	
1.35	Chooses appropriate hardware/peripheral tools for specific tasks				I	R		M		
Grade Levels		K	1	2	3	4	5	6	7	8

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		K	1	2	3	4	5	6	7	8
Keyboard Skills										
1.36	Identifies and types letters and numbers	I	R	M						
1.37	Identifies and types symbols	I		R		M				
1.38	Uses special keys and keyboard shortcuts		I				R	M		
1.39	Uses advanced key combinations and shortcuts		I				R		M	
1.40	Practices formal keyboarding				I			R		
Standard 2: Ethics and Social Responsibility		K	1	2	3	4	5	6	7	8
2.1	Demonstrates positive and responsible social behavior when using technology	I/R	M							
2.2	Uses accurate and appropriate language when communicating about technology	I		R					M	
2.3	Works cooperatively with peers using technology	I/R		M						
2.4	Leaves computer and workspace in appropriate condition	I	R			M				
2.5	Conserves consumable resources	I/R					M			
2.6	Respects privacy of others' files and folders			I	R		M			
2.7	Respects privacy of passwords			I	R			M		
2.8	Complies with RUSD Acceptable Use Policy (AUP)		I		R				M	
2.9	Understands and complies with copyright and fair use laws			I	R			M		
2.10	Understands plagiarism and its consequences			I	R			M		
2.11	Exhibits legal and ethical behavior regarding technology and information			I					R	
2.12	Demonstrates and advocates for effective and appropriate technology use							I	R	
Standard 3: Technology Productivity Tools		K	1	2	3	4	5	6	7	8
3.1	Uses instructional software to reinforce curriculum	I/R							M	
Word Processing										
3.2	Creates, saves, and retrieves documents	I		R				M		
3.3	Types multiple sentences		I/R		M					
3.4	Uses mouse and/or arrow keys to place cursor	I	R		M					
3.5	Selects and edits characters, words, paragraphs, and objects	I		R			M			
3.6	Formats characters and words	I		R		M				
3.7	Formats paragraphs and lists			I/R		M				
3.8	Formats documents				I/R			M		
3.9	Uses advanced formatting						I/R		M	
3.10	Uses undo and spell check	I		R			M			
3.11	Uses advanced functions and toolbars				I	R		M		
3.12	Inserts and formats graphic objects				I	R		M		
3.13	Uses basic design techniques			I			R		M	
Graphics and Multimedia		K	1	2	3	4	5	6	7	8
3.14	Creates, edits, and saves graphic files	I	R	M						
3.15	Identifies names of basic graphic tools	I/R				M				
3.16	Creates and edits slideshow	I	R		M					
3.17	Creates, edits, and saves graphic organizers		I			R		M		
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		K	1	2	3	4	5	6	7	8
3.18	Opens, edits, and saves digital photographs			I			R		M	
3.19	Uses basic functions of digital still camera				I	R			M	
3.20	Opens, edits, and saves digital images using advanced applications							I	R	
3.21	Uses appropriate graphic formats						I	R		M
3.22	Opens, edits, and saves digital video						I	R		M
3.23	Uses basic functions of digital camcorder and accessories					I		R		M
3.24	Uses appropriate compression techniques					I			R	
3.25	Records and plays sounds	I		R			M			
3.26	Opens, edits, and saves digital audio					I			R	
3.27	Plans and storyboards multimedia projects					I	R			M
3.28	Participates in collaborative multimedia projects in multiple roles						I	R		
3.29	Uses effective and appropriate design techniques						I	R		
3.30	Selects and uses appropriate multimedia applications							I	R	
Spreadsheets and Databases		K	1	2	3	4	5	6	7	8
3.31	Creates, edits, and saves a spreadsheet						I	R		M
3.32	Uses formulas to analyze data						I	R		
3.33	Creates a graphic representation of data						I	R		M
3.34	Revises and edits graphics from data						I	R		
3.35	Exports graphic representation of data to other applications						I	R		M
Standard 4: Information Literacy		K	1	2	3	4	5	6	7	8
Location and Access of Library and Online Materials										
4.1	Understands the purpose of the Online Public Access Catalog (OPAC)	I			R		M			
4.2	Performs search for author, title, subject, and keyword			I		R			M	
4.3	Understands and uses online resources and services through library webpage			I		R			M	
4.4	Understands and uses public library catalog and online resources	I			R		M			
4.5	Understands and uses teacher and library pre-selected websites		I		R			M		
4.6	Enters web address (URL) to visit specific web site		I		R		M			
4.7	Creates and organizes bookmarks		I			R			M	
4.8	Performs online searches in search engines and periodical database services				I		R		M	
4.9	Uses a variety of print, digital reference materials, and other media to locate information				I		R		M	
4.10	Uses keywords to develop search statements for online services			I			R		M	
4.11	Refines search strategies (Boolean logic)				I		R		M	
4.12	Uses skimming and scanning skills to locate relevant information			I			R		M	
4.13	Records citation elements systematically while accessing information sources			I		R				M
4.14	Uses bibliographies in print and digital resources to access information beyond immediate source and school library collections				I					R
Evaluates Reliability of Information										
4.15	Distinguishes between fact and opinion in print, non-print, and online services				I		R			
Grade Levels		K	1	2	3	4	5	6	7	8

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	Evaluates Reliability of Information <i>(continued)</i>	K	1	2	3	4	5	6	7	8
4.16	Recognizes differing points of view and evidence of bias in print and digital sources				I			R		
4.17	Independently evaluates credibility, authority, comprehensiveness, currency, and value of print, non-print, and online services					I		R		
4.18	Recognizes the importance of copyright and fair use laws			I				R		
4.19	Understands the concept and penalties for plagiarism and misuse of print and digital resources				I			R		
	Organizes Information	K	1	2	3	4	5	6	7	8
4.20	Understands that notetaking is a tool for information processing			I				R		
4.21	Selects and records relevant information			I			R			
4.22	Organizes notes in an appropriate format			I			R			
4.23	Restates facts and paraphrases information			I				R		
4.24	Arranges information in sequential and/or logical order			I				R		
4.25	Edits and revises drafts using print and digital reference tools					I		R		
Standard 5: Technology Communication		K	1	2	3	4	5	6	7	8
5.1	Plans and presents independently using technology		I			R		M		
5.2	Understands that the research process and product are equally important			I		R				M
5.3	Presents information for a global audience using a variety of formats and applications		I				R		M	
5.4	Clarifies and enhances oral presentations using appropriate multimedia			I			R		M	
5.5	Presents information using web publishing applications					I	R		M	
5.6	Uses real-time (synchronous) communication tools						I	R		
5.7	Uses asynchronous communication tools						I	R		
5.8	Reflects and evaluates individually and collaboratively to critique one's work and that of others in a respectful and constructive manner	I				R				
Grade Levels		K	1	2	3	4	5	6	7	8