

Technology

Student Proficiencies

Foundations

- Use technology terminology appropriate to the task.
- Use and understand common tools.
- Start and exit programs.
- Create, name and save files.
- Use networking terminology.
- Access a networked printer.
- Use a variety of input devices.
- Use proper keyboarding techniques.
- Demonstrate touch keyboarding techniques as grade-level appropriate.
- Operate keys needed in instructional applications.
- Use a keyboard to produce documents.
- Proofread and correct errors.
- Use language skills including capitalization, punctuation, spelling, and spaces between words and sentences.
- Use numbers and symbols as grade-level appropriate.
- Follow Acceptable Use Guidelines.
- Comply with copyright law and guidelines.

Information Acquisition

- Apply keyword searches to acquire information.
- Select appropriate strategies to navigate and access information.
- Acquire information including text, audio, video, and graphics.
- Use on-line help.
- Determine the success of strategies used to acquire electronic information.
- Determine the usefulness and appropriateness of electronic information.

Solving Problems

- Use software programs with audio, video, and graphics.
- Use word processing to express ideas and solve problems.
- Use multimedia software to express ideas and solve problems.
- Use communication tools to participate in group projects.
- Use electronic tools and research skills to build a knowledge base regarding a topic, task or assignment.
- Use software features to evaluate work progress.
- Use software features to evaluate a final product.

Communication

- Use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience.
- Use font attributes, color, white space, and graphics to ensure that products are appropriate for the communication media.
- Publish information in a variety of media (printed copy, monitor display, stored files or video).
- Select representative products to be collected and stored in an electronic evaluation tool.
- Evaluate the product for relevance to the assignment or task.