

# Technology

# Student Proficiencies

## Foundations

- Use technology terminology appropriate to the task.
- Save and delete files.
- Use menu options and commands.
- Work with more than one software application at a time.
- Identify and describe the characteristics of digital input, processing, and output.
- Delineate and make necessary adjustments regarding compatibility.
- Access remote equipment on a network.
- Use a variety of input devices.
- Use proper keyboarding techniques.
- Demonstrate touch keyboarding.
- Produce documents at the keyboard.
- Proofread and correct errors.
- Use language skills including capitalization, punctuation, spelling, and word division.
- Use numbers and symbols as grade-level appropriate.
- Demonstrate appropriate keyboarding speed on short, timed exercises.
- Follow acceptable use policies.
- Adhere to licensing agreements and respect the work of other individuals.

## Information Acquisition

- Apply appropriate search strategies.
- Select appropriate strategies to navigate and access information.
- Acquire information including text, audio, video, and graphics.
- Use on-line help and documentation.
- Apply critical analysis to resolve information conflicts.
- Determine the success of strategies used to acquire electronic information.
- Determine the usefulness and appropriateness of digital information.

## Solving Problems

- Use software programs with audio, video, and graphics.
- Use appropriate software to express ideas and solve problems.
- Use a variety of data types including text, graphics, digital audio, and video.
- Use communication tools to participate in group projects.
- Use interactive technology environments, such as simulations, electronic science or mathematics laboratories, virtual museum field trips, or on-line interactive lessons.
- Participate with electronic communities as a learner, initiator, contributor or mentor.
- Use software features to evaluate work progress and to evaluate a final product.

## Communication

- Use font attributes, color, white space, and graphics to ensure products are appropriate for the audience.
- Use font attributes, color, white space, and graphics to ensure products are appropriate for the communication media.
- Use appropriate applications including spreadsheets and databases to develop charts and graphs.
- Publish information in a variety of media.
- Use presentation software to communicate with specific audiences.
- Select representative products to be collected and stored in an electronic evaluation tool.
- Evaluate the product for relevance to the assignment or task.
- Create technology assessment tools to monitor progress of projects.