

Checklist for Student Technology Skills

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My students use the following device(s) for learning:

- Desktop
- Laptop
- Chromebook
- iPad

K-2 Skills

The technology skills listed below are expected to be mastered by the end of 2nd grade.

Domain: Basic Skills

- Students can select items on the screen, move pictures or select checkboxes
- Students can open and close programs on a computer
- Students can navigate within a program by using basic navigation features
- Students can copy and paste words
- Students can highlight text

Domain: Word Processing/Writing

- Students can use the keyboard to add words to a document
- Students can erase words using the backspace button
- Students can save my document
- Students can use the mouse to change the look of my document (formatting)

Domain: Multimedia Skills

- Students can watch a video and pause and start the video
- Students can click on an item and drag the item across the screen
- Students can use painting and drawing tools to create a document

3-5 Skills

The technology skills listed below are expected to be mastered by the end of 5th grade.

Domain: Word Processing/Writing

- Students can type two pages in one sitting
- Students can fix errors while typing in word processing programs
- Students can copy and paste text
- Students can change text on a page (center, bold, resize)

Domain: Multimedia skills

- Students can add and resize pictures on a computer document, presentation, or website
- Students can play videos and audio by using buttons on a screen and volume controls
- Students can drag items on a screen and drop them in a different location
- Students can use an online calculator to solve problems, including fractions

Domain: Research/Internet skills

- Students can search the internet to find and summarize information
- Students can use research to support arguments
- Students can move from one website/application page to another by using buttons on the screen
- Students can scroll up and down on a website to find more information
- Students have a beginning understanding of source credibility when searching for information

6-8 Skills

The technology skills listed below are expected to be mastered by the end of 8th grade.

Domain: Word Processing/ Writing

- Students can correctly use every key on the keyboard when needed.
- Students can format a document (set margins; select font size & type; set spacing; and set alignment).
- Students can copy and paste content (text, images, formatting, etc.).
- Students can type three pages in one sitting.
- Students can collaborate electronically with others on a piece of writing.

Domain: Multimedia skills

- Students can integrate video into a presentation.
- Students can integrate audio into a presentation.
- Students can use online resources to work with others to create and share presentations.
- Students can embed and edit images within presentations or other digital documents.
- Students can choose and utilize appropriate calculators and equation editing applications for a given task.

Domain: Research skills

- Students can use search commands such as and, or, etc. to perform efficient Internet searches.
- Students can search the Internet for information, as well as organize and categorize that information.
- Students can tell if a website can be trusted when searching for information and determine accuracy and bias in the material.

Domain: Spreadsheet skills

- Students can format cells appropriately for data type.
- Students can successfully navigate a spreadsheet for data entry.
- Students can set up cells to perform simple calculations (addition, subtraction, multiplication, and division).

9-12 Skills

The technology skills listed below are expected to be mastered by the end of 12th grade.

Domain: Word Processing/ Writing

- Students can type multiple pages in a variety of time frames in a range of disciplines.
- Students can track changes and use commenting features for peer editing.
- Students can highlight, copy and paste text for the purpose of planning, revising, and finalizing.
- Students can use advanced formatting skills to align to established citation styles and use page layout features when appropriate.

Domain: Multimedia skills

- Students can create presentations using a variety of applications for diverse audiences and purposes.
- Students can use appropriate transitions and animations to enhance points and add interest.
- Students can use appropriate technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphing) to maximize the accuracy of work.
- Students can make strategic use of digital media, video, podcast, text, etc., to enhance understanding.
- Students can use drawing tools/applications to create work.
- Students can use digital note-taking skills while viewing online videos.
- Students can develop, select and use appropriate graphic organizers in their work.

Domain: Research skills

- Students can use Web browsing to access information (e.g., enter a URL, access links, create bookmarks/favorites, print Web pages).
- Students can use and modify databases and spreadsheets to analyze data and propose solutions.
- Students can use effective search strategies for locating and retrieving electronic information.
- Students can use source analysis strategies to determine the credibility of search results (e.g. existence of cross references, domain name examination (.org, .edu., .com, etc.), date of last update, etc.).
- Students can write correct in text citations and reference lists for text and images gathered from electronic sources.