# Creston CCSD #161
## Technology Skills Scope & Sequence

**Development Indicators Key**

I = Introduce: The first time that a skill is introduced to students and they have the opportunity to use the skill.

D = Developing: Students have been introduced to the skill but may need support from the teacher or from one another to perform the skill.

M = Mastering: Students have mastered the skill and can usually remember how to perform the skill without support.

A = Applying: Students regularly use the skill to complete tasks using technology and need no support in applying the skill.

| **Tech Skills** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Basic Computer Functions** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| BCF1: Turn on and off | I D M | A | A | A | A | A | A | A | A |
| BCF2: Click on icons | I D M | A | A | A | A | A | A | A | A |
| BCF3. Open and close programs | I D | M | A | A | A | A | A | A | A |
| BCF4: Navigate with mouse/navigation pad | I D | M | A | A | A | A | A | A | A |
| BCF5: Navigate between windows/tabs | I D M | A | A | A | A | A | A | A | A |
| BCF6: Maximize and minimize windows | I | D | M A | A | A | A | A | A | A |
| BCF7: Turn webcam on and off | | I | D M | A | A | A | A | A | A |
| BCF8: Create files (multiple types) | I D | D | D | M | A | A | A | A | A |
| BCF9: Save and retrieve files | I D | D | M | A | A | A | A | A | A |
| BCF10: Create, save, and organize documents/files | I | D | D | M | A | A | A | A | A |
| BCF11: Take screen shots | | | | I | D M A | A | A | A | A |
| **Keyboarding** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| KB1: Identify spacebar, enter, delete/backspace | I D | M | A | A | A | A | A | A | A |
| KB2: Identify/utilize letters and numbers | I D | M | A | A | A | A | A | A | A |
| KB3: Identify/utilize shift, caps lock, tab | I | D | M | A | A | A | A | A | A |
| KB4: Identify/utilize punctuation | I | D | M | A | A | A | A | A | A |
| KB5: Identify/utilize arrows and symbols | I | D | M | A | A | A | A | A | A |
| KB6: Model correct keyboarding posture | I | D | M | A | A | A | A | A | A |

| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|---|
| KB7: Key the home row with correct hand positions | | I D | D | M | M | M | A | A | A |
| KB8: Key in sentences using correct punctuation, capitalization, spacing | I | D | D | D | M | A | A | A | A |
| KB9: Type with increased speed and accuracy over time | | I | D | M | A | A | A | A | A |
| **Formatting, Editing, and Publishing** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| FEP1: Highlight | I | D | M | A | A | A | A | A | A |
| FEP2: Cut, copy, paste | | | I D | M | A | A | A | A | A |
| FEP3: Identify and convert files into different types (pdf, gif, jpg, etc.) | | | | | I D M | A | A | A | A |
| FEP4: Embed links/videos | | | | | I D | M A | A | A | A |
| FEP5: Move through a document using arrows, cursor, and scroll bar | I D | D M | M A | A | A | A | A | A | A |
| FEP6: Zoom in and out of a document | I | D | M | A | A | A | A | A | A |
| FEP7: Access toolbars | I | D | M | A | A | A | A | A | A |
| FEP8: Select font and size | I | D | M | A | A | A | A | A | A |
| FEP9: Space words | I | D | M | A | A | A | A | A | A |
| FEP10: Indent paragraphs | | | I D | D M | A | A | A | A | A |
| FEP11: Align text (left right center and justify) | | | I | D | M | A | A | A | A |
| FEP12: Adjust line spacing | | | | | | I D | M | A | A |
| FEP13: Adjust paper orientation and size | | | | I | D | M | A | A | A |
| FEP14: Add bullets and numbering | | | | I | D | M | A | A | A |
| FEP15: Set margins | | | | | | | | I | D M |
| FEP16: Insert headers and footers | | | | | | | I | D | M A |
| FEP17: Use spell check | | | | I | D | M | A | A | A |
| FEP18: Use thesaurus, dictionary, and glossary | | | | | I | D M | A | A | A |
| FEP19: Insert and size graphics, clip art, and pictures | I | D | D | M | A | A | A | A | A |
| FEP20: Insert WordArt and shapes | | | I | D | M | A | A | A | A |
| FEP21: Insert tables and text boxes | | | I | D | M | A | A | A | A |
| FEP22: Shade boxes, color font | I D | D | D | M | A | A | A | A | A |
| FEP23: Create columns and borders | | | | | | | I | D | M |
| FEP24: Print files | I | D | M | A | A | A | A | A | A |
| **Spreadsheets** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| SP1: Recognize basic terminology: columns, rows, cells, and sheets | | | I | D | M | A | A | A | A |
| SP2: Organize, enter, and edit data | | | I | D | M | A | A | A | A |
| SP3: Change font size in cells | | | | I | D | M | A | A | A |
| SP4: Create simple formulas | | | | | I | D | M | A | A |
| SP5: Create charts | | | | | I | D | M | M | M |

| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|---|
| SP6: Insert rows and columns | | | | I | D | D | M | M | M |
| **Internet** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| IN1: Navigate Internet using home, refresh, back, and forward buttons | I | D | M | A | A | A | A | A | A |
| IN2: Bookmark pages and organize bookmarks | I | D | M | A | A | A | A | A | A |
| IN3: Download and save files from the Internet | | | I D | M | A | A | A | A | A |
| IN4: Recognize terms (search engine, hyperlink, www, URL, html, .com, .gov, .edu, etc.) | I | D | D | D | M | A | A | A | A |
| IN5: Print from the Internet | | | I D | M | A | A | A | A | A |
| **Research** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| RS1: Perform a search using an Internet search engine | I | D | D | D | M | A | A | A | A |
| RS2: Evaluate the reliability of Internet sources | | | I | D | D | M | M | A | A |
| RS3: Compile and organize reliable sources for research | | | I | D | D | M | M | A | A |
| RS4: Create a digital slide show to explain a concept to an audience | | | I | D | D | M | A | A | A |
| RS5: Create an infographic to explain a concept to an audience | | | | I | D | M | A | A | A |
| RS6: Create a digital video to explain a concept to an audience | | | | | I | D | M | M | A |
| RS7: Edit video | | | | | | | I | D | D |
| **Digital Citizenship** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| DC1: Archive digital information | | | | | | | | | I |
| DC2: Evaluate website credibility | | | | I | D | D | D | M | M |
| DC3: Recognize varying levels of copyright (Creative Commons, modifications allowed, commercial use allowed) | I | D | D | D | M | M | M | A | A |
| DC4: Publish to the Internet (public documents, ThingLink, blogs, sites, etc.) | | | | | I | D | D | D | D |
| DC5: Discuss and use Internet safety strategies when using search engines | I | D | D | D | D | D | D | M | M |
| DC6: Discuss and use Internet safety strategies and discuss digital footprint when creating for an audience and/or publishing to the Internet | I | D | D | D | D | D | D | D | D |
| DC7: Give credit to sources for ideas, images, videos and other media sources | I | D | D | D | D | D | M | M | M |
| DC8: Reference sources without plagiarizing | | | | I | D | D | M | M | M |