

GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

Grade 6

- Demonstrate efficient keyboarding skills.
- Format / initialize disks.
- Save a file to the desktop, the hard drive, and floppy disk.
- Select a printer and print a document with appropriate page setup and orientation
- Understand the basic differences of computer operating systems.
- Understand concept and function of connectivity and networking (via Intranet, Internet World Wide Web).
- Identify appropriate operating system icons and symbols.
- Understand and use appropriate terminology in speaking about operating systems, software applications, peripherals and electronic communications
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Develop intermediate word processing skills, such as copy/paste, bulleting, and outlining.
- Create a simple database using a variety of field types and access the information using a variety of different search strategies.
- Create a spreadsheet and use data to prepare a graph for a curriculum related project.
- Create a simple multimedia presentation using text and appropriate graphics.
- Use multimedia software applications to organize information into graphs, tables, diagrams and charts with guidance.
- Use content specific tools (e.g.: simulation software, measuring devices) to enhance learning.
- Students use with guidance a variety of media to collaborate, publish and communicate their learning.
- Explore appropriate types of electronic reference materials for curriculum projects.
- Understand how to navigate and search on the Internet using the features of browsers.
- Use content specific tools, measuring devices, to gather and record data.
- Use productivity software to collect, evaluate and analyze information to demonstrate learning with guidance.
- Include citations to document resources used.
- Discuss the possibility that information gathered from technology sources may not be accurate.

Grade 7

- Operate peripheral equipment (e.g., scanners, digital cameras, camcorders, etc.)
- Use editing and formatting features in applications to produce visually effective documents.
- Save a file to the desktop, the hard drive, file server and appropriate external media.
- Insert media (graphics, video, sound) into documents with support.
- Begin to select appropriate software/ hardware to create a variety of documents.
- Continue to develop additional appropriate terminology.
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Continue intermediate word processing skills, such as formatting tools, and adding graphics to text.
- Use a complex database to manipulate information using the "sort" command.
- Use a spreadsheet to organize and access data.
- Create a more complex multimedia presentation using text and appropriate graphics.
- Use content specific tools (e.g.: geometric software) to enhance learning
- Students will select with guidance from a variety of media to collaborate, publish and communicate their learning.
- Identify basic elements of a Web Site (URL, hyperlinks, site map).
- Bookmark sites for future reference.

- Compare and contrast the results from different search engines.
- Choose appropriate productivity software to collect, evaluate and analyze information to demonstrate learning.
- Cite sources using correct format.
- Compare and contrast various technology resources for accuracy, relevance, and appropriateness.
- Select and use a variety of technology tools in curriculum exhibitions.

Grade 8

- Insert media (graphics, video, sound) into documents.
- Identify and solve common hardware and software problems (e.g., frozen screen, disk error, printing problems.)
- Continue to develop additional appropriate terminology
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Continue intermediate word processing skills, such as headers, footers and page numbers.
- Create and manipulate a complex database with multiple field types.
- Use formulas for basic spreadsheet calculations, such as SUM, AVERAGE, PRODUCT and DIFFERENCE formulas for ranges of cells.
- Create an appropriately labeled graph using spreadsheet data.
- Use multimedia software to create links among various pieces of information in a presentation.
- Use content specific tools (e.g.: environmental probes) to enhance learning.
- Students will select with guidance from a variety of media to collaborate, publish and communicate their learning.
- Identify electronic sources of information and choose appropriate sources to find relevant and current information on a subject.
- Use productivity software to collect, evaluate and analyze information to demonstrate learning.
- Cite sources using correct format.
- Decide which resources to utilize in creating exhibitions.
- Use advanced features of computer graphics application to modify a drawing, painting or photograph.
- Select and use a variety of technology tools in curriculum exhibitions.