

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.