

## **Technology Skills Checklist for Students**

### **Basic Computer Skills**

#### **Basic Level:**

- Explain computer components/peripherals
- Log on with individual logins and log off
- Use private password
- Proper care and upkeep of equipment
- Open documents from and save to a variety of locations including network folder
- Use appropriate terminology
- Use correct fingers and hand placement for entire alphabet and punctuation
- Maintain proper body position
- Typing speed=25 wpm

#### **Intermediate Level: (All of Basic +)**

- Use terminology which includes, but not limited to, an understanding of the following: operating systems(OS), AUP (Acceptable Use Policy), filter, firewall, login/logout, network, pop-up, privacy laws, server, share, virus, worm, file extensions
- Use proper keyboarding techniques, optimal posture, correct hand placement
- Type alphabetical text at a rate of approximately 35 wpm with few errors
- Select/use appropriate tools for tasks
- Create original, music, art and video projects
- Uses for problem solving, creativity

#### **Advanced Level: (All of Basic/Intermediate +)**

- Use terminology which includes, but not limited to, an understanding of the following: operating systems(OS), LAN (Local Area Network), WAN (Wide Area Network), www, URL, bookmarks, HTML, network, file extensions
- Update computer hardware and software, i.e., web browser, OS, virus protection

## **Word Processing**

### **Basic Level:**

- Format-copy, paste, alignment, page setup, bullets, columns
- Edit-find/replace, spell-check, zoom
- Insert-tables, graphics, pictures, artwork
- Use word processing from start to finish

### **Intermediate Level: (All of Basic +)**

- Create and edit documents
- Use word processing from start to finish in the writing process
- Format (use tools in home ribbon view)
- Insert symbols, page breaks, comments, hyperlinks, pictures, and tables
- Use Thesaurus
- Use Word count
- View in print mode and normal mode
- Insert and edit Header and Footer
- Insert page numbers, date

### **Advanced Level: (All of Basic/Intermediate +)**

- Create and edit documents related to employment and education

## **Spreadsheets**

### **Basic Level:**

- Navigate between cells (tab, enter, arrows or point and click)
- Sort data
- Use simple formulas
- Create a graph
- Label graph with title, legend, x- and y- axis
- Use databases, data files to analyze data

### **Intermediate Level: (All of Basic +)**

- Wrap text, merge cells
- Insert rows and columns
- Use AutoFill
- Use formulas

- Select and use appropriate chart
- Format chart and change location

**Advanced: (All of Basic/Intermediate +)**

- Sort data and use data filters
- Select and use appropriate chart, format chart and change location

**Electronic Presentation**

**Basic Level:**

- Use graphic organizers for idea development and to show content knowledge
- Make presentation easily readable (e.g., background color and text)
- Apply transitions to slides
- Apply appropriate custom animation
- Apply timings
- Present slideshow

**Intermediate Level: (All of Basic +)**

- Use graphic organizers to manipulate and analyze to connect ideas and to organize information
- Create original products based on research
- Use to support oral presentation
- Produce effective, appropriate techniques for presentations: uniform background throughout which does not interrupt slide content, uniform text throughout, limited transitions that enhance presentation, etc.
- Create original music, art and video projects
- Create an e-portfolio

**Advanced Level: (All of Basic/Intermediate +)**

- Create a project using audio and video
- Combine multiple sources to create original documents

**Digital Literacy**

**Basic Level: (use at least two of the following)**

- Digital/video camera
- Digital microscope

- Document camera
- USB storage device (jump drive, thumb drive, etc.)
- Probes
- Scanner
- Student response system
- Interactive whiteboard or slate
- Cloud applications

#### **Intermediate Level: (All of Basic +)**

- Use data collections tools (e.g., data probe, PDA, GPS, digital camcorder, document camera, web camera, projector, scanner, etc.)
- Use portable storage devices

#### **Advanced Level: (All of Basic/Intermediate +)**

- Use digital imaging devices (e.g., digital camera, digital camcorder, document camera, web camera, projector, scanner, etc.)
- Use graphing calculators

### **Communication**

#### **Basic Level:**

- Use e-mail appropriately (when accessible)
- Use interactive communication in support of instruction (e.g., class e-mail, blogs, forums)
- Use appropriate ‘netiquette’ in all e-communications
- Use social media

#### **Intermediate Level: (All of Basic +)**

- Participate in video conferencing
- Participate in online communities (e.g., forums, blogs, wikis, Moodle, etc.)

#### **Advanced Level: (All of Basic/Intermediate)**

### **Research**

#### **Basic Level:**

- Use keywords to search
- Uses address bar to type URL

- Participate in local, national or global Internet projects

#### **Intermediate Level: (All of Basic +)**

- Conduct online research for an academic purpose
- Select and evaluate appropriateness of information from a variety of resources
- Correctly use citations for electronic information (e.g., APA, MLA)
- Use web activities for problem-solving

#### **Advanced Level: (All of Basic/Intermediate +)**

- Use web activities or online simulations for problem-solving

#### **Ethical/Safety**

##### **Basic Level:**

- Sign and understand Acceptable Use Policy (AUP)
- Computer/Internet safety skills
- Ethical use of material
- Use of bibliographical citations for electronic resources
- Nine Elements of Digital Citizenship (the norms of appropriate responsible behavior with regard to technology use):
  1. Digital Access: full electronic participation in society
  2. Digital Commerce: electronic buying and selling of goods
  3. Digital Communication: electronic exchange of information
  4. Digital Literacy: process of teaching and learning about technology and the use of technology
  5. Digital Etiquette: electronic standards of conduct or procedure
  6. Digital Law: electronic responsibility for actions and deeds
  7. Digital Rights and Responsibilities: those freedoms extended to everyone in a digital world
  8. Digital Health and Wellness: physical and psychological well-being in a digital technology world
  9. Digital Security (self-protection): electronic precautions to guarantee safety

#### **Intermediate Level: (All of Basic +)**

- Practices safety skills (e.g., NewSmartz, iSafe, CyberSmart, etc.)

- Abides by copyright
- Practices ethical use of all materials

**Advanced Level: (All of Basic/Intermediate)**

**Desktop Publishing/Web Authoring**

**Basic Level:**

- Create digital art related to content area
- Construct a template-add textboxes, graphics
- Edit text and graphics

**Intermediate Level: (All of Basic +)**

- Create a project for a unique, academic purpose

**Advanced Level: (All of Basic/Intermediate)**