

# *College Place School District #250*

*Technology  
and  
Learning*

# *Curriculum*



Original School Board adoption July 17, 2000

Re-drafted March 2007

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## General Skills - Grade Level Guides

### **General - Basic Skills**

Grade Level	K	1	2	3	4	5	6	7	8
Properly handle equipment	I	P	M	M	M	M	M	M	M
Turn on/off computer	I	P	P	M	M	M	M	M	M
Point, click, drag mouse	I	P	P	M	M	M	M	M	M
Navigate desktop	I	P	P	M	M	M	M	M	
Insert/remove disk or CD		I	P	P	M	M	M	M	M
Print documents	I	P	M	M	M	M	M		
Run CD/HD or server programs	I	P	P	M	M	M	M	M	M
Use proper keyboard finger placement			I	P	P	P	M	M	M
Use appropriate fingers for touch type			I	P	P	P	P	M	M
Touch type WPM				I	10	10	15	20	25
Use return key/ space bar		I	P	P	M	M	M	M	M
Use arrow, delete, tab keys		I	P	P	M	M	M	M	M
Use shift key vs. caps lock				I	P	P	M	M	M
Save/print information				I	P	P	M	M	M
Retrieve files on computer or server				I	P	P	M	M	M
Use screen capture								I	P
Select/use the appropriate tech tool			I	P	P	P	M	M	M
Use tech tools independently			I	P	M	M	M	M	M
Use tech tools cooperatively			I	P	M	M	M	M	M
Troubleshoot tech problems		I	P	P	P	P	P	M	M
Backup information appropriately					I	P	P	P	P

### **General - Practice**

Grade Level	K	1	2	3	4	5	6	7	8
Hours/week using technology	.5	1	1	2	2	2	2	2	2

**Key: I - Introduce, P - Practice, M - Master**

## General Skills - Grade Level Guides

### **General - Browser**

Grade Level	K	1	2	3	4	5	6	7	8
Understand acceptable use			I	P	P	M	M	M	M
Navigate in browser			I	P	P	M	M	M	M
Use browser buttons			I	P	P	M	M	M	M
Access bookmarks				I	P	M	M	M	M
Create bookmarks				I	P	P	M	M	M
Print information from WWW				I	P	P	M	M	M
Transfer information from WWW				I	P	P	M	M	M

### **General - Internet Research**

Grade Level	K	1	2	3	4	5	6	7	8
Use search engine					I	P	P	M	M
Use advanced search engines							I	P	P
Evaluate WWW information					I	P	P	P	P
Use on-line resources				I	P	P	P	M	M
Online search Accelerated Reader/Math			I	P	M	M	M	M	M

### **General - Multimedia Skills**

Grade Level	K	1	2	3	4	5	6	7	8
Create simple slide shows					I	P	P	M	M
Combine text and graphic elements						I	P	P	P
Use materials from simple sources						I	P	P	P
Add sound and graphics					I	P	P	M	M
Add appropriate transitions						I	P	P	P
Present materials on web								I	P
Use digital cameral							I	P	P
Use video equipment								I	P

### **General - Library Media Skills**

Grade Level	K	1	2	3	4	5	6	7	8
Use electronic card catalog for materials									
Search using O.P.A.C							I	P	M
Use a variety of CD's for research							I	P	M
Use World Book Online, Reference resources, etc.							I	P	M

**Key: I - Introduce, P - Practice, M - Master**

## Word Processing Skills - Grade Level Guides

### **Word Processing**

Grade Level	K	1	2	3	4	5	6	7	8
Create "new" page		I	P	P	P	M	M	M	M
Open "old" page			I	P	P	M	M	M	M
Insert picture/graphic from disk/CD/on-line				I	P	M	M	M	M
Save and Save as..			I	P	P	P	M	M	M
Save to disk/server/CD			I	P	P	P	M	M	M
Print		I	P	P	P	M	M	M	M

### **Word Processing - Edit/Format**

Grade Level	K	1	2	3	4	5	6	7	8
Undo last step				I	P	P	M	M	M
Cut/Copy/Paste text and pictures				I	P	P	M	M	M
Select all				I	P	P	M	M	M
Check document spelling				I	P	P	M	M	M
Use thesaurus						I	P	M	M

### **Word Processing - Edit/Format**

Grade Level	K	1	2	3	4	5	6	7	8
Show and hide buttons and rulers					I	P	P	M	M
Show and hide tools			I	P	P	M	M	M	M
Move among files					I	P	P	M	M
Use page view					I	P	P	M	M

### **Word Processing - Typing Skills**

Grade Level	K	1	2	3	4	5	6	7	8
Enter text and change case		I	P	M	M	M	M	M	M
Change font, size, traits			I	P	M	M	M	M	M
Line spacing (single, double, etc.)					I	P	P	M	M
Align/justify text					I	P	P	M	M
Use bullet and body styles							I	P	M
Use columns and text wrap (insert table)						I	P	P	M
Set tabs, margins, indents						I	P	P	M
Add page breaks						I	P	P	M

### **Word Processing - General**

Grade Level	K	1	2	3	4	5	6	7	8
Zoom in & out			I	P	P	M	M	M	M
Scroll text			I	P	M	M	M	M	M
Highlight text			I	P	M	M	M	M	M
Use text and arrow pointer tools			I	P	P	M	M	M	M
Create header/footer							I	P	M

**Key: I - Introduce, P - Practice, M - Master**

## **Draw Skills – Grade Level Guides**

### **Draw – File**

Grade Level	K	1	2	3	4	5	6	7	8
File features(new, open, save, etc.)	I		P	P	P	M	M	M	M

### **Draw – Edit**

Grade Level	K	1	2	3	4	5	6	7	8
Edit features (undo, cut, copy, etc.)			I	P	P	P	M	M	M

### **Draw – Window**

Grade Level	K	1	2	3	4	5	6	7	8
Window customize features(show/hide)	I		P	P	P	M	M	M	M

### **Draw – Format**

Grade Level	K	1	2	3	4	5	6	7	8
Enter text/change case		I		P	P	M	M	M	M
Change font, size, traits			I	P	M	M	M	M	M
Line spacing(single, double, etc.)						I	P	M	M
Align/justify text						I	P	M	M

### **Draw – Arrange**

Grade Level	K	1	2	3	4	5	6	7	8
Slide objects forward and back					I	P	P	M	M
Order of objects – front/behind						I	P	M	M
Rotate/resize objects					I	P	P	M	M
Flip objects					I	P	P	M	M
Use graphics grid					I	P	P	M	M

### **Draw – General**

Grade Level	K	1	2	3	4	5	6	7	8
Move text and objects		I	P	P	P	M	M	M	M
Move pictures		I	P	P	P	M	M	M	M
Zoom and scroll					I	P	P	M	M
Insert pictures, text, and objects					I	P	P	M	M
Use gradients									I

### **Draw – Tools**

Grade Level	K	1	2	3	4	5	6	7	8
Use rectangle, oval, line tools			I	P	P	P	M	M	M
Use eyedropper/freehand tools			I	P	P	P	M	M	M
Use pen width/arrows		I	P	P	P	M	M	M	M
Use text and arrow pointer tools		I	P	P	P	P	P	M	M
Use fill tools		I	P	P	P	M	M	M	M

**Key:**      *I – Introduce, P – Practice, M – Master*

## **Spreadsheet Skills - Grade Level Guides**

### **Spreadsheet - File**

Grade Level	K	1	2	3	4	5	6	7	8
File features (new, open, save, print, etc.)						I	P	M	M

### **Spreadsheet - Window**

Grade Level	K	1	2	3	4	5	6	7	8
Edit features (undo, cut, copy, paste, etc.)						I	P	P	M

### **Spreadsheet - Edit**

Grade Level	K	1	2	3	4	5	6	7	8
Cut, copy, & paste cell data						I	P	P	M
Select all						I	P	M	M
Enter simple formulas						I	P	P	M
Check document spelling						I	P	M	M

### **Spreadsheet - Format**

Grade Level	K	1	2	3	4	5	6	7	8
Enter/edit cell data						I	P	M	M
Change text traits (size, font, color, etc.)						I	P	M	M
Align cell information						I	P	M	M
Format cell(date, no., etc.)						I	P	P	M
Change column, row traits						I	P	P	M

### **Spreadsheet - Calculate**

Grade Level	K	1	2	3	4	5	6	7	8
Fill down, right, and special						I	P	P	M
Sort cells						I	P	P	M
Insert and delete rows and columns						I	P	P	M

### **Spreadsheet Options**

Grade Level	K	1	2	3	4	5	6	7	8
Create bar, line, etc. charts						I	P	P	M
Adjust chart traits						I	P	P	M
Insert charts in word processing						I	P	P	M

### **Spreadsheet - General**

Grade Level	K	1	2	3	4	5	6	7	8
Color/shade cells						I	P	P	M
Highlight rows, columns, data blocks						I	P	P	M
Move blocks of cells						I	P	P	M
Zoom in and out						I	P	P	M
Scroll up, down, left, and right						I	P	P	M
Create advanced formulas									I

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