

Second Grade Technology Skills Continuum

Desktop Publishing: (e.g., Word, Publisher)

Technology Standards Connection: TS 1, TS 3, TS 5, TS 6, TS 7, TS 11, TS 13

Teacher Models/Student Observes	Teacher Instructs/Student Practices	Teacher Assists/Student Masters
<p>Basic Skills & Formatting</p> <ul style="list-style-type: none"> • Adding & selecting a printer • Cropping, rotating, and adding borders to images <p>Tools</p> <ul style="list-style-type: none"> • Using spelling & grammar check 	<p>Basic Skills & Formatting</p> <ul style="list-style-type: none"> ➤ Finding & opening a saved document ➤ Printing documents ➤ Moving and resizing images, shapes, and lines ➤ Formatting fonts (fonts, size, bold, italics, underline) ➤ Using bulleted and numbered lists <p>Tools</p> <ul style="list-style-type: none"> ➤ Using undo & redo ➤ Cutting, copying, and pasting 	<p>Basic Skills & Formatting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Creating a new, blank document <input type="checkbox"/> Entering text into a document <input type="checkbox"/> Saving a document <input type="checkbox"/> Inserting images, shapes, and lines <input type="checkbox"/> Drawing with a digital tool (e.g., Paint)

Keyboarding: (e.g., Type to Learn 4, Wonders, integrated into assignments, etc.)

Technology Standards Connection: TS 3, TS 11

Teacher Instructs/Student Practices <i>1st Year</i>	Teacher Assists/Student Masters
<p>Foundational Skills</p> <ul style="list-style-type: none"> ➤ Keeping eyes on document while typing ➤ Using correct home row positioning ➤ Using proper finger strokes for special keys (space bar, enter, shift, backspace/delete, period, comma, question mark) ➤ Using correct body, arm & hand position ➤ Locating common symbols (e.g., ?, \$, #, !, etc.) ➤ Turning caps lock on and off <p>Practice</p> <ul style="list-style-type: none"> ➤ 30 minutes a week, 2 x 15 min 	<p>Foundational Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using right and left hand on appropriate half of keyboard <input type="checkbox"/> Locating numbers <input type="checkbox"/> Locating all letters of the alphabet <p>Standard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Typing simple paragraph (3 sentences) in 10 minutes at 10 wpm



Digital Presentation: (e.g., PowerPoint, ActivInspire, Prezi, etc.)

Technology Standards Connection: TS 1, TS 3, TS 5, TS 7, TS 13

Teacher Models/Student Observes	Teacher Instructs/Student Practices	Teacher Assists/Student Masters
<p>Design</p> <ul style="list-style-type: none">• Adding appropriate amount of text to a slide/page (15 words max)• Focusing on one main idea per slide/page• Using a presentation for sharing only the key points from a written report• Selecting backgrounds that complement the images and text in the slide/page, not distracting• Selecting font sizes that are easily read by the audience (18 – 40+ pt. font)• Enhancing the main point of the slide/page with visuals (e.g., images, graphs, maps, etc.)• Using high-quality graphics (i.e., not stretching a picture, finding high-resolution images, etc.)	<p>Formatting & Presenting</p> <ul style="list-style-type: none">➤ Adding a new slide/page➤ Working with multiple slides/pages (e.g., creating, editing, navigating between slides)➤ Running a finished presentation➤ Formatting the slide/page background➤ Recording an audio clip (e.g., a student reading)	<p>Formatting & Presenting</p> <ul style="list-style-type: none">❑ Adding content (e.g., text, images, shapes, lines) to one slide/page



Research & Citations: (e.g., Citation Maker, KnightCite, etc.)

Technology Standards Connection: TS 1, TS 4, TS 5, TS 6, TS 7, TS 8, TS 10, TS 14

Teacher Models/Student Observes	Teacher Instructs/Student Practices	Teacher Assists/Student Masters
<p>Citation</p> <ul style="list-style-type: none">• Crediting print source by citing: author, book title, copyright date, publisher, place (city) of publication, print encyclopedia or magazine: include article title & edition• Crediting electronic source by citing: website title, author, date of access• Crediting pictures used in multimedia presentations by providing URL	<p>Research</p> <ul style="list-style-type: none">➤ Accessing digital tools and online resources to generate and transcribe questions➤ Selecting and using an appropriate digital resource to find answers to a research question, choices provided by teacher	<p>Research</p> <ul style="list-style-type: none"><input type="checkbox"/> Using websites, databases and library catalog to gather information<input type="checkbox"/> Applying basic search strategies (e.g., keyword, subject, etc.)<input type="checkbox"/> Using a digital tool to transcribe information (e.g., Word, ActivInspire, PowerPoint, etc.)<input type="checkbox"/> Creating a visual representation of information learned from research using digital drawing tools, photographs, etc. <p>Citation</p> <ul style="list-style-type: none"><input type="checkbox"/> Crediting source by citing author and title of book or website (no specific format required)



Data Gathering & Analysis: (e.g., Excel, simulations, etc.)

Technology Standards Connection: TS 3, TS 6, TS 7, TS 8, TS 13

Teacher Models/Student Observes	Teacher Assists/Student Masters
<p>Formatting & Data Interpretation</p> <ul style="list-style-type: none">• Entering values (text, numbers) into spreadsheet cells• Editing cells• Copying, moving, resizing, & pasting cells	<p>Formatting & Data Interpretation</p> <ul style="list-style-type: none"><input type="checkbox"/> Collecting and recording data using a graphic organizer<input type="checkbox"/> Classifying or sorting information using a digital tool <p>Simulations</p> <ul style="list-style-type: none"><input type="checkbox"/> Interacting with a simulation/model to practice and understand a concept (e.g., enVision Toolkit, nlvm.usu.edu, FOSSweb, etc.)

Collaboration: (e.g., wikis, discussions, email, OneDrive & Office 365, OneNote, etc.)

Technology Standards Connection: TS 2, TS 3, TS 4, TS 14

Teacher Instructs/Student Practices	Teacher Assists/Student Masters
<p>Sharing Ideas</p> <ul style="list-style-type: none">➤ Contributing to a digital discussion independently➤ Participating in a digital poll independently <p>Collaborative Projects & Assignments</p> <ul style="list-style-type: none">➤ Using a shared space to collaborate and store work, teacher provides structure (e.g. OneDrive folder, desktop folder, Haiku WikiProject, etc.)	<p>Collaborative Projects & Assignments</p> <ul style="list-style-type: none"><input type="checkbox"/> Participating in a teacher directed whole-class project using digital tools<input type="checkbox"/> Collaborating with a partner to create shared work using digital tools (e.g., pictures, text)



Digital Citizenship: (e.g., Common Sense Media, AUP, etc.)

Technology Standards Connection: TS 9, TS 10, TS 12

Teacher Assists/Student Masters
<p>AUP</p> <ul style="list-style-type: none">Using classroom technologies carefully and correctly according to the AUP
<p>Organization</p> <ul style="list-style-type: none">Creating and naming a new folder to organize filesMoving a file from one location to another location
<p>Troubleshooting</p> <ul style="list-style-type: none">Carrying laptops appropriately (e.g., not by the screen)Preparing shared laptops for the next user (e.g., logging off, plugging into cart)

