

Third 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"> • Indenting, spacing, & aligning paragraphs • Modifying the page layout (e.g., orientation, margins, page breaks) • Inserting /creating tables • Using columns • Using a header and footer • Using basic text wrapping around images (e.g., square, tight) <p>Tools</p> <ul style="list-style-type: none"> • Using digital synonyms/thesauri • Using keyboard shortcuts (e.g., copy, paste, select all) 	<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"> <input type="checkbox"/> Finding & opening a saved document <input type="checkbox"/> Printing documents <input type="checkbox"/> Moving and resizing images, shapes, and lines <input type="checkbox"/> Formatting fonts (fonts, size, bold, italics, underline) <input type="checkbox"/> Using bulleted and numbered lists <input type="checkbox"/> Using undo & redo <input type="checkbox"/> Cutting, copying, and pasting <p>Tools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using undo & redo <input type="checkbox"/> Cutting, copying, and pasting

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 Instructs/Student Practices <i>2nd Year</i>	Teacher Assists/Student Masters
<p>Foundational Skills</p> <ul style="list-style-type: none"> ➤ Using proper finger strokes for number keys and reach keys <p>Practice</p> <ul style="list-style-type: none"> ➤ 45 minutes a week, 3 x 15 min 	<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>Standard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Typing half-page, double spaced document with 12 point font in 10 minutes at 15 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>Formatting & Presenting</p> <ul style="list-style-type: none"> • Adding sounds, hyperlinks, & videos to slides/pages • Inserting /creating basic tables • Creating or inserting simple graphs (e.g., column/bar, line) • Using animations in a presentation • Applying a theme to an entire presentation • Adding transitions between slides/pages • Creating a video clip 	<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.) ➤ Using a consistent set of colors, fonts, and backgrounds to establish a unified presentation theme (1-2 fonts, 1-3 colors, etc.) ➤ Using transitions and animations that do not distract from the presentation or speaker (1-2 transition types per presentation, minimal animations) 	<p>Formatting & Presenting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adding a new slide/page <input type="checkbox"/> Working with multiple slides/pages (e.g., creating, editing, navigating between slides) <input type="checkbox"/> Running a finished presentation <input type="checkbox"/> Formatting the slide/page background <input type="checkbox"/> Recording an audio clip (e.g., a student reading)



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>Research</p> <ul style="list-style-type: none"> • Identifying digital resources to define authentic problems, questions or research topics • Narrowing or expanding search terms to locate information to answer research question <p>Citation</p> <ul style="list-style-type: none"> • Utilizing citations provided by databases, choosing MLA format • Using online citation tool from LWSD student webpage • Adhering to copyright law by using copyright/fair use disclaimer in opening slide of multimedia presentations • Creating slide for images used, in multimedia presentations • Creating Works Consulted page in written report or slide in multimedia presentation 	<p>Research</p> <ul style="list-style-type: none"> ➤ Using a digital tool to track sources used during research (e.g., Word form, Haiku wiki, etc.) ➤ Using a digital tool to record notes ➤ Using a digital tool to organize ideas for a multimedia project ➤ Creating a digital presentation of information learned during research (e.g. PowerPoint, Haiku slide show, Excel graph, Wordle, audio file, video, etc.) <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"> <input type="checkbox"/> Accessing digital tools and online resources to generate and transcribe questions <input type="checkbox"/> Selecting and using an appropriate digital resource to find answers to a research question, choices provided by teacher



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 Instructs/Student Practices
<p>Formatting & Data Interpretation</p> <ul style="list-style-type: none"> • Creating simple graphs (e.g., column/bar, line) from data • Labeling graph axes & titles • Using the SUM function • Adding images to a worksheet <p>Simulations</p> <ul style="list-style-type: none"> • Interacting with a simulation/model to answer questions and make predictions (e.g, enVision Toolkit, NCTM Illuminations, TCI, FOSSweb) 	<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

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

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

Teacher Models/Student Observes	Teacher Instructs/Student Practices	Teacher Assists/Student Masters
<p>Collaborative Projects & Assignments</p> <ul style="list-style-type: none"> • Collaborating in a small group to create shared work using digital tools • Creating and using a logical file/folder organizational structure <p>Communication</p> <ul style="list-style-type: none"> • Composing & sending an e-mail, using appropriate email etiquette • Responding appropriately to discussions, comments, e-mails, & files created by others • Attaching files to e-mail 	<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, Haiku WikiProject, Haiku dropbox, OneNote, etc.) ➤ Uploading files to the Internet (e.g. Haiku dropbox, OneDrive, etc.) 	<p>Sharing Ideas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contributing to a digital discussion independently <input type="checkbox"/> Participating in a digital poll independently



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

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

Teacher Models/Student Observes
<p>Safety</p> <ul style="list-style-type: none">• Protecting password information by not sharing with others• Creating & remembering passwords that meet district requirements
<p>AUP</p> <ul style="list-style-type: none">• Comply with district AUP• Recognize and report cyberbullying
<p>Organization</p> <ul style="list-style-type: none">• Organizing and managing files and folders between school, home, and online (the cloud)• Saving or backing up files to the cloud (e.g., OneDrive)
<p>Troubleshooting</p> <ul style="list-style-type: none">• Solving common technology problems independently (e.g, restarting computer, checking wifi connection)

