

Fourth 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 Instructs/Student Practices | Teacher Assists/Student Masters |
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| <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"> <input type="checkbox"/> Adding & selecting a printer <input type="checkbox"/> Cropping, rotating, and adding borders to images <p>Tools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using spelling & grammar check |

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

Technology Standards Connection: TS 3, TS 11

| Teacher Instructs/Student Practices <i>2nd Year</i> | Teacher Assists/Student Masters |
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| <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"> <input type="checkbox"/> Keeping eyes on document while typing <input type="checkbox"/> Using correct home row positioning <input type="checkbox"/> Using proper finger strokes for special keys (space bar, enter, shift, backspace/delete, period, comma, question mark) <input type="checkbox"/> Using correct body, arm & hand position <input type="checkbox"/> Locating common symbols (e.g., ?, \$, #, !, etc.) <input type="checkbox"/> Turning caps lock on and off <p>Standard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Typing one-page, double spaced document with 12 point font in 15 minutes at 20 wpm |



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

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

| Teacher Instructs/Student Practices |
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| <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) |



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 Instructs/Student Practices | Teacher Assists/Student Masters |
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| <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➤ 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.)➤ Locating and using appropriate digital sources to find answers to research questions, including databases, approved websites, videos, etc. within the Acceptable Use Policy (no unsupervised surfing of websites) <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➤ Honoring original works and the legal use of information by citing all types of sources (e.g., email, interview, video, music, audio) applying MLA format➤ Crediting electronic source, including all parts of MLA citation: website name, website sponsor, article title, author, date of access, date created or updated | <p>Citation</p> <ul style="list-style-type: none"><input type="checkbox"/> Crediting print source by citing: author, book title, copyright date, publisher, place (city) of publication, print encyclopedia or magazine: include article title & edition<input type="checkbox"/> Crediting electronic source by citing: website title, author, date of access<input type="checkbox"/> Crediting pictures used in multimedia presentations by providing URL |



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

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

| Teacher Instructs/Student Practices | Teacher Assists/Student Masters |
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| <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"><input type="checkbox"/> Entering values (text, numbers) into spreadsheet cells<input type="checkbox"/> Editing cells<input type="checkbox"/> 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 Instructs/Student Practices |
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| <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➤ 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>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 |



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

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

| Teacher Instructs/Student Practices | |
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| Safety | <ul style="list-style-type: none">➤ Protecting password information by not sharing with others➤ Creating & remembering passwords that meet district requirements |
| AUP | <ul style="list-style-type: none">➤ Comply with district AUP➤ Recognize and report cyberbullying |
| Organization | <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) |
| Troubleshooting | <ul style="list-style-type: none">➤ Solving common technology problems independently (e.g, restarting computer, checking wifi connection) |

