

Fifth 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 Assists/Student Masters
<p>Basic Skills & Formatting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indenting, spacing, & aligning paragraphs <input type="checkbox"/> Modifying the page layout (e.g., orientation, margins, page breaks) <input type="checkbox"/> Inserting /creating tables <input type="checkbox"/> Using columns <input type="checkbox"/> Using a header and footer <input type="checkbox"/> Using basic text wrapping around images (e.g., square, tight) <p>Tools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using digital synonyms/thesauri <input type="checkbox"/> Using keyboard shortcuts (e.g., copy, paste, select all)

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

Technology Standards Connection: TS 3, TS 11

Teacher Instructs/Student Practices	Teacher Assists/Student Masters
<p>Practice</p> <ul style="list-style-type: none"> ➤ 60 minutes a week, 10-15 minutes of practice daily 	<p>Foundational Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using proper finger strokes for number keys and reach keys <p>Standard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Typing two-page, double spaced document with 12 point font in 25 minutes at 25 wpm



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

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

Teacher Assists/Student Masters

Formatting & Presenting

- 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

Design

- 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 Assists/Student Masters

Research

- 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)

Citation

- 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



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

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

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

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

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

Teacher Assists/Student Masters
<p>Collaborative Projects & Assignments</p> <ul style="list-style-type: none"><input type="checkbox"/> Collaborating in a small group to create shared work using digital tools<input type="checkbox"/> Creating and using a logical file/folder organizational structure<input type="checkbox"/> Using a shared space to collaborate and store work, teacher provides structure (e.g. OneDrive folder, Haiku WikiProject, Haiku dropbox, OneNote, etc.)<input type="checkbox"/> Uploading files to the Internet (e.g. Haiku dropbox, OneDrive, etc.) <p>Communication</p> <ul style="list-style-type: none"><input type="checkbox"/> Composing & sending an e-mail, using appropriate email etiquette<input type="checkbox"/> Responding appropriately to discussions, comments, e-mails, & files created by others<input type="checkbox"/> Attaching files to e-mail



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

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

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

