

Technology Skills Continuum – Sixth Grade

Desktop Publishing (e.g., Word, Publisher, InDesign, etc.)

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

Teacher Instructs/Student Practices

1st Year

Intermediate Formatting

- Using types of page breaks (e.g., column, continuous, etc.)
- Using the Format Painter*
- Inserting symbols (e.g., ©, ÷, Σ, Δ, θ, π, etc.)
- Modifying printing options (e.g., print a selection, fit to page, etc.)
- Resizing tables
- Inserting & deleting rows & columns in a table
- Applying table styles

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

Typing can occur in any subject, during any period, and includes typing for classwork and homework.

Technology Standards Connection: TS 3, TS 11

Teacher Instructs/Student Practices

1st Year

Standard

- Typing **three-page**, double spaced document with 12 point font in **30** minutes at **30** wpm

Practice

- Between all their classes, students will type for a minimum of **75** minutes a week (**15** minutes of practice daily)



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

Technology Standards Connection: TS 1, TS 3, TS 5, TS 7, TS 13, TS 14

Teacher Instructs/Student Practices

1st Year

Formatting & Presenting

- Resizing tables
- Inserting & deleting rows & columns in a table
- Applying table styles
- Duplicating slides/pages
- Adjusting the order/layer of objects
- Rotating objects
- Modifying timing of transitions
- Selecting appropriate options for printing presentations (e.g., slides/pages, handouts, etc.)
- Creating or inserting graphs, images, videos, or sounds that effectively communicate the key point

Design

- Using the “Rule of Thirds”* to align text and images on a slide/page
- Using image placement to focus the audience’s attention on a slide/page
- Using empty space on a slide/page to draw attention to a specific element of a slide/page and avoid clutter/distraction
- Using notes and/or memory instead of reading text off of slides/pages
- Using an appropriate balance of images, text, and graphs

**The “Rule of Thirds” is an image divided into nine equal parts by two equally spaced horizontal lines and two equally spaced vertical lines, important compositional elements should be placed along the points of intersection.*



Research & Citation (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

1st Year

Research

- Choosing and using a brainstorming or mind mapping software tool to record research questions and plan project
- Using advanced functions of search engines and databases (e.g., advanced searches, refining searches, Boolean searches) to locate and review information for research
- Using a digital tools to plan and manage a research project (e.g., bookmarks, online calendar, OneNote, Haiku, etc.)
- Conducting original research using digital tools such as an online survey, poll, discussion board, etc.
- Producing digital works to convey learning from research, using a variety of tools such as text, pictures, audio, video or other digital media

Citation

- Honoring author rights and the legal use of protected information by citing all sources, applying MLA format
- Adhering to copyright law by using copyright/fair use disclaimer in all multimedia presentations
- Using MLA parenthetical citations
- Using Works Cited page in written reports or slide in multimedia presentation



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

Technology Standards Connection: TS 2, TS 3, TS 6, TS 7, TS 8, TS 13

Teacher Instructs/Student Practices

1st Year

Formatting

- Customizing cells (e.g., resizing, borders, colors, styles, etc.)
- Using merged cells
- Wrapping text in a cell
- Adding, naming, & ordering worksheets
- Moving & resizing graphs in and between worksheets
- Editing headers & footers
- Formatting numbers and text (e.g., currency, percentage, decimal places, etc.)
- Adjusting page breaks for printing

Data Gathering & Manipulation

- Using AVERAGE function
- Auto-filling data into cells
- Creating & using online surveys to gather data on perspectives
- Using a simulation to gather data about a system
- Using a digital tool to collect data from a system

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

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

Teacher Instructs/Student Practices

1st Year

Sharing & Communicating

- Using digital tools (e.g., email, comments, discussions, etc.) to appropriately communicate with peers and adults
- Creating a digital discussion
- Creating a digital poll/survey
- Using an online space (e.g., wiki, shared cloud storage) to work collaboratively on files
- Managing changes of files when edited by multiple users



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

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

Teacher Instructs/Student Practices

1st Year

Safety

- Managing & remembering passwords for multiple programs or accounts
- Discerning differences between trusted & malicious emails, links, etc.

AUP

- Applying understanding of AUP to recognize the impact of unethical use of technology (e.g., hacking, plagiarism, pirating, cyber bullying)

Organization

- Organizing files and folders logically to be easily be found later (e.g., folders by subject, period, teacher)
- Using a file naming system that includes specific identifiers (e.g., assignment/project name) so it can easily be found later

Troubleshooting

- Restarting assigned device weekly
- Identifying and reporting computer problems using building process after independent troubleshooting
- Bringing assigned device to school fully charged daily

