

Technology Skills Continuum – Eighth 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 <i>2nd Year</i>	Teacher Assists/Student Masters
<p>Advanced Formatting</p> <ul style="list-style-type: none"> ➤ Inserting & deleting comments ➤ Using the ruler to modify formatting (first line indent, left/right indents, tabs, etc.) ➤ Creating & modifying cell borders in a table ➤ Merging & splitting cells in a table ➤ Modify text alignment in a table <p>Using advanced text wrapping around images (e.g., behind, in front, through)</p>	<p>Intermediate Formatting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using types of page breaks (e.g., column, continuous, etc.) <input type="checkbox"/> Using the Format Painter* <input type="checkbox"/> Inserting symbols (e.g., ©, ÷, Σ, Δ, θ, π, etc.) <input type="checkbox"/> Modifying printing options (e.g., print a selection, fit to page, etc.) <input type="checkbox"/> Resizing tables <input type="checkbox"/> Inserting & deleting rows & columns in a table <input type="checkbox"/> 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 <i>1st Year</i>
<p>Standard</p> <ul style="list-style-type: none"> • Typing five-page, double spaced document with 12 point font in 40 minutes at 40 wpm <p>Practice</p> <ul style="list-style-type: none"> • Between all their classes, students will type for a minimum of 100 minutes a week (20 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 <i>2nd Year</i>	Teacher Assists/Student Masters
<p>Formatting & Presenting</p> <ul style="list-style-type: none"> ➤ Using timing to create a self-running presentation ➤ Modify timing and order of animations 	<p>Formatting & Presenting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resizing tables <input type="checkbox"/> Inserting & deleting rows & columns in a table <input type="checkbox"/> Applying table styles <input type="checkbox"/> Duplicating slides/pages <input type="checkbox"/> Adjusting the order/layer of objects <input type="checkbox"/> Rotating objects <input type="checkbox"/> Modifying timing of transitions <input type="checkbox"/> Selecting appropriate options for printing presentations (e.g., slides/pages, handouts, etc.) <input type="checkbox"/> Creating or inserting graphs, images, videos, or sounds that effectively communicate the key point <p>Design</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using the “Rule of Thirds”* to align text and images on a slide/page <input type="checkbox"/> Using image placement to focus the audience’s attention on a slide/page <input type="checkbox"/> Using empty space on a slide/page to draw attention to a specific element of a slide/page and avoid clutter/distraction <input type="checkbox"/> Using notes and/or memory instead of reading text off of slides/pages <input type="checkbox"/> 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 Assists/Student Masters

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 <i>1st Year</i>	Teacher Instructs/Student Practices <i>2nd Year</i>	Teacher Assists/Student Masters
<p>Data Gathering & Manipulation</p> <ul style="list-style-type: none"> • Entering & editing simple formulas (+, -, x, ÷) • Moving & copying formulas and functions • Adding a trendline (line of best fit) to a graph 	<p>Data Gathering & Manipulation</p> <ul style="list-style-type: none"> ➤ Selecting & using the appropriate type of graph 	<p>Formatting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Customizing cells (e.g., resizing, borders, colors, styles, etc.) <input type="checkbox"/> Using merged cells <input type="checkbox"/> Wrapping text in a cell <input type="checkbox"/> Adding, naming, & ordering worksheets <input type="checkbox"/> Moving & resizing graphs in and between worksheets <input type="checkbox"/> Editing headers & footers <input type="checkbox"/> Formatting numbers and text (e.g., currency, percentage, decimal places, etc.) <input type="checkbox"/> Adjusting page breaks for printing <p>Data Gathering & Manipulation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using AVERAGE function <input type="checkbox"/> Auto-filling data into cells <input type="checkbox"/> Creating & using online surveys to gather data on perspectives <input type="checkbox"/> Using a simulation to gather data about a system <input type="checkbox"/> 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 Assists/Student Masters

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 Assists/Student Masters

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

