

Technology Skills Continuum – Ninth 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>1st Year</i>	Teacher Assists/Student Masters
<p>Advanced Formatting</p> <ul style="list-style-type: none"> • Tracking revisions/changes (e.g., Review tab in Word) 	<p>Advanced Formatting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inserting & deleting comments <input type="checkbox"/> Using the ruler to modify formatting (first line indent, left/right indents, tabs, etc.) <input type="checkbox"/> Creating & modifying cell borders in a table <input type="checkbox"/> Merging & splitting cells in a table <input type="checkbox"/> Modify text alignment in a table <input type="checkbox"/> Using advanced text wrapping around images (e.g., behind, in front, through)

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

Students Maintain Skills by
<p>Standard</p> <ul style="list-style-type: none"> • Typing multi-page, double spaced document with 12 point font 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>1stYear</i>	Teacher Assists/Student Masters
<p>Formatting & Presenting</p> <ul style="list-style-type: none">• Grouping & ungrouping objects• Aligning objects• Hiding slides/pages• Exporting presentation into multiple formats (e.g., PDF, movie, etc.) <p>Design</p> <ul style="list-style-type: none">• Connecting all design elements (colors, font, sizes, alignment, placement/organization, etc.) to cohesively communicate a story around the topic that engages the audience <p>Video</p> <ul style="list-style-type: none">• Importing video into video editing software• Adding text to a video project (e.g., credits, titles)• Adding sound to a video project• Using a timeline view to edit a video project• Managing multiple video clips in a video project• Trimming & splitting video clips in a project• Adding transitions• Saving video projects• Publishing video projects (to be played on a different device)	<p>Formatting & Presenting</p> <ul style="list-style-type: none"><input type="checkbox"/> Using timing to create a self-running presentation<input type="checkbox"/> Modify timing and order of animations



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 <i>1st Year</i>
<p>Research</p> <ul style="list-style-type: none"> Analyzing and selecting a digital management tool for organizing a research project (e.g., online calendar, OneNote, Haiku, etc.) Using a variety of digital resources (search engines, library catalogs, databases, email, etc.) to access and evaluate relevancy and credibility of information Choosing the most effective digital tool for gathering information and perspectives Contributing to a database of resources useful for research (e.g., list of websites for research topic) Designing a multimedia product to represent understanding from research, that incorporates a variety of digital tools <p>Citation</p> <ul style="list-style-type: none"> Adhering to copyright law to honor original works by independently and accurately using MLA citations to credit work

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>Formatting</p> <ul style="list-style-type: none"> Using conditional formatting to format cells Freezing & unfreezing headings Formatting graph elements (colors, axes, labels, legends, alignment, etc.) Inserting & deleting comments 	<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



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

- Tailoring digital communication based on audience (formal, informal, professional, etc.)
- Using digital comments from others to make changes to shared documents
- Using a digital tool to organize group thoughts around multiple points of view
- Design a collaborative digital project or presentation

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

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

Teacher Instructs/Student Practices

1st Year

AUP

- Applying understanding of AUP to appropriately use technology in the learning environment and with personal relationships

Organization

- Applying a file and folder organization strategy seamlessly across multiple devices, including the cloud
- Using the cloud to manage files and folders across multiple devices

Troubleshooting

- Trying alternatives to solve technology problems (developing work-arounds)
- Using online resources to troubleshoot technology problems

