

# PLAINVILLE PUBLIC SCHOOLS



## TECHNOLOGY SCOPE AND SEQUENCE GRADES K-6

The Technology Scope and Sequence was adapted from <http://structuredlearning.net> and was revised to support technology integration across the curriculum in the Plainville school district. This document outlines the required skills for grades K-6 based on ISTE National Standards and the Common Core Standards.

# K-6 TECHNOLOGY SCOPE AND SEQUENCE

Aligned with ISTE Standards and CCSS

Review each skill with I/W/M/C under "ISTE" as students accomplish it  
(ISTE refers to the ISTE Standard addressed by the skill)

<b>IS TE</b>	<b>I-Introduced; W-Working on; M-Mastered; C-Completed</b>										
	<b>*****Achievement Evaluation Key*****</b>										
	<b>I – Students are first introduced to the skills</b>										
	<b>W – Students grasp and apply the key skills required of the standards with support</b>										
	<b>M – Students apply the key skills required of the standards independently for specific tasks.</b>										
	<b>C – Students apply the key skills required of the standards to complete in-depth projects across the curriculum.</b>										
<b>I</b>	<b>Computers and Applications</b>						<b>2</b>				
	<b>Students demonstrate proficiency in the use of computers and applications, as well as an understanding of the concepts underlying hardware, software and connectivity</b>										
	<b>Basic Operations</b>										
		2.1.BO.1 - Know hardware names such as desktops laptops, notebooks, and tablets				W					
		2.1.BO.2 - Know parts of keyboard--keys, numbers, arrows and esc				W					
		2.1.BO.3 - Know escape, period key, shift key, spacebar and tab				W					
		2.1.BO.4 - Understand the difference between power buttons on monitor and computer				W					
		2.1.BO.5 - Know how to use the volume button on computer				W					
	<b>Operating Systems</b>										
		2.1.OS.1 - Know how to Log-on/Log-off and Switch User				W					
		2.1.OS.2 - Know how to Ctr+Alt+Del				W					
		2.1.OS.3 - Know how to Open/Close programs				M					
		2.1.OS.4 - Know the difference between Save and Save As				M					
		2.1.OS.5 - Know how to use basic pointer skills and selection with mouse (i.e. clicking and moving a mouse) and to highlight text in an on-screen environment				M					
		2.1.OS.6 - Know how to use scroll bars to scroll vertically and horizontally within a page				M					
		2.1.OS.7 - Know how to use highlighting tool to highlight text or images, and drag and drop in selected location				M					
		2.1.OS.8 - Understand concepts of taskbar, start button and icons				W					
		2.1.OS.9 - Know how to save to network file folder				W					
		2.1.OS.10 - Know how to find a file (following the file path)				W					
		2.1.OS.11– Know how to use drop-down menus				W					
		2.1.OS.12 - Know how to drag-drop within a document and between folders				I					
		2.1.OS.13 - Know how to access different drives				I					

<b>Mouse Skills</b>				<b>2</b>				
	<i>2.1.MS.1 - Know how to click, hold, and drag</i>			<b>M</b>				
	<i>2.1.MS.2 - Know how to double click</i>			<b>M</b>				
	<i>2.1.MS.3 - Know how to hover</i>			<b>M</b>				
<b>Keyboarding Skills</b>								
	<i>2.1.KS.1 - Practice touch typing; type with hands on their own side of keyboard</i>			<b>I</b>				
<b>Word Processing</b>								
	<i>2.1.WP.1 - Know the basics of word processing</i>			<b>W</b>				
	<i>2.1.WP.2 - Know how to use online word processing programs</i>			<b>W</b>				
	<i>2.1.WP.3 - Know how to use classroom principles of grammar, spelling when word processing on computer</i>			<b>W</b>				
	<i>2.1.WP.4 - Know basic page layout--heading, title, body and footer</i>			<b>I</b>				
	<i>2.1.WP.5 - Know how to format a document (i.e. font size, bold, italic, underline, bullet, number)</i>			<b>I</b>				
	<i>2.1.WP.6 - Know how word-wrap works</i>			<b>I</b>				
	<i>2.1.WP.7 - Know how to highlight a word, sentence and line</i>			<b>I</b>				
	<i>2.1.WP.8 - Know how to select and de-select</i>			<b>I</b>				
	<i>2.1.WP.9 - Know how to double space</i>			<b>I</b>				
	<i>2.1.WP.10 - Know how to add a bullet list</i>			<b>I</b>				
	<i>2.1.WP.11 - Know correct spacing after sentences and paragraphs</i>			<b>W</b>				
	<i>2.1.WP.12 - Know how to use grade-appropriate heading on all Word docs</i>			<b>W</b>				
	<i>2.1.WP.13 - Know how to use the thesaurus</i>			<b>I</b>				
	<i>2.1.WP.14 - Know how to insert header and footer</i>			<b>I</b>				
	<i>2.1.WP.15 - Know how to insert a border</i>			<b>I</b>				
	<i>2.1.WP.16 - Know how to insert a table</i>			<b>I</b>				
	<i>2.1.WP.17 - Know how to use background/text to alter background and text color when needed</i>			<b>I</b>				
	<i>2.1.WP.18 - Know to put cursor in specific location, ie, for graphic</i>			<b>I</b>				
	<i>2.1.WP.19 - Know how to insert pictures</i>			<b>W</b>				
	<i>2.1.WP.20 - Know how to use online video and audio players to access multimedia content</i>			<b>I</b>				
<b>Desktop Publishing</b>								
	<i>2.1.DP.1 - Know when to use Publisher to share information(i.e. create a flyer, newsletter, cards)</i>			<b>I</b>				
	<i>2.1.DP.2 - Know how to plan a publication</i>			<b>I</b>				
	<i>2.1.DP.3 - Know how to insert a picture, blank page, text box, footer, border</i>			<b>I</b>				
	<i>2.1.DP.4 - Know how to work with font and color schemes</i>			<b>I</b>				
<b>Presentations</b>				<b>2</b>				
	<i>2.1.P.1 - Know when to use PowerPoint</i>			<b>I</b>				
	<i>2.1.P.2 - Understand how to deliver a professional presentation</i>			<b>I</b>				
	<i>2.1.P.3 - Know how to add/rearrange slides and auto-advance</i>			<b>I</b>				
	<i>2.1.P.4- Know how to add a variety of backgrounds, animations/movies, effects and transitions</i>			<b>I</b>				
	<i>2.1.P.5- Know how to insert and resize pictures from file, internet, clip-art and position on slide</i>			<b>I</b>				



	<i>2.3.CC.1 - Know how to interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media</i>			I				
	<i>2.3.CC.2 - Understand how to communicate information and ideas effectively to multiple audiences using a variety of media and formats</i>			M				
	<i>2.3.CC.3 - Develop cultural understanding and global awareness by engaging with learners of other cultures</i>			W				
	<i>2.3.CC.4 - Know how to compare and contrast documents across varied digital media</i>			W				
	<i>2.3.CC.5 - Know how to use technology to produce and publish writing, and interact/collaborate with others</i>			W				
	<i>2.3.CC.6 - Explore digital tools to produce and publish writing</i>			W				
	<i>2.3.CC.7 - Explore digital tools to collaborate with peers</i>			W				
	<i>2.3.CC.8 - Know how to use multimedia to aid comprehension</i>			W				
	<i>2.3.CC.9 - Know how to ask and answer questions from information presented from various media</i>			W				
	<i>2.3.CC.10 - Know how to include audio recordings and multimedia displays to enhance main ideas</i>			W				
	<i>2.3.CC.11 - Know how to use multimedia to organize ideas, concepts, info to aid comprehension</i>			W				
	<i>2.3.CC.12 - Know how to interact, collaborate, and publish with peers employing of digital media</i>			I				
	<i>2.3.CC.13 - Know how to contribute to project team to produce original work or solve project</i>			W				
<b>4</b>	<b>Research and Information Literacy</b>			<b>2</b>				
<b>Students apply digital tools to gather, evaluate, and use information</b>								
	<i>2.4.RIL.1 - Know how to locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media</i>			W				
	<i>2.4.RIL.2 - Evaluate and select information sources and digital tools based on task</i>			I				
	<i>2.4.RIL.3 - Understand how to read search results before clicking link</i>			I				
	<i>2.4.RIL.4 - Know how to copy-paste from internet for a project with correct citation</i>			I				
	<i>2.4.RIL.5 - Know how to gather relevant information from multiple digital sources</i>			I				
	<i>2.4.RIL.6 - Assess credibility of digital sources used for research</i>			I				
	<i>2.4.RIL.7 - Integrate and evaluate information from diverse media</i>			I				
	<i>2.4.RIL.8 - Know how to use age-appropriate digital media to express information</i>			I				
	<i>2.4.RIL.9 - Know how to draw on information from multiple digital sources, demonstrating the ability to locate an answer or solve a problem and integrate it into research</i>			I				
	<i>2.4.RIL.10 - Know how to gather information from digital sources, summarize in notes, and provide sources</i>			I				
<b>5</b>	<b>Critical thinking, Problem solving and Decision making</b>			<b>2</b>				
<b>Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources</b>								
	<i>2.5.CP.1 - Know when to use appropriate programs: Word Processing, Excel, Publisher and PowerPoint</i>			I				
	<i>2.5.CP.2 - Plan and manage activities to develop a solution or complete a project that coordinates with classroom units</i>			W				
	<i>2.5.CP.3 - Know how to use web-based calculators, data analysis tools and rulers</i>			I				
	<i>2.5.CP.4 - Understand how to identify, define authentic problems and questions</i>			W				
	<i>2.5.CP.5 - Know why a particular digital tool is suited to a specific need</i>			W				