

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)

IS TE	I-Introduced; W-Working on; M-Mastered; C-Completed										
	*****Achievement Evaluation Key*****										
	I – Students are first introduced to the skills										
	W – Students grasp and apply the key skills required of the standards with support										
	M – Students apply the key skills required of the standards independently for specific tasks.										
	C – Students apply the key skills required of the standards to complete in-depth projects across the curriculum.										
I	Computers and Applications							3			
Students demonstrate proficiency in the use of computers and applications, as well as an understanding of the concepts underlying hardware, software and connectivity											
Basic Operations											
	3.1.BO.1 - Know hardware names such as desktops laptops, notebooks, and tablets							W			
	3.1.BO.2 - Know parts of keyboard--keys, numbers, arrows and esc							W			
	3.1.BO.3 - Know escape, period key, shift key, spacebar and tab							W			
	3.1.BO.4 - Understand the difference between power buttons on monitor and computer							M			
	3.1.BO.5 - Know how to use the volume button on computer							M			
Operating Systems											
	3.1.OS.1 - Know how to Log-on/Log-off and Switch User							W			
	3.1.OS.2 - Know how to Ctrl+Alt+Del							W			
	3.1.OS.3 - Know how to Open/Close programs							C			
	3.1.OS.4 - Know the difference between Save and Save As							C			
	3.1.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							C			
	3.1.OS.6 - Know how to use scroll bars to scroll vertically and horizontally within a page							C			
	3.1.OS.7 - Know how to use highlighting tool to highlight text or images, and drag and drop in selected location							C			
	3.1.OS.8 - Understand concepts of taskbar, start button and icons							W			
	3.1.OS.9 - Know how to save to network file folder							W			
	3.1.OS.10 - Know how to find a file (following the file path)							W			
	3.1.OS.11 - Know how to use drop-down menus							W			
	3.1.OS.12- Understand how to create file folders							I			
	3.1.OS.13 - Know how to copy-paste from one program to another							I			
	3.1.OS.14 - Know how to drag-drop within a document and between folders							W			
	3.1.OS.15 - Know how to access different drives							W			
	3.1.OS.16 - Know how to select a printer and print a document with the appropriate							I			

	page setup and orientation								
Mouse Skills								3	
	3.1.MS.1 - Know how to click, hold, and drag							C	
	3.1.MS.2 - Know how to double click							C	
	3.1.MS.3 - Know how to hover							C	
	3.1.MS.4 - Understand the difference between left-click and right-click buttons							I	
Keyboarding Skills									
	3.1.KS.1 - Practice touch typing; type with hands on their own side of keyboard							W	
	Keyboard goal is grade-appropriate (refer to keyboarding standards for Grades 3-6) For students with disabilities, demonstrate alternate input techniques as appropriate.)								
	3.1.KS.2 - Grade 3 - Demonstrate keyboarding skills between 10-15 wpm							W	
Word Processing									
	3.1.WP.1 - Know the basics of word processing							M	
	3.1.WP.2 - Know how to use online word processing programs							M	
	3.1.WP.3 - Know how to use classroom principles of grammar, spelling when word processing on computer							M	
	3.1.WP.4- Know basic page layout--heading, title, body and footer							W	
	3.1.WP.5 - Know how to format a document (i.e. font size, bold, italic, underline, bullet, number)							W	
	3.1.WP.6 - Know how word-wrap works							W	
	3.1.WP.7 - Know how to highlight a word, sentence and line							W	
	3.1.WP.8 - Know how to select and de-select							W	
	3.1.WP.9 - Know how to double space							W	
	3.1.WP.10- Know how to add a bullet list							W	
	3.1.WP.11 - Know correct spacing after sentences and paragraphs							M	
	3.1.WP.12 - Know how to use grade-appropriate heading on all Word docs							M	
	3.1.WP.13 - Know how to use the thesaurus							W	
	3.1.WP.14 - Know how to insert header and footer							W	
	3.1.WP.15 - Know how to insert a border							W	
	3.1.WP.16 - Know how to insert a table							W	
	3.1.WP.17 - Know how to use background/text to alter background and text color when needed							W	
	3.1.WP.18 - Know to put cursor in specific location, ie, for graphic							W	
	3.1.WP.19 - Know how to insert pictures							W	
	3.1.WP.20 - Know how to use online video and audio players to access multimedia content							W	
	3.1.WP.21 - Know how to use embedded link (Ctrl+click)							I	
Desktop Publishing									
	3.1.DP.1 - Know when to use Publisher to share information(i.e. create a flyer, newsletter, cards)							W	
	3.1.DP.2 - Know how to plan a publication							W	
	3.1.DP.3 - Know how to insert a picture, blank page, text box, footer, border							W	
	3.1.DP.4 - Know how to work with font and color schemes							W	

Presentations					3			
	3.1.P.1 - Know when to use PowerPoint				W			
	3.1.P.2 - Understand how to deliver a professional presentation				W			
	3.1.P.3 - Know how to add/rearrange slides and auto-advance				W			
	3.1.P.4 - Know how to add a variety of backgrounds, animations/movies, effects and transitions				W			
	3.1.P.5 - Know how to insert and resize pictures from file, internet, clip-art and position on slide				W			
	3.1.P.6 - Know how to insert text boxes				W			
Spreadsheets								
	3.1.S.1 - Know how to add rows & columns, header & footer, and use basic formatting of data				W			
	3.1.S.2 - Know how to add text, graphics, data, color				W			
	3.1.S.3 - Know how to use shade/fill color and apply border to the cells				W			
	3.1.S.4 - Know how to add and subtract formulas				I			
	3.1.S.5 - Know how to label x and y axis on graphs				W			
	3.1.S.6 - Know how to name a chart				W			
	3.1.S.7 - Know how to recolor tabs; rename worksheets				W			
	3.1.S.8 - Know how to sort data alphabetically				W			
Internet								
	3.1.I.1 - Know elements of a web address (i.e. web browser, url, www, domain name, search engine, links)				W			
	3.1.I.2 - Know how to open a browser and bookmark a webpage or save to Favorites				M			
	3.1.I.3 - Know how to use a website—Home and Back button, links, scroll bars, toggle pages, and search in Favorites				M			
	3.1.I.4 - Know how to identify reliable resources (i.e. factual sources)				I			
Digital Storytelling								
	3.1.DS.1 - Know how to compose short stories in online tools				C			
	3.1.DS.2 - Know how to collaborate and share stories in an online tool				M			
	3.1.DS.3 - Know how to use select digital tools to collaborate and publish with peers employing a variety of digital environments and media				C			
	3.1.DS.4 - Know how to use drawing software and web-based tools efficiently				C			
	3.1.DS.5 - Know how to insert images/clipart				W			
	3.1.DS.6 - Know how to import/upload a file				W			
	3.1.DS.7 - Know how to resize/move/crop/wrap an image/clipart				W			
	3.1.DS.8 - Know how to mix text and pictures to convey unique message				W			
2	Responsible Use of Technology		K	1	2	3		
Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school and in society								
Computers and Society								
	3.2.CS.1 - Know how to use safe, responsible and ethical behaviors on the internet.				W			
	3.2.CS.2 - Recognize irresponsible and unsafe practices on the internet				I			
	3.2.CS.3 - Know how to introduce the concept of 'cyber-bullying' and how to avoid it				I			
	3.2.CS.4 - Understand plagiarism and how to cite sources				I			
	3.2.CS.5 - Understand various forms of copyright rules and guidelines				W			

5	Critical thinking, Problem solving and Decision making				3			
<i>Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources</i>								
	<i>3.5.CP.1 - Know when to use appropriate programs: Word Processing, Excel, Publisher and PowerPoint</i>				W			
	<i>3.5.CP.2 - Plan and manage activities to develop a solution or complete a project that coordinates with classroom units</i>				W			
	<i>3.5.CP.3 - Know how to use web-based calculators, data analysis tools and rulers</i>				W			
Critical thinking & Problem solving								
	<i>3.5.CP.4 - Understand how to identify, define authentic problems and questions</i>				W			
	<i>3.5.CP.5 - Know why a particular digital tool is suited to a specific need</i>				M			