## PLAINVILLE PUBLIC SCHOOLS



## TECHNOLOGY SCOPE AND SEQUENCE GRADES K-6

The Technology Scope and Sequence was adapted from <a href="http://structuredlearning.net">http://structuredlearning.net</a> 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-Co	omple	ted		
	*****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 independent	ently fo	or speci	fic tasks.	
	C – Students apply the key skills required of the standards to comple	te in-d	lepth pro	jects acı	OSS
	the curriculum.				
Т	Computers and Applications				6
	dents demonstrate proficiency in the use of computers and applications, as we cepts underlying hardware, software and connectivity	ell as a	an unders	standing (	of the
Ba	sic Operations				
	6.1.BO.1 - Know hardware names such as desktops laptops, notebooks, and tablets				С
	6.1.BO.2 - Know parts of keyboardkeys, numbers, arrows and esc				С
	6.1.BO.3 - Know escape, period key, shift key, spacebar and tab				С
	6.1.BO.4 - Understand the difference between power buttons on monitor and				С
	6.1.BO.5 - Know how to use the volume button on computer				С
	Operating Systems				
	6.1.OS.1 - Know how to Log-on/Log-off and Switch User				С
	6.1.OS.2 - Know how to Ctr+Alt+Del				С
	6.1.OS.3 - Know how to Open/Close programs				С
	6.1.OS.4 - Know the difference between Save and Save As				С
	6.1.OS.5 - Know how to use basic pointer skills and selection with mouse (i.e.				С
	clicking and moving a mouse) and to highlight text in an on-screen environment  6.1.OS.6 - Know how to use scroll bars to scroll vertically and horizontally within a page				С
	6.1.OS.7 - Know how to use highlighting tool to highlight text or images, and drag and drop in selected location				С
	6.1.OS.8 - Understand concepts of taskbar, start button and icons				С
	6.1.OS.9 - Know how to save to network file folder				С
	6.1.OS.10 - Know how to find a file (following the file path)				С
	6.1.OS.11 - Know how to use drop-down menus				С
	6.1.OS.12 - Understand how to create file folders				С
	6.1.OS.13 - Know how to copy-paste from one program to another				С
	6.1.OS.14 - Know how to drag-drop within a document and between folders				С
	6.1.OS.15 - Know how to access different drives				С

Mouse Skills		
6.1.MS.1 - Know how to click, hold, and drag		
6.1.MS.2 - Know how to double click		
6.1.MS.3 - Know how to hover		
6.1.MS.4 - Understand the difference between left-click and right-click buttons		
Keyboarding Skills		
6.1.KS.1 - Practice touch typing; type with hands on their own side of keyboard		
Keyboard goal is grade-appropriate (refer to keyboarding standards for Grades 3-6) For students with disabilities, demonstrate alternate input techniques as appropriate.)		
Grade 3 - Demonstrate keyboarding skills between 10-15 wpm		
Grade 4 - Demonstrate keyboarding skills between 15-25 wpm. with a minimum of one page in a single sitting		
Grade 5 - Demonstrate keyboarding skills between 15-25 wpm. with a minimum of two pages in a single sitting.		
6.1.KS.2 - Grade 6 - Demonstrate keyboarding skills between 25-30 wpm. (fewer than 5 errors).		
Word Processing		
6.1.WP.1 - Know the basics of word processing		
6.1.WP.2 - Know how to use online word processing programs		
<b>6.1.WP.3 -</b> Know how to use classroom principles of grammar, spelling when word processing on computer		
6.1.WP.4 - Know basic page layoutheading, title, body and footer		
6.1.WP.5 - Know how to format a document (i.e. font size, bold, italic, underline, bullet, number)		
6.1.WP.6 - Know how word-wrap works		
6.1.WP.7 - Know how to highlight a word, sentence and line		
6.1.WP.8 - Know how to select and de-select		
6.1.WP.9 - Know how to double space		
6.1.WP.10 - Know how to add a bullet list		
6.1.WP.11 - Know correct spacing after sentences and paragraphs		
6.1.WP.12 - Know how to use grade-appropriate heading on all Word docs		
6.1.WP.13 - Know how to use the thesaurus		
6.1.WP.14 - Know how to insert header and footer		
6.1.WP.15 - Know how to insert a border		
6.1.WP.16 - Know how to insert a table		
6.1.WP.17 - Know how to use background/text to alter background and text color when needed		
6.1.WP.18 - Know to put cursor in specific location, ie, for graphic		
6.1.WP.19 - Know how to insert pictures		
<b>6.1.WP.20 -</b> Know how to use online video and audio players to access multimedia content		
6.1.WP.21 - Know how to use embedded link (Ctrl+click)		$\perp$
Desktop Publishing		
6.1.DP.1 - Know when to use Publisher to share information(i.e. create a flyer,		

	6.1.DP.3 - Know how to insert a picture, blank page, text box, footer, border							W
	6.1.DP.4 - Know how to work with font and color schemes							С
	Presentations							6
	6.1.P.1 - Know when to use PowerPoint							С
	6.1.P.2 - Understand how to deliver a professional presentation							С
	6.1.P.3 - Know how to add/rearrange slides and auto-advance							С
	6.1.P.4 - Know how to add a variety of backgrounds, animations/movies, effects and transitions 6.1.P.5 - Know how to insert and resize pictures from file, internet, clip-art and							С
	position on slide							С
	6.1.P.6 - Know how to insert text boxes							С
	Spreadsheets							
	6.1.S.1 - Know how to add rows & columns, header & footer, and use basic formatting of data							M
	6.1.S.2 - Know how to add text, graphics, data, color							С
	6.1.S.3 - Know how to use shade/fill color and apply border to the cells							С
	6.1.S.4 - Know how to add and subtract formulas							С
	6.1.S.5 - Know how to label x and y axis on graphs							С
	6.1.S.6 - Know how to name a chart							С
	6.1.S.7 - Know how to recolor tabs; rename worksheets							С
	6.1.S.8 - Know how to sort data alphabetically							С
	Internet							
	<b>6.1.I.1 -</b> Know elements of a web address (i.e. web browser, url, www, domain name, search engine, links)							С
	6.1.1.2 - Know how to open a browser and bookmark a webpage or save to Favorites							С
	<b>6.1.1.3 -</b> Know how to use a website—Home and Back button, links, scroll bars, toggle pages, and search in Favorites							С
	6.1.I.4 - Know how to identify reliable resources (i.e. factual sources)							W
	Digital Storytelling							
	6.1.DS.1 - Know how to compose short stories in online tools							С
	6.1.DS.2 - Know how to collaborate and share stories in an online tool							С
	6.1.DS.3 - Know how to use select digital tools to collaborate and publish with peers employing a variety of digital environments and media							С
	6.1.DS.4 - Know how to use drawing software and web-based tools efficiently							С
	6.1.DS.5 - Know how to insert images/clipart							С
	6.1.DS.6 - Know how to import/upload a file							С
	6.1.DS.7 - Know how to resize/move/crop/wrap an image/clipart							С
	6.1.DS.8 - Know how to mix text and pictures to convey unique message							С
2	Responsible Use of Technology							6
Den	nonstrate the responsible use of technology and an understanding of ethics	and	safet	y iss	ues i	n usi	ng	
elec	tronic media at home, in school and in society						!	
elec	Computers and Society							
elec								С

	6.2.CS.3 - Know how to introduce the concept of 'cyber-bullying' and how to avoid it					С
	6.2.CS.4 - Understand plagiarism and how to cite sources					С
	6.2.CS.5 - Understand various forms of copyright rules and guidelines					М
	<b>6.2.CS.6</b> - Demonstrate personal responsibility for lifelong learning (i.e. respectfulness)					С
	6.2.CS.7 - Understand netiquette expected on digital citizens					С
	6.2.CS.8 - Know when to keep out of others' files and folders unless permitted					С
	Ethics and Society					
	<b>6.2.ES.1</b> - Follow classroom rules for the responsible use of computers peripheral devices, and resources					С
	<b>6.2.ES.2</b> - Explain the importance of giving credit to media creators when using their work in student projects.					С
	6.2.ES.3 - Explain and follow school rules for safe and ethical Internet use					С
	6.2.ES.4 - Explain that a password helps protect the privacy of information					С
3	Communication and Collaboration					6
	dents use digital media and environments to communicate/ work collaborativ	ely,	includ	ding at	a distan	ce, to
sup	port individual learning and contribute to the learning of others.	1	1			
	6.3.CC.1 - Know how to interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media					С
	6.3.CC.2 - Understand how to communicate information and ideas effectively to multiple audiences using a variety of media and formats					С
	6.3.CC.3 - Develop cultural understanding and global awareness by engaging with learners of other cultures					С
	6.3.CC.4 - Know how to compare and contrast documents across varied digital media					С
	6.3.CC.5 -Know how to use technology to produce and publish writing, and interact/collaborate with others					С
	6.3.CC.6 - Explore digital tools to produce and publish writing					С
	6.3.CC.7 - Explore digital tools to collaborate with peers					С
	6.3.CC.8 - Know how to use multimedia to aid comprehension					С
	6.3.CC.9 - Know how to ask and answer questions from information presented from various media					С
	6.3.CC.10 - Know how to include audio recordings and multimedia displays to enhance main ideas					С
	<b>6.3.CC.11 -</b> Know how to use multimedia to organize ideas, concepts, info to aid comprehension					С
	<b>6.3.CC.12 -</b> Know how to interact, collaborate, and publish with peers employing of digital media					w
	<b>6.3.CC.13 -</b> Know how to contribute to project team to produce original work or solve project					w
4	Research and Information Literacy					6
Stu	dents apply digital tools to gather, evaluate, and use information		•			
	<b>6.4.RIL.1 -</b> Know how to locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media					w
	6.4.RIL.2 - Evaluate and select information sources and digital tools based on task					С
	6.4.RIL.3 - Understand how to read search results before clicking link					С
	6.4.RIL.4 - Know how to copy-paste from internet for a project with correct citation					С
	6.4.RIL.5 - Know how to gather relevant information from multiple digital sources				+ +	W
	6.4.RIL.6 - Assess credibility of digital sources used for research				+ +	W
	6.4.RIL.7 - Integrate and evaluate information from diverse media					W
	6.4.RIL.8 - Know how to use age-appropriate digital media to express information		+		+ +	W

6.4.RIL.9 - Know how to draw on information from multiple digital demonstrating the ability to locate an answer or solve a problem a research		w
<b>6.4.RIL.10 -</b> Know how to gather information from digital sources, notes, and provide sources	summarize in	w
5 Critical thinking, Problem solving and Decision n	naking	6
Students use critical thinking skills to plan and conduct research informed decisions using appropriate digital tools and resource		make
3 · pp - p		
6.5.CPD.1 - Know when to use appropriate programs: Word Proce Publisher and PowerPoint		С
6.5.CPD.1 - Know when to use appropriate programs: Word Proce	essing, Excel,	C M
6.5.CPD.1 - Know when to use appropriate programs: Word Proce Publisher and PowerPoint 6.5.CPD.2 - Plan and manage activities to develop a solution or co	essing, Excel, omplete a project	-
6.5.CPD.1 - Know when to use appropriate programs: Word Proce Publisher and PowerPoint 6.5.CPD.2 - Plan and manage activities to develop a solution or ce that coordinates with classroom units	essing, Excel, omplete a project	M
6.5.CPD.1 - Know when to use appropriate programs: Word Proce Publisher and PowerPoint 6.5.CPD.2 - Plan and manage activities to develop a solution or contract that coordinates with classroom units 6.5.CPD.3 - Know how to use web-based calculators, data analyse.	essing, Excel, complete a project is tools and rulers	M