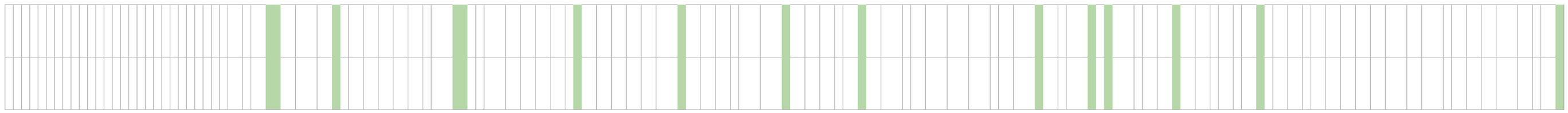Basic Operations & Concepts	K	1	2	3	4	5	6	7	8	9	10	11	12
identify the basic components of the computer: monitor, keyboard, mouse, headphones, ports, and printers	B	D	S	S	S	S	S	S	S	S	S	S	S
Turn on/off a computer, laptop, and /or handheld device	B	B	D	D	S	S	S	S	S	S	S	S	S
Use a mouse or trackpad to manipulate shapes, icons; click on URLs, radio buttons, check boxesl use scroll bar	B	B	D	D	D	S	S	S	S	S	S	S	S
Use desktop icons, windows, and menus to open and close applications and documents; understand the difference between closing and quitting applications.	B	B	B	B	B	D	D	S	S	S	S	S	S
use shortcuts to operate the computer (i.e Command-P, Command-C, Command-V)	B	B	B	D	D	D	D	S	S	S	S	S	S
Use basic troubleshooting steps to solve technical problems independently			B	B	B	B	D	D	S	S	S	S	S
apply prior technical knowledge and experiences to figure out how new technologies or applications work		B	B	B	B	D	D	S	S	S	S	S	S
Logins/File Manangement	K	1	2	3	4	5	6	7	8	9	10	11	12
Use and create secure login credentials for access to netowrk devices, accounts, servers, printers, and cloud services.		B	B	B	D	D	S	S	S	S	S	S	S
Name documents with appropriate file names and understand where files will be saved		B	B	B	B	D	D	D	S	S	S	S	S
Create, save, edit, copy, and rename files and folders on both PC and Google Drive to organize documents and materials.		B	B	B	B	B	D	D	S	S	S	S	S
Retrive previous file revisions/access revision history for documents located in cloud services.				B	B	B	D	D	S	S	S	S	S
Download, upload, attach, and zip files and folders via email or cloud services.				B	B	B	D	D	S	S	S	S	S
Can associate document extensions with appropriate file names			B	B	B	D	D	S	S	S	S	S	S
Understand how cloud computing is different from using software applications.			B	B	D	D	D	S	S	S	S	S	S
Is able to upload/download/retrieve files to and from the cloud.			B	B	D	D	D	S	S	S	S	S	S
Personal Data Management	K	1	2	3	4	5	6	7	8	9	10	11	12
Keep passwords confidential, and be proactive if they are compromised.	B	B	D	D	D	S	S	S	S	S	S	S	S
Create robust passwords and effectively manage password privacy.		B	D	D	D	D	S	S	S	S	S	S	S
Find and adjust privacy settings.					B	B	D	D	D	S	S	S	S
Online Safety	K	1	2	3	4	5	6	7	8	9	10	11	12
Use technology independently and with peers responsibly and make safe choices.		B	B	D	D	D	S	S	S	S	S	S	S
Understand how to be safe online and in a digital world.	B	B	B	B	B	D	D	D	D	D	D	S	S
Understand the importance of not sharing personal information online.	B	B	B	B	B	D	D	D	D	S	S	S	S
Understand how to practice safe internet searches.			B	B	B	D	D	D	D	D	D	S	S
Evaluate whether sources/websites are safe to conduct research.			B	B	B	D	D	D	D	D	D	S	S
Understand the positive and negative effects social media sites can have on one's life.				B	B	B	B	D	D	D	D	S	S
Digital Identity	K	1	2	3	4	5	6	7	8	9	10	11	12
Set appropriate profile pictures and other profile content across social media, webpages, blogs, etc.				B	B	B	D	D	D	D	D	D	S
Understand that digital content is permanent and cannot be deleted.			B	B	B	B	B	D	D	D	D	S	S
Build a positive digital footprint/reputation			B	B	B	B	B	D	D	D	D	D	D
Recognize the difference between active and passive data collection when using the Internet and social media sites.							B	B	D	D	D	D	D
Keyboarding	K	1	2	3	4	5	6	7	8	9	10	11	12
Gain profiency and speed in touch typing.	B	B	B	D	D	D	D	S	S	S	S	S	S
Painting & Drawing Programs	K	1	2	3	4	5	6	7	8	9	10	11	12
Use basic drawing tools including pencil, paint brush, shape, line, undo, redo and eraser to create new projects based on skills learned in class	B	B	D	S	S	S	S	S	S	S	S	S	S
Use selection tools to copy, paste, move and modify work.			B	D	D	D	D	S	S	S	S	S	S
Use basic design principles (i.e. whitespace, color, balance, texture)						B	D	D	S	S	S	S	S
Communication & Collaboration Tools	K	1	2	3	4	5	6	7	8	9	10	11	12
Use email, messaging and other tools to share information and communicate ideas with others, in addition to effciently collaborating with team members.	B	B	D	D	D	S	S	S	S	S	S	S	S
Compose and send an email to effectively communicate with others.			B	D	D	D	S	S	S	S	S	S	S
Attach a document or file to an email.					B	B	D	S	S	S	S	S	S
Use features of a course or learning management system such as discussion forums, polls, wikis, dropbox, etc. to access and complete assignments.			B	D	D	D	S	S	S	S	S	S	S
Set up, share and utilize collaborative workspaces, documents, or other digital tools for asynchronous and synchronous collaboration.			B	D	D	D	D	S	S	S	S	S	S
Use synchronous collobaration tools such as video conferencing, interactive television and voice over IP to connect with others.	B	B	D	D	D	D	S	S	S	S	S	S	S
Use virtual world and gaming tools to work collaboratively toward common goals.		B	B	B	D	D	D	D	D	S	S	S	S
Use social media tools to connect, collaborate, and share.				B	B	D	D	S	S	S	S	S	S
Use digital tools such as blogs, websites and social media to crowdsource, crowdfund, and mobilize a community toward a goal.			B	B	B	B	B	D	D	D	D	S	S
Create and maintain a digital portfolio or collection of works related to one's learning.	B	B	D	D	D	D	D	D	D	S	S	S	S
Wordprocessing	K	1	2	3	4	5	6	7	8	9	10	11	12
Highlight, copy and paste text within a document or from an outside source.	B	B	D	D	S	S	S	S	S	S	S	S	S
Insert and resize images within a document.			B	D	D	D	S	S	S	S	S	S	S
Copy, paste and resize images found from oustide sources.			B	B	D	D	S	S	S	S	S	S	S
Use the menu/toolbar functions to format a paper using MLA, APA or other appropriate style.					B	B	B	D	S	S	S	S	S
Proofread and edit writing using built-in resources (i.e. dictionary, spell checker, thesaurus, grammar check).		B	B	D	D	D	D	S	S	S	S	S	S
Problem Solving & Computational Thinking	K	1	2	3	4	5	6	7	8	9	10	11	12
Use technology tools to represent solutions to problems in a variety of ways including text, sounds, pictures, and numbers.	B	B	B	D	D	D	D	D	S	S	S	S	S
Use technology resources and tools to solve ageappropriate computing problems or for independent learning.	B	B	B	D	D	D	D	D	S	S	S	S	S
Use a blockbased visual programming interface to build a game, tell a story, or solve a problem.	B	B	B	B	B	D	D	D	S	S	S	S	S
Use 2D design tools to create prototypes, models and simulations to demonstrate solutions and ideas.	B	B	D	D	D	D	D	D	S	S	S	S	S
Use 3D design tools to create prototypes, models and simulations to demonstrate solutions and ideas.	B	B	B	B	B	B	D	D	D	D	D	S	S
Spreadsheets & Databases to Analyze Data	K	1	2	3	4	5	6	7	8	9	10	11	12
Understand that spreadsheets, databases, and other specialized data tools are used to collect, manage, analyze and visualize data.			B	B	B	D	D	D	S	S	S	S	S
Enter/edit data and text into a spreadsheet and format spreadsheet to accomodate data.				B	B	B	D	D	S	S	S	S	S
Calculate numerical equations using spreadsheet formulas and functions.							B	D	D	S	S	S	S
Utilize spreadsheet data to create tables, charts and graphs.					B	B	D	D	S	S	S	S	S
Enter/edit data and/or text into a database and use queries to find information.				B	B	B	D	D	S	S	S	S	S
Use spreadsheets and databases to make predictions, solve problems and draw conclusions.					B	B	D	D	S	S	S	S	S
Mulitmedia and Presentation Tools to Create New Media	K	1	2	3	4	5	6	7	8	9	10	11	12
Capture images that incorporate rules of photography.	B	B	B	D	D	D	D	S	S	S	S	S	S
Use photo and video editing tools to adjust images and add effects.	B	B	B	B	D	D	D	S	S	S	S	S	S
Use recording and editing equipment to record, edit and publish audio.	B	B	B	B	D	D	D	S	S	S	S	S	S
Create, edit and format text, visuals and audio within a multimedia presentation.	B	B	B	D	D	D	S	S	S	S	S	S	S
Create a series of slides and organize them to present research or convey an idea.	B	B	D	D	D	D	S	S	S	S	S	S	S
Copy/paste or import graphics within a multimedia presentation. Be able to change their size and position on a slide.			B	B	D	D	S	S	S	S	S	S	S
Insert songs, videos or other media on slides.		B	B	B	D	D	D	S	S	S	S	S	S
Add a working hyperlink to a multimedia presentation.			B	B	D	D	D	S	S	S	S	S	S
Internet Searching & Online Databases to Research Topics of Interest for Self-Directed Learning	K	1	2	3	4	5	6	7	8	9	10	11	12
Locate the URL of a website and make a distinction between the suffixes .org, .com, .edu, .net, .gov and international domains.	B	B	B	D	D	D	D	S	S	S	S	S	S
Use age-appropraite search engines to find information.	B	B	B	B	D	D	D	S	S	S	S	S	S
Use browser search tools and advanced search features to find information.		B	B	B	D	D	D	S	S	S	S	S	S
Use a browser's History feature to locate previously visited sites.			B	B	D	D	D	S	S	S	S	S	S
Identify and use hyperlinks within web pages or documents.	B	B	D	D	S	S	S	S	S	S	S	S	S
Use digital tools or platforms to organize, display, annotate and/or share a curated collection.					B	B	B	D	D	D	D	S	S
Locate and add browser or other web apps or add ons to customize learning.					B	B	D	D	S	S	S	S	S
Access online catalogs and databases for research.			B	B	B	B	D	D	D	D	D	S	S
Accetable Use, Copyright & Plagarism: Academic Integrity	K	1	2	3	4	5	6	7	8	9	10	11	12
Locate required citation information on webpages and other digital resources and cite in the appropriate style.		B	B	B	D	D	D	D	D	S	S	S	S
Use age-appropriate guidelines to evaluate websites and other resources for accuracy, perspective, credibility and relevance.		B	B	B	D	D	D	D	S	S	S	S	S
Transfer the information learned from online sources into your own words.		B	B	B	D	D	D	S	S	S	S	S	S
Organizational and Project Tools for Self-Directed Learning	K	1	2	3	4	5	6	7	8	9	10	11	12
Use a calendar, task manager, or other tools to organize one's self as well as manage projects.			B	D	D	D	D	D	S	S	S	S	S
Use age-appropriate note taking tools.	B	B	B	D	D	D	D	S	S	S	S	S	S
Use graphic organizers, brainstorming applications, or other digital tools to gather and organize information.	B	B	D	D	D	D	S	S	S	S	S	S	S