

Technology Skill Development Chart

SKILL	K	1	2	3	4	5	6	7	8
Basic Operations	Introduced	Introduced	Guided Practice	Mastery	Mastery	Mastery	Mastery	Mastery	Mastery
Digital Citizenship	Introduced	Introduced	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Guided Practice
Digital Images	Introduced	Introduced	Introduced	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Mastery	Mastery
Email/Digital Communication		Introduced	Introduced	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Mastery	Mastery
Information Literacy	Introduced	Introduced	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Mastery	Mastery
Internet Use	Introduced	Introduced	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Mastery	Mastery
Keyboarding		Introduced	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Mastery
Multitasking		Introduced	Guided Practice	Guided Practice	Guided Practice	Mastery	Mastery	Mastery	Mastery
Navigate Menus	Introduced	Introduced	Guided Practice	Guided Practice	Guided Practice	Mastery	Mastery	Mastery	Mastery
Presentation/Publishing		Introduced	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Guided Practice	Mastery	Mastery
Spreadsheet					Introduced	Introduced	Introduced	Guided Practice	Guided Practice



Glencoe School District

Revised January 2015

- Introduced
- Guided Practice
- Mastery

Technology Skill Development Chart

(Definitions)

BASIC OPERATIONS: Powering on and off the device, using the mouse/trackpad, opening and closing of windows, opening and closing of applications, saving, syncing, scrolling and familiarity with menus. Ability to troubleshoot technical issues.

DIGITAL CITIZENSHIP: Understanding positive choices for online use and sharing of information. Understanding risks and options to handle unsafe online experiences. Understanding methods to report inappropriate or illegal use on the internet.

DIGITAL IMAGES: Creating, editing and manipulating images using a variety of software and hardware tools.

EMAIL/DIGITAL COMMUNICATION: Use of online tools to communicate appropriately based on audience and purpose of the message. This may include email, blogging, twitter and other online tools.

INFORMATION LITERACY: Ability to know when there is a need for information, to be able to identify, locate, evaluate and effectively use the information. Use online sources to search a database; knowledge of fields, searching options and understanding results.

INTERNET USE: Use of a browser to navigate, locate, and research information on the World Wide Web. Appropriate bibliographic citation of resources used.

KEYBOARDING: Promoting flexible and fluent use of left and right hand location on any keyboard for communication.

MULTITASKING: Ability to open and switch among multiple programs/apps. Familiarity with tools as means to locate and change programs.

NAVIGATE MENUS: Understanding of the basic *Open*, *Print*, *Close* commands of menus. Familiarity with the *Cut*, *Copy*, and *Paste* commands.

PRESENTATION/PUBLISHING: Use of variety of programs, apps and online tools to create a presentation or published work involving text, graphics, sound, and/or video. Ability to incorporate elements of design for the presentation or published work.

SPREADSHEET: Use of programs, apps and online tools to design and produce a chart using real life data; ability to manipulate between a spreadsheet and a graph interpretation of data.