

CREATE Scope & Sequence

The intent of the CREATE Scope & Sequence documents is to provide the Batesville area students with the knowledge and skills they need to demonstrate overall transformative learning through technology. With this skillset, students will reach mastery of the ISTE (International Society for Technology in Education) standards shown below.

ISTE Standards for Students - 2016

1. Empowered Learner

- Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.

2. Digital Citizen

- Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

3. Knowledge Constructor

- Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.

4. Innovative Designer

- Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.

5. Computational Thinker

- Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

6. Creative Communicator

- Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.

7. Global Collaborator

- Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

Operations - Skills that will be applied cross-platform and used in all applications	K	1	2	3	4	5	6	7	8	HS
Identify computer parts: keyboard, monitor/screen, mouse	I	D	A							
Identify iPad parts: home button, power button, volume, camera, audio	I	D	A							
Follow protocol for taking pictures of others	I	I	I	D	D	D	D	D	D	D
Understand functionality of the device	I	I	I	D	D	D	I	D	D	A
Use headphones properly and adjust volume	I	D	A							
Login to device and / or applications	I	D	D	D	D	D	I	D	D	A
Define the cursor and how to utilize it	I	D	A							
Navigate between multiple applications	I	D	D	D	D	A	I	D	D	A
Demonstrate basic troubleshooting skills	I	D	D	D	D	D	I	D	D	D
Save, open, upload, submit, share, download, print, rename, delete, backup a document			I	D	D	D	I	D	D	A
Move text and graphics from one application to another			I	D	A					
Use proper file management (e.g., create & name folders, delete files, save to appropriate locations)				I	D	A	I	D	A	
Use spell check, thesaurus, and dictionary				I	D	A				
Be familiar with the on screen Help menu						I	D	A		
Understand how to set up connections for various media and presentation devices							I	D	A	
Introduce keyboard shortcuts							I	D	D	A
Introduce alternate symbols (e.g., √, Δ, °)							I	D	D	A
Save files in various formats							I	D	D	A

Keyboarding										
Use proper typing technique - one space between words	I	D	A							
Use proper typing technique - one space after punctuation	I	D	A							
Find and use all of the keys on the QWERTY layout of the keyboard including shift, return, space bar, punctuation, delete, numbers.	I	I	I	D	D	D	D	D	D	A
Demonstrate proper keyboarding skills	I	I	I	D	D	D	I	D	D	A
Keyboarding Words Per Minute	N/A	N/A	N/A	10	15	20	25	30	35	40

Presentation	K	1	2	3	4	5	6	7	8	HS
Use tools to create original art work	I	D	A							
Create a presentation with graphics and text	I	D	A							
Insert backgrounds, designs, text boxes, word art, and images		I	D	A						
Use presentation tool to create a presentation with pictures, text, sounds, hyperlinks and videos			I	D	A					
Insert animation, transitions, and sounds			I	D	A					
Understand and apply editing tools			I	D	A					
Navigate between different views				I	D	A				
Acquire presentation and public speaking skills through classroom presentations				I	D	A				
Save, submit, upload, or share presentation				I	D	A				
Format presentation for proper timing of slides, animation, and transitions					I	D	A			
Determine the appropriateness of visual and audio appearance features (e.g., colors, font size, etc..) in regard to the theme and audience					I	D	A			
Insert tables, charts, shapes, and lines						I	D	A		
Understand the appropriateness of tools within the presentation application							I	D	A	
Collaborate to create a presentation							I	D	A	
Integrate different applications to create one presentation							I	D	A	
Utilize the most appropriate presentation tool								I	D	A

Internet	K	1	2	3	4	5	6	7	8	HS
Navigate to a particular web address	I	D	A							
Navigate on the Internet using links and the following buttons: Forward, Back, Home		I	D	A						
Understand the Internet terms: Web Browser, URL, and address Link		I	D	A						
Add a bookmark, create folders, organize			I	D	A					
Open and close a new tab and new window			I	D	A					
Use kid friendly search engines			I	I	D	A				
Use the Internet to gather information			I	D	D	D	D	D	D	D
Respect the integrity of other's work, such as publishing images, plagiarism, citing sources			I	D	D	D	D	D	D	D
Check Internet browsing history				I	D	A				
Use Boolean logic while doing a search				I	D	A				
Evaluate web sites for quality and relevance to the search topic				I	D	A				
Understand preferences - Allow pop-ups, clear cache, saved passwords							I	D	A	
Set home page							I	D	A	
Set default web browser							I	D	A	
Add web extensions										I

Digital Citizen -- Common Sense Education is the curriculum available to teach digital citizenship skills as listed below. Resources and lesson plans are available at: https://www.common sense media.org/educators/scope-and-sequence										
Digital Footprint & Reputation	I	I	I	D	D	D	D	D	D	D
Privacy & Security	I	I	I	D	D	D	D	D	D	D
Relationships & Communication	I	I	I	D	D	D	D	D	D	D
Internet Safety	I	I	D	D	D	D	D	D	D	D
Creative Credit & Copyright		I	I	D	D	D	D	D	D	D
Information Literacy		I	I	D	D	D	D	D	D	D
Cyberbullying & Digital Drama			I	I	D	D	D	D	D	D
Self Image & Identity				I	I	D	D	D	D	D

Student Technology Scope and Sequence

Operations Keyboarding

Introduce:

- Identify computer parts: keyboard, monitor /screen, mouse
- Identify iPad parts: home button, power button, volume, camera, audio
- Follow protocol for taking pictures of others
- Understand functionality of the device
- Use headphones properly and adjust volume
- Login to device and or applications
- Define the cursor and how to utilize it
- Navigate between multiple applications
- Demonstrate basic troubleshooting skills

Keyboarding:

Introduce:

- Use proper typing technique:
 - One space between words
 - One space after punctuation
- Find and use all of the keys on the QWERTY layout of the keyboard
- Demonstrate proper keyboarding skills

Word Processing

Introduce:

- Type in a text box

Spreadsheet

Presentation

Introduce:

- Use tools to create original art work
- Create a presentation with graphics and text

Internet Digital Citizen

Introduce:

- Navigate to a particular web address

Digital Citizen:

Introduce:

- Digital Footprint & Reputation
- Privacy & Security
- Relationships & Communication
- Internet Safety

Communication

Introduce:

- Publish or present content that customizes the message and medium for their intended audiences
- Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing

Kindergarten

Student Technology Scope and Sequence

Operations Keyboarding

Develop:

- Identify computer parts: keyboard, monitor /screen, mouse
- Identify iPad parts: home button, power button, volume, camera, audio
- Use headphones properly and adjust volume
- Login to device and / or applications
- Define the cursor and how to utilize it
- Navigate between multiple applications
- Demonstrate basic troubleshooting skills

Introduce:

- Follow protocol for taking pictures of others
- Understand functionality of the device

Keyboarding:

Develop:

- Use proper typing technique:
 - One space between words
 - One space after punctuation

Introduce:

- Find and use all of the keys on the QWERTY layout of the keyboard
- Demonstrate proper keyboarding skills

Word Processing

Develop:

- Type in a text box

Introduce:

- Utilize word wrap
- Use vertical and horizontal scroll bars
- Insert and Format graphics and images
- Edit text: use the arrows or cursor; use the delete key

Spreadsheet

Presentation

Develop:

- Use tools to create original artwork
- Create a presentation with graphics and text

Introduce:

- Insert backgrounds, designs, text boxes, word art, and images

Internet Digital Citizen

Develop:

- Navigate to a particular web address

Introduce:

- Navigate on the Internet using links and buttons: Forward, Back, Home
- Understand the Internet terms: Web Browser, URL, and address Link

Digital Citizen:

Introduce:

- Digital Footprint & Reputation
- Privacy & Security
- Relationships & Communication
- Internet Safety
- Creative Credit & Copyright
- Information Literacy

Communication

Develop:

- Publish or present content that customizes the message and medium for their intended audiences

Introduce:

- Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing

1st Grade

Student Technology Scope and Sequence

Operations Keyboarding

Develop:

- Login to device and / or applications
- Navigate between multiple applications
- Demonstrate basic troubleshooting skills

Introduce:

- Follow protocol for taking pictures of others
- Understand functionality of the device
- Save, open, upload, submit, share, download, print, rename, delete, backup a document
- Move text and graphics from one application to another

Keyboarding:

Introduce:

- Find and use all of the keys on the QWERTY layout of the keyboard.
- Demonstrate proper keyboarding skills

Word Processing

Develop:

- Utilize word wrap
- Use vertical and horizontal scroll bars
- Insert and Format graphics and images
- Edit text: use the arrows or cursor; use the delete key

Introduce:

- Understand the purpose of a word processing program and identify the applications used in school
- Copy, Cut and Paste text
- Format text: alignment (left, center, right), bold, underline, double space, font, size, style, and text color
- Use undo tool to undo multiple actions
- Properly indent paragraphs

Spreadsheet

Introduce:

- Identify terms: cell, row, column, cell address, active cell
- Enter information into cells
- Resize cells (using row and column headers with the double headed arrow)

Presentation

Develop:

- Insert backgrounds, designs, text boxes, word art, and images

Introduce:

- Use presentation tool to create a presentation with pictures, text, sounds, hyperlinks and videos
- Insert animation, transitions, and sounds
- Understand and apply editing tools

Internet Digital Citizen

Develop:

- Navigate on the Internet using links and buttons: Forward, Back, Home
- Understand the Internet terms: Web Browser, URL, and address Link

Introduce:

- Add a bookmark, create folders, organize
- Open and close a new tab and new window
- Use kid friendly search engines
- Use the Internet to gather information
- Respect the integrity of other's work

Digital Citizen:

Develop:

- Internet Safety

Introduce:

- Digital Footprint & Reputation
- Privacy & Security
- Relationships & Communication
- Creative Credit & Copyright
- Information Literacy
- Cyberbullying & Digital Drama

Communication

Introduce:

- Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing

2nd Grade

Student Technology Scope and Sequence

Operations Keyboarding

Develop:

- Follow protocol for taking pictures of others
- Understand functionality of the device
- Login to device and / or applications
- Navigate between multiple applications
- Demonstrate basic troubleshooting skills
- Save, open, upload, submit, share, download, print, rename, delete, backup a document
- Move text and graphics from one application to another

Introduce:

- Use proper file management
- Use spell check, thesaurus, and dictionary

Keyboarding:

Develop:

- Find and use all of the keys on the QWERTY layout of the keyboard
- Demonstrate proper keyboarding skills

Keyboarding GOAL: 10 WPM (Words Per Minute)

Word Processing

Develop:

- Understand the purpose of a word processing program and identify the applications used in school
- Copy, Cut and Paste text
- Format text: alignment (left, center, right), bold, underline, double space, font, size, style, and text color
- Use undo tool to undo multiple actions
- Properly indent paragraphs

Introduce:

- Use bullets and numbering

Spreadsheet

Develop:

- Identify terms: cell, row, column, cell address, active cell
- Enter information into cells
- Resize cells (using row and column headers with the double headed arrow)

Introduce:

- Format data in the cells - font (size, color, style)
- Use proper techniques to select row, column, or all cells
- Format text alignment within a cell (e.g., left, right, center, top, bottom, orientation of text)

Presentation

Develop:

- Use presentation tool to create a presentation with pictures, text, sounds, hyperlinks and videos
- Insert animation, transitions, and sounds
- Understand and apply editing tools

Introduce:

- Navigate between different views
- Acquire presentation and public speaking skills through classroom presentations
- Save, submit, upload, or share presentation

Internet Digital Citizen

Develop:

- Add a bookmark, create folders, organize
- Open and close a new tab and new window
- Use the Internet to gather information
- Respect the integrity of other's work

Introduce:

- Use kid friendly search engines
- Check Internet browsing history
- Use Boolean logic while doing a search
- Evaluate web sites for quality and relevance to the search topic

Digital Citizen:

Develop:

- Digital Footprint & Reputation
- Privacy & Security
- Relationships & Communication
- Internet Safety
- Creative Credit & Copyright
- Information Literacy

Introduce:

- Cyberbullying & Digital Drama
- Self Image & Identity

Communication

Develop:

- Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing

Introduce:

- Choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication
- Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging them in ways that broaden mutual understanding and learning
- Contribute constructively to project teams, assuming various roles and responsibilities to work effectively toward a common goal

3rd Grade

Student Technology Scope and Sequence

Operations Keyboarding

Develop:

- Follow protocol for taking pictures of others
- Understand functionality of the device
- Login to device and / or applications
- Navigate between multiple applications
- Demonstrate basic troubleshooting skills
- Save, open, upload, submit, share, download, print, rename, delete, backup a document
- Use proper file management
- Use spell check, thesaurus, and dictionary

Keyboarding:

Develop:

- Find and use all of the keys on the QWERTY layout of the keyboard.
- Demonstrate proper keyboarding skills

Keyboarding GOAL 15
WPM (Words Per Minute)

Word Processing

Develop:

- Use bullets and numbering

Introduce:

- Rename a file
- Utilize Print options (e.g., preview, orientation, set pages to print)
- Use and format text boxes

Develop:

- Format data in the cells by changing the font (size, color, style)
- Use proper techniques to select row, column, or all cells
- Format text alignment within a cell (e.g., left, right, center, top, bottom, orientation of text)

Introduce:

- Add Borders to cells
- Use simple formulas - Introduce = cell + cell, cell * cell
- Use relative cell addresses (using the fill cell tool/autofill)
- Create a basic chart/graph from spreadsheet data

Presentation

Develop:

- Navigate between different views
- Acquire presentation and public speaking skills through classroom presentations
- Save, submit, upload, or share presentation

Introduce:

- Format presentation for proper timing of slides, animation, and transitions
- Determine the appropriateness of visual and audio appearance features (e.g., colors, font size) in regard to the theme and audience

Internet Digital Citizen

Develop:

- Use kid friendly search engines
- Use the Internet to gather information
- Respect the integrity of other's work
- Check Internet browsing history
- Use Boolean logic while doing a search
- Evaluate web sites for quality and relevance to the search topic

Digital Citizen:

Develop:

- Digital Footprint & Reputation
- Privacy & Security
- Relationships & Communication
- Internet Safety
- Creative Credit & Copyright
- Information Literacy
- Cyberbullying & Digital Drama

Introduce:

- Self Image & Identity

Communication

Develop:

- Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing
- Choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication
- Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging them in ways that broaden mutual understanding and learning
- Contribute constructively to project teams, assuming various roles and responsibilities to work effectively toward a common goal

4th Grade

Student Technology Scope and Sequence

Operations Keyboarding	Word Processing	Spreadsheet	Presentation	Internet Digital Citizen	Communication
<p>Develop:</p> <ul style="list-style-type: none">• Follow protocol for taking pictures of others• Understand functionality of the device• Login to device and / or applications• Demonstrate basic troubleshooting skills• Save, open, upload, submit, share, download, print, rename, delete, backup a document <p>Introduce:</p> <ul style="list-style-type: none">• Be familiar with the on screen Help menu <p>Keyboarding:</p> <p>Develop:</p> <ul style="list-style-type: none">• Find and use all of the keys on the QWERTY layout of the keyboard• Demonstrate proper keyboarding skills <p>Keyboarding GOAL 20 WPM (Words Per Minute)</p>	<p>Develop:</p> <ul style="list-style-type: none">• Rename a file• Utilize Print options (e.g., Print preview, orientation, set pages to print)• Use and format text boxes <p>Introduce:</p> <ul style="list-style-type: none">• Use Drawing tools	<p>Develop:</p> <ul style="list-style-type: none">• Add Borders to cells• Use simple formulas - Introduce = cell + cell, cell * cell• Use relative cell addresses (using the fill cell tool/autofill)• Create a basic chart/graph from spreadsheet data <p>Introduce:</p> <ul style="list-style-type: none">• Insert cells, rows and columns• Delete and move rows, cells and columns• Sort data in cells• Edit a chart	<p>Develop:</p> <ul style="list-style-type: none">• Format presentation for proper timing of slides, animation, and transitions• Determine the appropriateness of visual and audio appearance features (e.g., colors, font size) in regard to the theme and audience <p>Introduce:</p> <ul style="list-style-type: none">• Insert tables, charts, shapes, and lines	<p>Develop:</p> <ul style="list-style-type: none">• Use the Internet to gather information• Respect the integrity of other's work <p>Digital Citizen:</p> <p>Develop:</p> <ul style="list-style-type: none">• Digital Footprint & Reputation• Privacy & Security• Relationships & Communication• Internet Safety• Creative Credit & Copyright• Information Literacy• Cyberbullying & Digital Drama• Self Image & Identity	<p>Develop:</p> <ul style="list-style-type: none">• Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing• Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging them in ways that broaden mutual understanding and learning• Contribute constructively to project teams, assuming various roles and responsibilities to work effectively toward a common goal

5th Grade

Student Technology Scope and Sequence

Operations Keyboarding	Word Processing	Spreadsheet	Presentation	Internet Digital Citizen	Communication
<p>Develop:</p> <ul style="list-style-type: none">Follow protocol for taking pictures of othersBe familiar with the on screen Help menu <p>Introduce:</p> <ul style="list-style-type: none">Understand functionality of the deviceLogin to device and / or applicationsNavigate between multiple applicationsDemonstrate basic troubleshooting skillsSave, open, upload, submit, share, download, print, rename, delete, backup a documentUse proper file managementUnderstand connections for various media and presentation devicesIntroduce keyboard shortcutsIntroduce alternate symbols (e.g., $\sqrt{\quad}$, Δ, $^\circ$)Save files in various formats <p>Keyboarding:</p> <p>Develop:</p> <ul style="list-style-type: none">Find and use all of the keys on the QWERTY keyboard <p>Introduce:</p> <ul style="list-style-type: none">Demonstrate proper keyboarding skills <p>Keyboarding GOAL 25 WPM (Words Per Minute)</p>	<p>Develop:</p> <ul style="list-style-type: none">Use Drawing tools <p>Introduce:</p> <ul style="list-style-type: none">Properly indent paragraphsInsert Headers and FootersSet margins of the documentFormat columns and insert column and page breaksAdd Borders to the documentUse a template or wizardsUtilize different views (e.g., Normal, Page Layout, Online Layout, Outline)Set up an outline	<p>Develop:</p> <ul style="list-style-type: none">Use relative cell addresses (using the fill cell tool/autofill)Insert cells, rows and columnsDelete and move rows, cells and columnsSort data in cellsEdit a chart <p>Introduce:</p> <ul style="list-style-type: none">Use simple formulas (e.g., average, sum)Differentiate cell formats (number, text, formula, functions, decimal place)Save/export as a PDFUse sheet tabs - navigation, insert, and renameFormat worksheet for printing (e.g., print gridlines, center on page, margins)	<p>Develop:</p> <ul style="list-style-type: none">Insert tables, charts, shapes, and lines <p>Introduce:</p> <ul style="list-style-type: none">Understand the appropriateness of tools within the presentation applicationCollaborate to create a presentationIntegrate different applications to create one presentation	<p>Develop:</p> <ul style="list-style-type: none">Use the Internet to gather informationRespect the integrity of other's work <p>Introduce:</p> <ul style="list-style-type: none">Understand preferences - Allow pop-ups, clear cache, saved passwordsSet home pageSet default web browser <p>Digital Citizen:</p> <p>Develop:</p> <ul style="list-style-type: none">Digital Footprint & ReputationPrivacy & SecurityRelationships & CommunicationInternet SafetyCreative Credit & CopyrightInformation LiteracyCyberbullying & Digital DramaSelf Image & Identity	<p>Develop:</p> <ul style="list-style-type: none">Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing.Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging them in ways that broaden mutual understanding and learning <p>Introduce:</p> <ul style="list-style-type: none">Create original works or responsibly repurpose or remix digital resources into new creationsCommunicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulationsUse collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints

6th Grade

Student Technology Scope and Sequence

Operations Keyboarding	Word Processing	Spreadsheet	Presentation	Internet Digital Citizen	Communication
<p>Develop:</p> <ul style="list-style-type: none"> • Follow protocol for taking pictures of others • Understand functionality of the device • Login to device and / or applications • Navigate between multiple applications • Demonstrate basic troubleshooting skills • Save, open, upload, submit, share, download, print, rename, delete, backup a document • Use proper file management • Understand connections for various media and presentation devices • Introduce keyboard shortcuts • Introduce alternate symbols (e.g., √, Δ, °) • Save files in various formats <p>Keyboarding</p> <p>Develop:</p> <ul style="list-style-type: none"> • Find and use all of the keys on the QWERTY keyboard • Demonstrate proper keyboarding skills <p>Keyboarding GOAL 30 WPM (Words Per Minute)</p>	<p>Develop:</p> <ul style="list-style-type: none"> • Properly indent paragraphs • Insert Headers and Footers • Set margins of the document • Format columns and insert column and page breaks • Add Borders to the document • Use a template or wizards • Utilize different views (e.g., Normal, Page Layout, Online Layout, Outline) • Set up an outline <p>Introduce:</p> <ul style="list-style-type: none"> • Set tabs and use in a document • Insert a table • Reinforce letter, memo, and report formats • Search for and/or replace text • Integrate software applications 	<p>Develop:</p> <ul style="list-style-type: none"> • Use relative cell addresses (using the fill cell tool/autofill) • Use simple formulas (e.g., average, sum) • Differentiate cell formats (number, text, formula, functions, decimal place) • Save/export as a PDF • Use sheet tabs - navigation, insert, and rename • Format worksheet for printing (e.g., print gridlines, center on page, margins) <p>Introduce:</p> <ul style="list-style-type: none"> • Freeze rows and columns • Use absolute [\$] addresses (using the fill cell tool/autofill) 	<p>Develop:</p> <ul style="list-style-type: none"> • Understand the appropriateness of tools within the presentation application • Collaborate to create a presentation • Integrate different applications to create one presentation <p>Introduce:</p> <ul style="list-style-type: none"> • Utilize the most appropriate presentation tool 	<p>Develop:</p> <ul style="list-style-type: none"> • Use the Internet to gather information • Respect the integrity of other's work • Understand preferences - Allow pop-ups, clear cache, saved passwords • Set home page • Set default web browser <p>Digital Citizen:</p> <p>Develop:</p> <ul style="list-style-type: none"> • Digital Footprint & Reputation • Privacy & Security • Relationships & Communication • Internet Safety • Creative Credit & Copyright • Information Literacy • Cyberbullying & Digital Drama • Self Image & Identity 	<p>Develop:</p> <ul style="list-style-type: none"> • Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing. • Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging them in ways that broaden mutual understanding and learning • Create original works or responsibly repurpose or remix digital resources into new creations • Communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations • Use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints

7th Grade

Student Technology Scope and Sequence

Operations Keyboarding	Word Processing	Spreadsheet	Presentation	Internet Digital Citizen	Communication
<p>Develop:</p> <ul style="list-style-type: none">• Follow protocol for taking pictures of others• Understand functionality of the device• Login to device and / or applications• Navigate between multiple applications• Demonstrate basic troubleshooting skills• Save, open, upload, submit, share, download, print, rename, delete, backup a document• Introduce keyboard shortcuts• Introduce alternate symbols (e.g., $\sqrt{\quad}$, Δ, $^{\circ}$)• Save files in various formats <p>Keyboarding</p> <p>Develop:</p> <ul style="list-style-type: none">• Find and use all of the keys on the QWERTY keyboard• Demonstrate proper keyboarding skills <p>Keyboarding GOAL 35 WPM (Words Per Minute)</p>	<p>Develop:</p> <ul style="list-style-type: none">• Set tabs and use in a document• Insert a table• Reinforce letter, memo, and report formats• Search for and/or replace text• Integrate software applications	<p>Develop:</p> <ul style="list-style-type: none">• Use relative cell addresses (using the fill cell tool/autofill)• Freeze rows and columns• Use absolute [\$] addresses (using the fill cell tool/autofill) <p>Introduce:</p> <ul style="list-style-type: none">• Add comments and graphics to a worksheet• Integrate with other applications	<p>Develop:</p> <ul style="list-style-type: none">• Utilize the most appropriate presentation tool	<p>Develop:</p> <ul style="list-style-type: none">• Use the Internet to gather information• Respect the integrity of other's work <p>Digital Citizen:</p> <p>Develop:</p> <ul style="list-style-type: none">• Digital Footprint & Reputation• Privacy & Security• Relationships & Communication• Internet Safety• Creative Credit & Copyright• Information Literacy• Cyberbullying & Digital Drama• Self Image & Identity	<p>Develop:</p> <ul style="list-style-type: none">• Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing• Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging them in ways that broaden mutual understanding and learning• Communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations• Use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints

8th Grade

Student Technology Scope and Sequence

**Operations
Keyboarding**

Develop:

- Follow protocol for taking pictures of others
- Demonstrate basic troubleshooting skills

**Keyboarding:
Keyboarding GOAL 40
WPM (Words Per Minute)**

**Word
Processing**

Introduce:

- Insert and format proper source citations (e.g., footnotes, endnotes, or inlines)
- Manipulate multiple-page documents
- Apply, create, redefine, modify and rename styles and templates
- Create, format, and update a table of contents
- Use Page Setup to change paper size/envelope etc.

Spreadsheet

Develop:

- Add comments and graphics to a worksheet
- Integrate with other applications

Introduce:

- Use advanced functions (e.g., concatenate, left, lower, upper)
- Create and edit advanced formulas (e.g., if/then, sheet references)
- Lock and unlock cells for shareable documents

Presentation

**Internet
Digital Citizen**

Develop:

- Use the Internet to gather information
- Respect the integrity of other's work

Introduce:

- Add web extensions

**Digital Citizen:
Develop:**

- Digital Footprint & Reputation
- Privacy & Security
- Relationships & Communication
- Internet Safety
- Creative Credit & Copyright
- Information Literacy
- Cyberbullying & Digital Drama
- Self Image & Identity

Communication

Develop:

- Appropriately use communication platforms such as email, texts, discussion posts, and video conferencing

Introduce:

- Explore local and global issues and use collaborative technologies to work with others to investigate solutions

9th - 12th Grade