

3rd Grade Technology Curriculum

Gr.	#	Basic Computer Technology Use Indicator	Level
3	1	Operates mouse, TV, VCR, and DVD	IU
3	2	Starts and shuts down computer, monitor, and printer	IU
3	3	Practices responsible use of technology	D
3	4	Creates and follows rules for computer use in classroom, library, lab, and Internet	D
3	5	Logs in, opens, saves, prints, deletes, and quits an application	D
3	6	Logs into network	D
3	7	Creates, organizes, saves, and finds folders for work in progress and final drafts in an organized system	D
3	8	Keeps documents separate from applications	D
3	9	Works with windows, icons, toolbars, and menus	D
3	10	Communicates about technology using developmentally appropriate and accurate terminology	D
3	11	Works as part of a cooperative group with technology	D
3	12	Uses keyboards and other common input and output devices efficiently and effectively	D
3	13	Applies strategies for identifying and solving routine hardware and software problems	I
3	14	Makes informed decisions in choosing the most appropriate technology programs, software, and resources	H
3	15	Saves projects and artifacts in appropriate formats and adds correct extensions to file names (.pdf, .docx, .jpeg, .htm, .txt,)	H
3	16	Customizes the desktop	H
3	17	Can be technology mentor (not all students)	H
3	18	Collaborates online and shares work in electronic portfolio over network & email	H
3		Word Processing Indicator	
3	1	Learns keyboard placement	D
3	2	Inserts and edits text	D
		Uses Formatting Palette	
		Font	
		Styles	
3	3	Alignment and Spacing	H
		Bullets and Numbering	
		Table	
		Document Margins	
3	4	Rotates, duplicates, groups, aligns, and resizes objects within a working document	H
3		Internet Use Indicator	
3	1	Launches a browser and uses the tool bar	D
3	2	Navigates by clicking on links on web pages	D
3	3	Types URLs correctly	D
3	4	Uses internet safely (Cyber-bullying & Social Networking)	I
3	5	Returns to site using history, back button, or bookmark/favorite	I
3	6	Uses keyword and natural language searches	H

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3	7	Evaluates site and information for validity and accuracy	H
3	8	Sets home page and configures page setup to print title, URL, and date	H
3	9	Adds and edits bookmarks/favorites and organizes them into folders	H
3	13	Uses netiquette while composing, editing, receiving, replying, and sending email	H
3	14	Attaches, receives, and opens attachments using appropriate format and extensions when using email	H
3		Media Presentation Tools Indicator	
3	1	Creates slide show	D
3	2	Creates original art to include in project	D
3	3	Creates and modifies text objects	I
3	4	Imports and modifies graphics, backgrounds, and clipart	I
3	5	Inserts buttons with actions and sounds	H
3	6	Imports and modifies images from Internet, digital camera, and scanner	H
3	7	Creates and inputs videos, graphs, charts, transitions, sounds and animation in presentation	H
3	8	Connects computer to TV or projector for presentation	H
3		Spreadsheets Indicator	
3	1	Uses existing spreadsheet to sort and find data	I
3	2	Collects data and creates new spreadsheet	I
3	3	Collects, inputs, analyzes, organizes and displays data graphically	I
3	4	Creates simple formulas and charts	I
3	5	Explains what the data represents	I
3	6	Uses the appropriate chart for activity and data	H
3	7	Adds and formats appropriate labels and legends	H
3	8	Includes charts or graphs in presentations or publications	H
3	9	Formats and changes axis scale, chart area, data series or appearance of charts	H
3	10	Formats and prints spreadsheets to use as templates and forms	H