Gr.	#	Basic Computer Technology Use Indicator	Level
6	1	Operates mouse, TV, VCR, and DVD	IU
6	2	Starts and shuts down computer, monitor, and printer	IU
6	3	Practices responsible use of technology	IU
6	4	Creates and follows rules for computer use in classroom, library, lab, and Internet	IU
6	5	Logs in, opens, saves, prints, deletes, and quits an application	IU
6	6	Logs into network	IU
6	7	Creates, organizes, saves, and finds folders for work in progress and final drafts in an organized system	IU
6	8	Keeps documents separate from applications	IU
6	9	Works with windows, icons, toolbars, and menus	IU
6	10	Communicates about technology using developmentally appropriate and accurate terminology	IU
6	11	Works as part of a cooperative group with technology	IU
6	12	Uses keyboards and other common input and output devices efficiently and effectively	IU
6	13	Applies strategies for identifying and solving routine hardware and software problems	D
6	14	Makes informed decisions in choosing the most appropriate technology programs, software, and resources	I
6	15	Saves projects and artifacts in appropriate formats and adds correct extensions to file names (.pdf, .docx, .jpeg, .htm, .txt,)	I
6	16	Customizes the desktop	I
6	17	Can be technology mentor (not all students)	I
6	18	Collaborates online and shares work in electronic portfolio over network & email	I
6		**Word Processing Indicator**	
6	1	Learns keyboard placement	D
6	2	Inserts and edits text	D

6	3	Uses Formatting Palette
		    Font
		    Styles
		    Alignment and Spacing
		    Bullets and Numbering
		    Table
		    Document Margins
			D

6	4	Rotates, duplicates, groups, aligns, and resizes objects within a working document	I
6	5	Transfers and merges files into document	I
6 6	6	Creates artifacts by using imported and original designs (ex. brochures, newsletters, business cards, resumes, flyers, labels, calendar, stationary)	I
6	7	Saves as web page with links	H
6		**Internet Use Indicator**	
6	1	Launches a browser and uses the tool bar	IU
6	2	Navigates by clicking on links on web pages	IU

6	3	Types URLs correctly	IU
6	4	Uses internet safely (Cyber-bullying & Social Networking)	D
6	5	Returns to site using history, back button, or bookmark/favorite	D
6	6	Uses keyword and natural language searches	D
6	7	Evaluates site and information for validity and accuracy	D
6	8	Sets home page and configures page setup to print title, URL, and date	D
6	9	Adds and edits bookmarks/favorites and organizes them into folders	I
6	10	Downloads files and plug-ins	H
6	11	Copies and pastes text or images and cites sources correctly	H
6	12	Uses telecommunications and online resources including email and discussion boards to participate in collaborative problem-solving activities	H
6	13	Uses netiquette while composing, editing, receiving, replying, and sending email	H
6	14	Attaches, receives, and opens attachments using appropriate format and extensions when using email	H
6		**Media Presentation Tools Indicator**	
6	1	Creates slide show	IU
6	2	Creates original art to include in project	IU
6	3	Creates and modifies text objects	D
6	4	Imports and modifies graphics, backgrounds, and clipart	D
6	5	Inserts buttons with actions and sounds	D
6	6	Imports and modifies images from Internet, digital camera, and scanner	D
6	7	Creates and inputs videos, graphs, charts, transitions, sounds and animation in presentation	D
6	8	Connects computer to TV or projector for presentation	D
6	9	Records and edits sounds, movies, animations, and VR	H
6		**Spreadsheets Indicator**	
6	1	Uses existing spreadsheet to sort and find data	D
6	2	Collects data and creates new spreadsheet	D
6	3	Collects, inputs, analyzes, organizes and displays data graphically	D
6	4	Creates simple formulas and charts	D
6	5	Explains what the data represents	D
6	6	Uses the appropriate chart for activity and data	D
6	7	Adds and formats appropriate labels and legends	D
6	8	Includes charts or graphs in presentations or publications	D
6	9	Formats and changes axis scale, chart area, data series or appearance of charts	I
6	10	Formats and prints spreadsheets to use as templates and forms	I
6	11	Uses complex functions and formulas	H
6	12	Uses relational formulas or links	H