



Iditarod Distance Learning Center

Technology Skills Checklist for Learning

Grade 1

The educational technology standards focus on students using technology to collaborate, communicate, generate ideas, solve problems and foster life-long learning. Students build understanding of technology systems and operations, as well as practice safe and ethical behavior when using technology. Students will use a variety of skills when using educational technology across the curriculum. The following checklist will serve as guidance for instruction and learning as well as a tool for evaluation and documentation of skill mastery.

By the end of first grade all students should be able to demonstrate the following skills independently within assignments in all content areas.

General Computer Skills

- Mouse skills—click, double click, drag, scroll
- Name computer/tablet components
- Open, close, and use developmentally appropriate programs
- Start, log off & shut down computer/tablet
- Proper care and upkeep of equipment
- File basics—open, close, save, print
- Use appropriate terminology

Keyboarding

- Use Left hand for left keys and right hand for right keys
- Display proper body position

Word Processing

- Type name and simple sentence with capitals, spaces, and ending punctuation
- Formatting basics—font size, type, color
- Editing—undo, backspace, delete, cursor control

Graphical Representation

- Create a simple graph with adult assistance using Excel or Create a Graph Website (<http://nces.ed.gov.nceskids/graphing/>)

Paint

- Change paint color
- Use the following tools: paint bucket (fill tool), brush, air brush, shape tools, eraser
- Projects move beyond scribbles toward an actual creative product

Internet

- Follow hyperlinks (text or graphic)
- Use Back and Home buttons
- Recognize the internet access icons

E-Communications

- Use e-mail address with adult assistance

Safety/Ethical

- Acceptable Use Policy
- Computer/Internet safety skills
- Ethical use of materials

Parent Signature

Teacher Signature

Date