



Iditarod Distance Learning Center

Technology Skills Checklist for Learning

Grade 3

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 third 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, right click
- Name computer/tablet components and peripherals and explain their functions
- Open, close, minimize, and use developmentally appropriate programs
- Start, log on with individual logins, log off, and shut down computer/tablet
- Proper care and upkeep of equipment
- File basics—new, open, close, save, print
- Use appropriate terminology

Keyboarding

- Use correct fingers and hand placement for entire alphabet and punctuation
- Maintain proper body position
- Typing speed = 15 words per minute

Word Processing

- Formatting basics—font size, type, color, copy, paste, alignment
- Editing—undo, backspace, delete, cursor control, spell-check, zoom
- Use word-processing from rough draft to completed document
- Begin to use templates for publishing

PowerPoint

- Choose layout
- Insert text
- Insert and resize clipart
- Make presentation easily readable
- Apply transitions to slides
- Present slideshow

Excel

- Identify cell by name (e.g., A3)
- Differentiate between columns and rows
- Enter data in an organized format
- Navigate between cells (tab, enter, arrows, or point and click)
- Sort data (e.g. alphabetize)
- Create simple graph
- Label graph with title and legend

Paint

- Change paint color
- Use all paint tools
- Projects move beyond scribbles toward an actual creative product

Internet

- Follow hyperlinks (text or graphic)
- Use back, home, and refresh buttons
- Open and save pages from Favorites or Bookmarks
- Use keywords to search
- Recognize address bar

Multimedia Tools (With adult help)

- Begin to sequence pictures on timeline
- Begin to record narration

E-Communications

- Use e-mail with adult assistance—compose and reply

Digital Tools (Use at least two of the following)

- Digital camera or cell phone to take photos
- Scanner-insert paper in scanner, acquire image, use as copier
- Video camera on tripod-turn on/off, record
- Headphone/microphone-adjust volume

Safety/Ethical

- Acceptable Use Policy
- Computer/Internet safety skills
- Ethical use of materials
- Begin to use bibliographical citations for electronic resources

Parent Signature

Teacher Signature

Date