



Iditarod Distance Learning Center

Technology Skills Checklist for Learning

Grade 4

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 fourth 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
- Use private password
- Proper care and upkeep of equipment
- File basics—new, open, close, save, print from a variety of locations including a network folder
- Use appropriate terminology

Keyboarding

- Use correct fingers and hand placement for entire alphabet and punctuation
- Maintain proper body position
- Typing speed = 20 words per minute

Word Processing

- Formatting basics—font size, type, color, copy, paste, alignment, page setup, bullets, columns
- Editing—undo, backspace, delete, cursor control, spell-check, zoom
- Insert –tables, graphics, pictures, WordArt
- Use word-processing from rough draft to completed document
- Use templates for publishing

PowerPoint

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

Excel

- Enter data in an organized format
- Navigate between cells (tab, enter, arrows, or point and click)
- Sort data (e.g. alphabetize)
- Use simple formulas
- Create simple graph
- Label graph with title and legend

Paint

- Use all paint tools
- Create digital art related to a content area assignment

Internet

- Use keywords to search
- Use address bar to type URL
- Use appropriately for research

Multimedia Tools (With some adult help)

- Sequence pictures/video on timeline
- Record narration
- Combine text, graphics, and audio

E-Communications

- Use interactive communication in support of instruction (e.g., email, blogs, forums)

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
- USB memory key (jump drive, thumb drive, etc.)

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