



Iditarod Distance Learning Center

Technology Skills Checklist for Learning

Grade 5

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 Grade 5 all students should be able to demonstrate the following skills independently within assignments in all content areas.

General Computer Skills

- Log on/off computer with student ID
- Locate, open and save files in student folder
- Proper care and upkeep of equipment
- Access websites and programs using shortcuts
- Begin to create original written works, music, art, and video projects
- Use for problem solving, creativity

Keyboarding

- Use proper keyboarding techniques, optimal posture, correct hand placement
- Type alphabetical text at a rate of approximately 25 wpm with few errors

Word Processing

- Create and edit documents
- Use word-processing from start to finish in the writing process
- Format (use tools in home toolbar)
- Format numbered list leveling for outlines
- Use and create templates

Presentation and Multimedia Software

- Use to support oral presentation
- Use transitions and animation
- Add timing to presentation

Excel

- Wrap text, merge cells
- Create tables to enter and organize data
- Insert rows and columns
- Use formulas
- Navigate within a spreadsheet or workbook

Internet

- Begin to conduct online research for an academic purpose
- Select and use information from a variety of resources
- Use web activities for problem-solving

Graphic Organizers

- Use to manipulate and analyze, to connect ideas and to organize information (e.g., mywebspiration.com, bubble.us, Inspiration or Kidspiration software)

Desktop Publishing

- Create a project for academic purpose

E-Communications

- Use email appropriately in controlled setting
- Use appropriate 'netiquette' in all ecommunications

Digital Tools

- Take, download, and use digital images in various, documents, and presentations
- Use portable storage devices (also known as thumb drive, jump drive, memory key, USB key, etc.)

Safety/Ethical

- Understands Acceptable Use Policy
- Practices Computer/Internet safety skills
- Practices ethical use of materials
- Understands copyright

Parent Siganture

Teacher Signature

Date