



Iditarod Distance Learning Center

Technology Skills Checklist for Learning

Grades 6-8

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 Grades 6-8 all students should be able to demonstrate the following skills independently within assignments in all content areas.

General Computer Skills

- Use terminology which includes, but is not limited to, an understanding of the following: operating system, filter, firewall, login/logoff, network, pop-up, privacy laws, server, share, virus, worm, file extensions
- Proper care and upkeep of equipment
- Use for problem solving, creativity
- Select/use appropriate tools for tasks
- Create original products based on research
- Create original music, art, and video projects

Keyboarding

- Use proper keyboarding techniques, optimal posture, correct hand placement
- Type alphabetical text at a rate of approximately 35 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)
- Insert symbols, page brakes, comments, hyperlinks, pictures, and tables
- Use Thesaurus
- Use word count
- View in print mode and normal mode
- Insert and edit Header and Footer
- Insert page numbers, date

Presentation and Multimedia Software

- Use to support oral presentation
- Produce effective, appropriate techniques for presentations: uniform background throughout which does not interrupt slide content, uniform text throughout, limited transitions that enhance presentation, etc.

Excel

- Wrap text, merge cells
- Sort data and use data filters
- Insert rows and columns
- Use autofill
- Use formulas
- Select and use appropriate chart
- Format chart and change location

Internet

- Conduct online research for an academic purpose
- Select and evaluate appropriateness of information from a variety of resources
- Correctly use citations for electronic information
- Use web activities for problem-solving
- Participate in internet projects (local, national, or global)

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 a unique, academic purpose

E-Communications

- Use email appropriately
- Participate in video conferencing
- Participate in online communities (e.g., forums, blogs, wikis, Moodle, etc.)
- Use appropriate 'netiquette' in all ecommunications

Digital Tools

- Use data collection tools (e.g., data probe, PDA, GPS, or other digital handheld device)
- Use digital imaging devices (e.g., digital camera, digital camcorder, document camera, web camera, projector, scanner, etc.)
- Use portable storage devices (also known as thumb drive, jump drive, memory key, USB key, etc.)

Safety/Ethical

- Signs and understands Acceptable Use Policy
- Practices Computer/Internet safety skills
- Practices ethical use of materials
- Abides by copyright
- Refrain from and report cyber bullying

Parent Signature

Teacher Signature

Date