



Iditarod Distance Learning Center

Technology Skills Checklist for Learning

Grades 9-12

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 9-12 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, local area network, wide area network, URL, bookmarks, HTML, network, file extensions
- Proper care and upkeep of equipment
- Create original products based on research
- Create original music, art, and video projects
- Use for problem solving, creativity
- Select/use appropriate tools for tasks
- Analyze and troubleshoot software and hardware problems

Keyboarding

- Use proper keyboarding techniques, optimal posture, correct hand placement
- Type alphabetical text at a rate of at least 40 wpm with few errors

Word Processing

- Create and edit documents related to employment and education

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.
- Create a project using audio and video

Excel

- Sort data and use data filters
- 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 (e.g., APA, MLA)
- Use web activities or online simulations 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, xtimeline.com)

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.)
- Use graphing calculators

Safety/Ethical

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

Parent Signature

Teacher Signature

Date