



# Iditarod Distance Learning Center

## Technology Skills Checklist for Learning

## Kindergarten

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 kindergarten 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
- Name computer/tablet components
- Open, close, and use developmentally appropriate programs
- Start, log off & shut down computer/tablet
- Proper care and upkeep of equipment
- File basics—open, close, save, print
- Use appropriate terminology

### Keyboarding

- Locate keys as needed
- Begin to use both hands for keyboarding
- Display proper body position

### Word Processing

- Type a sentence with ending punctuation
- Formatting basics—font size, type, color
- Editing—undo, backspace, delete

### Graphical Representation

- Create a simple graph with adult assistance using Excel or Create a Graph Website (<http://nces.ed.gov.nceskids/graphing/>)

### Paint

- Change paint color
- Use the following tools: paint bucket (fill tool), brush, air brush, shape tools, eraser

### Internet

- Follow hyperlinks (text or graphic)
- Use Back and Home buttons
- Recognize the internet access icons

### E-Communications

- Use e-mail address with adult assistance

### Safety/Ethical

- Acceptable Use Policy
- Computer/Internet safety skills
- Ethical use of materials

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Parent Signature

Teacher Signature

Date