TECHNOLOGY SKILLS CHECKLIST FOR STUDENTS

Basic Computer Skills

Basic Level:
- Explain computer components/peripherals
- Log on with individual logins and log off
- Use private password
- Proper care and upkeep of equipment
- Open documents from and save to a variety of locations including network folder
- Use appropriate terminology
- Use correct fingers and hand placement for entire alphabet and punctuation
- Maintain proper body position
- Typing speed=25 wpm

Intermediate Level: (All of Basic +)
- Use terminology which includes, but not limited to, an understanding of the following: operating systems (OS), AUP (Acceptable Use Policy), filter, firewall, login/logoff, network, pop-up, privacy laws, server, share, virus, worm, file extensions
- Use proper keyboarding techniques, optimal posture, correct hand placement
- Type alphabetical text at a rate of approximately 35 wpm with few errors
- Select/use appropriate tools for tasks
- Create original, music, art and video projects
- Uses for problem solving, creativity

Advanced Level: (All of Basic/Intermediate +)
- Use terminology which includes, but not limited to, an understanding of the following: operating systems (OS), LAN (Local Area Network), WAN (Wide Area Network), www, URL, bookmarks, HTML, network, file extensions
- Update computer hardware and software, i.e., web browser, OS, virus protection

Word Processing

Basic Level:
- Format-copy, paste, alignment, page setup, bullets, columns
- Edit-find/replace, spell-check, zoom
- Insert-tables, graphics, pictures, artwork
- Use word processing from start to finish

Intermediate Level: (All of Basic +)
- Create and edit documents
- Use word processing from start to finish in the writing process
- Format (use tools in home ribbon view)
Insert symbols, page breaks, 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

Advanced Level: (All of Basic/Intermediate +)
Create and edit documents related to employment and education

Spreadsheets

Basic Level:
Navigate between cells (tab, enter, arrows or point and click)
Sort data
Use simple formulas
Create a graph
Label graph with title, legend, x- and y- axis
Use databases, data files to analyze data

Intermediate Level: (All of Basic +)
Wrap text, merge cells
Insert rows and columns
Use AutoFill
Use formulas
Select and use appropriate chart
Format chart and change location

Advanced: (All of Basic/Intermediate +)
Sort data and use data filters
Select and use appropriate chart, format chart and change location

Electronic Presentation

Basic Level:
Use graphic organizers for idea development and to show content knowledge
Make presentation easily readable (e.g., background color and text)
Apply transitions to slides
Apply appropriate custom animation
Apply timings
Present slideshow
Intermediate Level: (All of Basic +)
- Use graphic organizers to manipulate and analyze to connect ideas and to organize information
- Create original products based on research
- 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 original music, art and video projects
- Create an e-portfolio

Advanced Level: (All of Basic/Intermediate +)
- Create a project using audio and video
- Combine multiple sources to create original documents

Digital Literacy
Basic Level: (use at least two of the following)
- Digital/video camera
- Digital microscope
- Document camera
- USB storage device (jump drive, thumb drive, etc.)
- Probes
- Scanner
- Student response system
- Interactive whiteboard or slate
- Cloud applications

Intermediate Level: (Basic +)
- Use data collections tools (e.g., data probe, PDA, GPS, digital camcorder, document camera, web camera, projector, scanner, etc.)
- Use portable storage devices

Advanced Level: (Basic/Intermediate +)
- Use digital imaging devices (e.g., digital camera, digital camcorder, document camera, web camera, projector, scanner, etc.)
- Use graphing calculators

Communication
Basic Level:
- Use e-mail appropriately (when accessible)
Technology Skills Checklist for Students (continued)

- Use interactive communication in support of instruction (e.g., class e-mail, blogs, forums)
- Use appropriate ‘netiquette’ in all e-communications
- Use social media

**Intermediate Level: (Basic +)**
- Participate in video conferencing
- Participate in online communities (e.g., forums, blogs, wikis, Moodle, etc.)

**Advanced Level: (Basic/Intermediate +)**
- See above

**Research**

**Basic Level:**
- Use keywords to search
- Uses address bar to type URL
- Participate in local, national or global Internet projects

**Intermediate Level: (Basic +)**
- 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 for problem-solving

**Advanced Level: (Basic/Intermediate +)**
- Use web activities or online simulations for problem-solving

**Ethical/Safety**

**Basic Level:**
- Sign and understand Acceptable Use Policy (AUP)
- Computer/Internet safety skills
- Ethical use of material
- Use of bibliographical citations for electronic resources

**Intermediate Level: (Basic +)**
- Practices safety skills (e.g., NewSmartz, iSafe, CyberSmart, etc.)
- Abides by copyright
- Practices ethical use of all materials

**Advanced Level: (Basic/Intermediate +)**
- See above
Desktop Publishing/Web Authoring

Basic Level:
- Create digital art related to content area
- Construct a template-add textboxes, graphics
- Edit text and graphics

Intermediate Level: (Basic +)
- Create a project for a unique, academic purpose

Advanced Level: (Basic/Intermediate +)
- See above