

Technology Benchmarks and Sub-skills

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Kindergarten

Benchmark: Using a word processing program write a paragraph and illustrate with original art

Sub-skills

1. Technical Skills
 1. Log on/off computer
 2. Find assigned programs
 3. Use the space bar
 4. Use mouse to select items
2. Word Processing Skills
 1. Write a paragraph on a given subject
 2. Use back space to delete
 3. Print completed project

Grade 1

Benchmark: Create a one page personal narrative or expository writing in a word processing program. Illustrate with a graphic and print.

Sub-skills

1. Technical Skills
 1. Use shift key
 2. Save work in progress
 3. Retrieve previously saved file
2. Word Processing Skills
 1. Use right and left hands on keyboard
 2. Write multiple paragraphs
 3. Use end punctuation: period, question mark and, exclamation point as needed
 4. Use upper case letters to begin sentence and in proper names
3. Graphic Skills
 1. Find clip art and insert into narrative

Technology Benchmarks and sub-skills

Grade 2

Benchmark: Using a word processing program, prepare a one-page report in a curricular area that contains text and images and properly cites text and electronic sources

Sub-skills

1. Technical Skills
2. Word Processing Skills
 1. Use home row keys
 2. Edit first draft and make corrections to spelling, punctuation, capitalization, grammar and usage
3. Graphic Skills
 1. Insert clip art or digital picture into text document, place and resize as necessary
4. Research Skills
 1. Find appropriate information in printed text sources
 1. Find print material by subject in the LdVCS Library collection
 2. Find appropriate information in electronic media
 1. Access the Internet
 2. Use bookmarks or a hotlist to access given web pages
 3. Right click to save an image from the Internet
 3. Record and group factual information by like topic
 4. Cite author and title of text and electronic sources
 1. Copy and paste URL into bibliography

Technology Benchmarks and sub-skills

Grade 3

Benchmark: Create a brochure, newsletter, or other print document based on knowledge in a curricular area. Product includes original artwork/ diagrams

Sub-skills

1. Technical Skills
2. Word Processing skills
 1. Use home row keys and touch typing skills to input text, use capital letters and proper punctuation
 2. Use a template as the basis for the overall design of the project
 3. Create titles and headlines
 4. Format text, font size
 5. “Chunk” text into meaningful sections written in own words
3. Graphic Skills
 1. Use graphic design elements to enhance the design of the project (i.e.boxes, bullets, white space)
4. Research Skills
 1. Use OPAC online catalog to search by subject and keyword
 2. Use subject oriented search engine (Yahooligans) Use classification terms to narrow search
 3. Use keyword search engine (Google) Generate keyword search terms
 4. Make notes of factual information in an electronic file
 5. Cite print and electronic sources in a bibliography

Technology Benchmarks and sub-skills

Grade 4

Benchmark: Create a multimedia presentation in support of a research topic in a curricular area including:

- A synthesis of multiple sources of information in original summaries
- Images including original art work/diagrams
- Contains external hyperlinks to relevant resources
- Cites the sources of information and images
- Demonstrates the elements of good design in the use of color, fonts, and the display of information

Sub-skills

1. **Technical Skills**
 1. Cut, copy and paste using keyboard shortcuts and/or right click
 2. Click and drag objects
 3. Resize objects to maintain proper ratio
2. **Word Processing Skills**
 1. Use standard formatting and specialized toolbars, especially picture formatting for cropping
3. **Graphic Skills**
4. **Research Skills**
 1. Select portions of a web site to copy
 2. Create electronic notes documents to save and group information by topic
 3. Use proper format to cite text and electronic sources including author, title and publication data
5. **Presentation Software Skills**
 1. Planning and storyboarding
 2. Use templates
 3. Change backgrounds and use graphic elements for visual effect
 4. Add text
 5. Add graphics, position and resize
 6. Create slide animations and transitions
 7. Navigate between slides and use different views

Technology Benchmarks and sub-skills

Grade 5

Benchmark: Create a multimedia presentation to support the findings from original research in a curricular area.

Project includes:

- Statement of research problem or goal
- Discussion of research design and how information was obtained
- Properly cite sources of text and electronic sources
- Contains hyperlinks to relevant sources
- Shows elements of good visual design

Sub-skills

1. **Technical Skills**
 1. Use menu bars
2. **Word Processing Skills**
 1. Use keyboard shortcuts
3. **Graphic Skills**
4. **Research Skills**
5. **Presentation Software Skills**
6. **Web Page Creation Skills**
 1. Plan page content and layout
 2. Open program and create file structure
 3. Align text and graphics on the page
 4. Use internal and external hyperlinks

Technology Benchmarks and sub-skills

Grade 6

Benchmark: Create a multimedia product designed for self-directed use by individuals or small groups in support of an instructional objective. A successful project includes the following steps

- Determine target audience and learning objectives
- Choose appropriate medium to present message (Web page, advanced slide show, podcast, or video)
- Include multiple internal hyperlinks to allow viewer choice and non-linear viewing (podcast, video exempt)
- Includes narration and/or music
- Images include original digital photos or art work
- Contains elements of good design and navigation, including consistent placement of navigation bar and menus
- Cites sources of information and possible external hyperlinks to relevant sites

Sub-skills

1. Technical Skills
 1. Capturing and creating sounds
2. Word Processing Skills
3. Graphic Skills (as appropriate for chosen medium)
 1. Finding and saving images from Internet sources
 2. Digital still and movie camera skills
4. Research Skills
5. Presentation Software Skills (as appropriate for chosen medium)
 1. Planning nonlinear presentations with internal hyperlinks
 2. Create menus and navigation bars
 3. Add sound from electronic sources and/or recording voice over