

ICT Skills by Grade Level

K 1 2 3 4 5

I-introductory **D**-developing **A**-applied

Log into a computer using a one-word single sign-on I D A _ _ _

Log into a computer using your own personal account I D A A A A

Log into web-based tool accounts I D A A A A

Find keys on the keyboard to construct sentences and type your name I D A A A A

Know how to make a capital letter using Shift I D A A A A

Type using two hands I D D D A A

Type at least 10 WPM _ _ I D A A

Type at least 15 WPM _ _ _ I D A

Type at least 20 WPM _ _ _ _ D D

Know some basic keyboard shortcuts I D D D D A

Know how to copy/paste	_	_	I	D	D	A
Save a file	I	D	D	A	A	A
Open a file	I	D	A	A	A	A
Understand file paths	I	D	D	D	A	A
Locate files and navigate file paths independently	I	I	D	D	A	A
Know how to organize files	I	I	I	D	A	A
Navigate a browser	I	D	A	A	A	A
Know how to evaluate websites for accuracy and relevance	I	I	I	D	D	A
Know how to leave a useful comment for a peer	I	I	D	D	A	A
Practice good netiquette when commenting	I	I	D	D	A	A
Know how to use tools like Goggle to discuss, share and blog about course content	_	_	_	_	D	A

Collaborate with peers on digital projects	I	I	I	D	A	A
Begin to look for solutions to real-world problems through the lens of technology	I	I	I	D	D	A
Know a system for bookmarking/saving sites	_	_	_	I	D	A
Use tools to compile resources	_	_	_	_	D	D
Be familiar with basic menus within applications	I	D	D	D	A	A
Independently use a drawing program like Kidpix	I	D	D	A	A	A
Complete graphic organizers using software like Kidspiration	I	D	D	A	A	A
Take and edit photos	I	D	D	D	A	A
Insert photos into projects	I	D	D	A	A	A
Download and upload photos	I	D	D	D	A	A
Create and edit video	I	I	D	D	D	A
Change fonts, size	I	I	D	A	A	A

Compose short stories using an app or web-based tool I D D A A A

Compose and format longer stories using Word Processing software I I D D A A

Create basic presentations using tools like PowerPoint and Prezi I I D D A A

Be able to show what you know through a variety of tools _ _ _ I D D

Know how to build a website or wiki, including images, citations and video _ _ _ _ I D

Write and maintain a personal blog _ _ I D D D

Know vocabulary like Desktop, monitor, CPU, mouse, keyboard, application, program, browser, device, tablet I D A A A A

Have a basic understanding of copyright I D D D D A

Understand and follow copyright rules and guidelines I D D D D A

Cite sources _ _ _ I D A

Know what kinds of information you should/shouldn't share online I D D A A A

Know how to handle cyberbullies I D D D A A

Know how to configure privacy settings _ _ _ _ I D