Elementary Technology Computer Skills – Fourth Grade

Standard 1.0 – Mechanics Students will understand the basic operations and concepts of technology	With Help	NO Help
• Demonstrate the ability to perform a variety of tasks:		
✓ Save, retrieve, and delete files/documents		
✓ Identify file extensions (.pdf, .doc, .jpg)		
✓ Use a basic coding program		
✓ Use external and/or cloud storage		
✓ Print a document		
✓ Use more than one program at a time		
• Use the keyboard to type complete sentences, paragraphs, and stories		
• Typing rate of 15 words per minute, with 90% or better accuracy, using proper posture and technique		
• Basic keyboarding – locates and operates the following keyboard keys:		
✓ Punctuation keys (period, comma, exclamation point, question mark, apostrophe, quotation marks, hyphen)		
✓ Math function keys (+, -, =, <, >)		
✓ Tab key (to indent paragraph)		
✓ Shift		
✓ Escape		
✓ Delete		
✓ Backspace		
✓ Additional URL keys (\,/,:, _,~)		
Standard 2.0 – Digital Citizenship Students will understand the importance of social, ethical, and human issues associated with technology.	With Help	NO Help
• Know and follow the school rules for using computers and discuss consequences for inappropriate use		
• Know and use rules of basic netiquette		
• Identify acceptable and unacceptable uses of computers in society		
• Identify how technology is changing society and career options in areas such as communications, transportation, and the economy		
• Identify advantages and disadvantages of people using computers to work, learn, communicate and play		
• Practice internet safety procedures involving sharing personal information and passwords		
• Work collaboratively when using technology		
• Adhere to software licensing agreements and respect the electronic work of other individuals		
• Recognize different file types/extensions		
• Practice safe and respectful use of electronic equipment		
• Discuss the need to cite sources and give credit to electronic sources		
Standard 3.0 – Projects and Creativity Students will use technology productivity and communication tools to enhance learning, increase productivity, and promote creativity	With Help	NO Help
• Correctly perform the following basic skills in word processing: highlight, cut and paste, delete, edit, search and replace		
• Identify and discuss multimedia terms/concepts as a class/group (Ex. text, audio, images, video)		

	With Help	NO Help
• Correctly perform the following in presentation software: choose theme, add slides, add/insert multimedia, play presentation		
• Use communication tools to participate in projects such as Canvas discussions		
• Use the computer and technology resources to practice learning skills in relation to other subject areas		
• Recognize that different software programs are designed for specific purposes		
• Explore the navigation/menu of software utilized in the classroom		
• Publish information in a variety of media (ex. printed copy, monitor display, screenshot, video)		
• Where applicable, log-in to online tools (Ex. Big Universe, STAR, Canvas, Typing Programs)		
• Locate, select, and use various media to be used to communicate		
• Observe teacher producing a document or graphic organizer for learning tasks		
• Enter data and create a chart		
• Identify the best tool to communicate a concept, idea or information		
• Use standard formatting toolbars (ex. font, size, spell check, style, color, etc…)		
Standard 4.0 – Research and Problem Solving Students will select and use appropriate technology research, problem-solving and decision making tools	With Help	NO Help
• Select appropriate strategies to navigate and access information for research and resource sharing		
• Perform simple searches to acquire information		
• Evaluate resources for accuracy, authority, reliability, currency, usefulness and relevance		
• Use electronic reference materials including encyclopedias, thesauruses, dictionaries, maps, and atlases (Work with Media Specialist)		
• Use software programs/applications to generate tables, charts, and graphs to display data in various curricular areas		
• Use an electronic library to search for information related to a project (TEL – Work with Media Specialist)		
• Use the computer and technology resources to gather information on different ways to solve a specific problem		
• Determine the usefulness and appropriateness of electronic information and apply critical analysis to resolve conflicts		
• Use teacher-selected websites to acquire information related to a given problem		
• Identify the need for data to be organized		
• Use a teacher prepared list of bookmarks/favorites from a teacher web page to gather information		
• Use the URL as host of information of a domain (ex. .com, .org, .gov, .edu, etc…)		
• Use technology tool to plan, gather, organize, present, and evaluate information which solves a problem (ex. graphic organizer, chart, graph, word processor, slide show)		
• Use basic web browsing vocabulary (URL, hyperlink, bookmarks/favorites, search box, and scroll bar)		
• Use a graph/chart/graphic organizer from a template to represent a simple idea		
• Use appropriate search strategies (identifying keywords for electronic searches and evaluating relevance, gathering techniques, sorting and reporting information strategies)		
• Use a web browser to navigate the internet using a child-friendly search engine		