

Elementary Technology Computer Skills – Third Grade

Standard 1.0 – Mechanics Students will understand the basic operations and concepts of technology	With Help	NO Help
<ul style="list-style-type: none"> Demonstrate the ability to perform a variety of tasks: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Log in to a device/program/application 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Typing rate of 10 WPM, proper posture and technique, with 90% or better accuracy. 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Copy and paste 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Create, save, and delete files 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Start and close programs/applications 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Open a new tab in a browser and toggle between more than one webpage 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Print a document 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Use external and/or cloud storage 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Use a pull-down menu 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Use a basic coding program 		
<ul style="list-style-type: none"> Demonstrate proper care of computer hardware, software, peripherals, and storage media 		
<ul style="list-style-type: none"> Use the keyboard to type simple sentences, paragraphs, and stories (using capital and lower case) 		
<ul style="list-style-type: none"> Basic keyboarding – locates and operates the following keyboard keys: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Punctuation keys (period, comma, exclamation point, question mark, apostrophe, quotation marks, hyphen) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Math function keys (+, -, =, <, >) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Tab key (to indent paragraph) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Shift 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Escape 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Delete 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ Back 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✓ 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
<ul style="list-style-type: none"> Know and follow the school rules for using computers and discuss consequences for inappropriate use 		
<ul style="list-style-type: none"> Identify acceptable and unacceptable uses of computers in society 		
<ul style="list-style-type: none"> Describe how technology is changing society and career options in areas such as communications, transportation, and the economy 		
<ul style="list-style-type: none"> Respect shared equipment and resources 		
<ul style="list-style-type: none"> Identify advantages and disadvantages of people using computers to work, learn, communicate and play 		
<ul style="list-style-type: none"> Practice internet safety procedures involving sharing personal information and passwords 		
<ul style="list-style-type: none"> Describe the advantages and disadvantages of the use of social media 		
<ul style="list-style-type: none"> Discuss, practice and obey copyright laws and adhere to software licensing 		
<ul style="list-style-type: none"> Understand 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
<ul style="list-style-type: none"> Create products using a variety of digital resources 		
<ul style="list-style-type: none"> Communicate using various media. 		
<ul style="list-style-type: none"> Use local and cloud-based technology tools to participate in projects. 		

• Identify the best tool to communicate a concept, idea or information .		
• Create simple slide presentations using text with graphics.		
• Use devices digital pictures.		
• Use paint and draw tools to manipulate objects and graphics.		
• Use standard formatting toolbars		
• Publish information and ideas in a variety of media		
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
• Identify a web search as a tool for gathering information.		
• Identify and cite reliable electronic resources in writing.		
• Search for information using child-friendly search engines.		
• Select appropriate electronic reference materials, including encyclopedias, thesauruses, dictionaries, maps, and atlases.		
• Use available resources found in a variety of formats (internet, databases)		
• Use basic web browsing vocabulary (URL, hyperlink, favorites/bookmarks, search box, and scroll bar)		
• Use a teacher prepared list of bookmarks/favorites from a teacher web page to gather information.		
• Use electronic resources to gather information.		
• Uses a chart/graph from a template to represent a simple idea		
• Identify, collect, and analyze information in order to solve a problem and explain the steps to find the solution.		
• Create products using electronic resources.		
• Use a checklist or rubric to evaluate a finished product among self and peers		