

What is my child learning in Technology Class?

This Scope and Sequence was adapted from work developed by the educational technology faculty at the Shorecrest Preparatory School (www.shorecrest.org)

	B - Beginning	D - Developing	S - Secure				
	K	1	2	3	4	5	6
Basic Operations & Concepts							
Identify the basic components of the computer: monitor, keyboard, mouse, headphones, ports, and printers.	B	D	S	S	S	S	S
Turn on/off a computer, laptop and/or handheld device and login/logout	B	D	D	S	S	S	S
Use a mouse or trackpad to manipulate shapes, icons; click on URLs, radio buttons, check boxes; use scroll bar.	B	B	D	D	D	S	S
Use desktop icons, windows, and menus to open and close applications and documents.	B	B	D	D	D	S	S
Use shortcuts to operate the computer (Ctrl +/Windows +/Alt +)			B	B	D	D	D
Use gestures to navigate handheld devices. [OPTIONAL]	B	B	B	B	D	D	S
Use the print dialog box to select local printers and change settings (i.e. number of copies, color, paper size, orientation, scale, one-sided vs. two-sided).		B	B	D	D	S	S
Utilize basic troubleshooting steps to solve technical problems independently.	B	B	B	B	B	B	D
Apply prior technical knowledge and experiences to figure out how new technologies or applications work.	B	B	B	B	B	D	D
Personal Data Management							
Protect accounts by logging out of shared equipment.	B	B	D	D	S	S	S
Keep passwords confidential, and be proactive if they are compromised.	B	B	B	D	D	S	S
Use passcodes/passwords to secure individual devices.		B	B	D	D	S	S
Create robust passwords and effectively manage password privacy.		B	B	D	D	D	S
Find and adjust privacy settings.					B	B	D
Keyboarding							
Use keyboarding programs and games to assist in development of skills.	B	B	D	D	D	D	D
Use proper posture and ergonomics.	B	B	D	D	D	D	S
Locate and use letter and number keys with correct left and right hand placement (home row).	B	B	B	D	D	D	D
Locate and use correct finger/hand for space bar, return/enter and shift key.	B	B	D	D	D	S	S
Gain proficiency and speed in touch typing. [2 nd grade OPTIONAL during 3 rd /4 th quarter]				B	D	D	D
Learn to use special characters as needed (i.e. accents, tilde).			B	B	B	B	D
Logins/File Management							
Use login credentials for access to network devices, accounts, and cloud services.	B	B	D	D	S	S	S
Name documents with appropriate file names and understand where files are being saved.		B	B	D	D	S	S
Create, save, edit, copy and rename files and folders to organize documents and materials		B	B	B	D	D	S
Delete files and folders; recover files and folders from the trash			B	B	B	B	D
Retrieve previous file revisions/access revision history for documents located in cloud services.			B	B	B	B	D
Use search tools to locate files and applications.		B	B	D	D	S	S
Can associate document extensions with appropriate file types.				B	B	D	D
Understand how cloud computing is different from using software applications.			B	B	D	D	D
Able to upload/download/retrieve files to and from the cloud.				B	D	D	D
Word Processing							
Use a word processing application to write, edit, print and save assignments. [Kinder OPTIONAL]		B	B	D	D	S	S
Use the menu/tool bar functions to format, edit and print a document. [Kinder OPTIONAL]		B	D	D	D	D	D
Highlight, copy and paste text within a document or from an outside source.	B	B	D	D	S	S	S
Insert and resize images within a document.			B	B	D	D	S
Copy, paste and resize images found from outside sources.			B	B	D	D	S
Use the menu/toolbar functions to format a paper using MLA, APA or other appropriate style.					B	B	B
Proofread and edit writing using built-in resources (i.e. dictionary, spell checker, thesaurus, grammar check).		B	B	D	D	D	D
Communication & Collaboration Tools							
Is polite and respectful in all communications and collaborations using technological tools, using appropriate language at all times.	B	B	D	D	D	S	S
Access calendar and student pages on school website as needed.			B	B	D	D	D
Use audience response tools and apps to participate in class discussions.			B	B	B	D	D
Set up, share and utilize collaborative workspaces, documents, or other digital tools for asynchronous and synchronous collaboration.				B	D	D	D
Create and maintain a digital portfolio or collection of works related to one's learning.			B	B	D	D	D
Painting & Drawing Programs							
Use basic drawing tools including pencil, paint brush, shape, line, undo, redo and eraser.	B	B	D	S	S	S	S
Use color palette/color wheel to change tool color.	B	D	S	S	S	S	S
Use selection tools to copy, paste, move and modify work.			B	D	D	S	S
Use text tool to add text features to artwork.		B	D	S	S	S	S
Use basic design principles (i.e. whitespace, color, balance, texture)				B	D	D	S

Internet Searching & Databases	K	1	2	3	4	5	6
Use refresh, forward and back buttons to navigate a web browser.	B	B	D	D	S	S	S
Use tab browsing to navigate multiple pages.	B	B	D	D	S	S	S
Create bookmarks and add frequently used sites to the bookmark bar.			B	B	D	D	D
Locate the URL of a website and make a distinction between the suffixes .org, .com, .edu, .net, .gov and international domains.	B	B	B	D	D	D	D
Use age-appropriate search engines to find information.	B	B	B	B	D	D	D
Use browser search tools and advanced search features to find information.		B	B	B	D	D	D
Use a browser's History feature to locate previously visited sites.			B	B	D	D	D
Identify and use hyperlinks within web pages or documents.	B	B	D	D	S	S	S
Use digital tools or platforms to organize, display, annotate and/or share a curated collection.					B	B	B
Access online catalogs and databases for research.			B	B	B	B	D

Online Safety	K	1	2	3	4	5	6
Use technology independently and with peers responsibly and make safe choices.		B	B	D	D	D	S
Understand how to be safe online and in a digital world.	B	B	B	B	B	D	D
Understand the importance of not sharing personal information online.	B	B	B	B	B	D	D
Understand how to practice safe internet searches.	B	B	B	B	B	D	D
Evaluate whether sources/websites are safe to conduct research.			B	B	B	D	D
Understand the positive and negative effects social media sites can have on one's life.				B	B	B	B

Digital Identity	K	1	2	3	4	5	6
Recognize how overuse of technology can impact one's mental, physical and emotional health.	B	B	B	B	B	D	D
Set appropriate profile pictures and other profile content across social media, webpages, blogs, etc.				B	B	D	D
Understand that digital content is permanent and cannot be deleted.			B	B	B	D	D
Build a positive digital footprint/reputation.			B	B	B	D	D
Recognize the difference between active and passive data collection when using the Internet and social media sites.						B	B
Understand how browser settings such as cookies track personal information.						B	B

Spreadsheets & Databases	K	1	2	3	4	5	6
Understand that spreadsheets, databases, and other specialized data tools are used to collect, manage, analyze and visualize data.			B	B	B	D	D
Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart, graph)				B	B	B	D
Enter/edit data and text into a spreadsheet and format spreadsheet to accommodate data.				B	B	B	D
Calculate numerical equations using spreadsheet formulas and functions.					B	B	B
Designate the format of a cell to accommodate different kinds of text and numerical data.					B	B	D
Utilize spreadsheet data to create tables, charts and graphs.					B	B	D
Use spreadsheets or databases to make predictions, solve problems and draw conclusions.						B	B

Acceptable Use, Copyright & Plagiarism	K	1	2	3	4	5	6
Locate required citation information on webpages and other digital resources and cite in the appropriate style.		B	B	B	D	D	D
Use age-appropriate guidelines to evaluate websites and other resources for accuracy, perspective, credibility and relevance.			B	B	D	D	D
Transfer the information learned from online sources into your own words.			B	B	D	D	D
Understand all rules and guidelines in the school's Responsible Use Policy.	B	B	B	D	D	D	D
Understand Fair Use guidelines and its application to all forms of work.			B	B	B	B	D

Multimedia & Presentation Tools	K	1	2	3	4	5	6
Use a digital camera, video camera, or camera on handheld devices to take pictures and videos. [OPTIONAL]	B	B	D	S	S	S	S
Use photo and video editing tools to adjust images and add effects.			B	B	D	D	D
Save images in multiple formats.					B	B	D
Use recording and editing equipment to record, edit and publish audio.		B	B	B	D	D	D
Create, edit and format text, visuals and audio within a multimedia presentation.			B	B	D	D	S
Create a series of slides and organize them to present research or convey an idea.		B	B	D	D	S	S
Copy/paste or import images within a multimedia presentation. Be able to change their size and position on a slide.			B	B	D	D	S
Insert songs, videos or other media on slides.			B	B	D	D	S
Add a working hyperlink to a multimedia presentation.			B	B	D	D	S

Problem Solving & Computational Thinking	K	1	2	3	4	5	6
Use technology resources and tools to solve age appropriate computing problems or for independent learning.	B	B	B	D	D	D	D
Define an algorithm as a sequence of instructions and use the basic steps of algorithmic thinking to solve problems and design solutions.	B	B	B	D	D	D	D
Use a block based visual programming interface to build a game, tell a story, or solve a problem.	B	B	B	B	B	D	D
Use 2D design tools to create prototypes, models and simulations to demonstrate solutions and ideas. [OPTIONAL]	B	B	D	D	D	D	D
Use 3D design tools to create prototypes, models and simulations to demonstrate solutions and ideas. [OPTIONAL]	B	B	B	B	B	B	D