

HBCSD Technology Competencies

3rd Grade

I = Introduce the objective using teacher-directed activities

R = Reinforce the objective using teacher-directed activities and hands-on student activities

M = Maintain the objective through hands-on, engaged-learning student activities

Technical Instruments

1. Use digital instruments and measurement devices (e.g. thermometers, scales, heart rate monitors, microscopes) **R**
2. Use data collection technologies (e.g. probes, handheld devices, geographic mapping systems) **N/A** (5th grade standard)

Computer Identification/Skills

3. Identify computer parts **M**
4. Turn computer on and off correctly **M**
5. Use output devices (e.g. monitor, printer, storage device, projector) **R**
6. Use input devices (e.g. mouse, touchpad, keyboard, remote control, scanner) **M**
7. Use peripheral devices (e.g. camera, microphones, etc.) **N/A** (4th grade standard)
8. Use electronics to communicate and collaborate with others (e.g. email, video conferencing, instant messaging, etc.) **R**
9. Employ basic technology troubleshooting and maintenance techniques **I**

Application Skills

10. Use proper keyboarding skills **I**
11. Adjust volume control on devices **R**
12. Use basic operating system features (e.g. help menus, control menus, etc.) **I**
13. Use Scroll/Highlight/Drag & Drop functions **R**
14. Create/Use/Save files to and retrieve from network folders **R**
15. Use Cut/Copy/Paste functions **I**
16. Learn shortcut commands (CTRL+S, CTRL+P, etc.) **I**
17. Use appropriate tools for the application (word processing, data base, spreadsheet, multimedia) **N/A** (4th grade standard)
18. Choose and use appropriate network printer **I**

Word Processing

19. Create and revise original text at computer **I**
20. Format text (size, font, color, etc.) **I**
21. Format paragraphs (line spacing, alignment, etc.) **I**
22. Format document (margins, headers/footers, orientation, etc.) **N/A** (4th grade standard)
23. Use bullets and numbering tools **N/A** (5th grade standard)
24. Set/use tabs **N/A** (6th grade standard)

25. Import graphics and incorporate them into a product/document **N/A** (4th grade standard)

26. Use thesaurus **N/A** (4th grade standard)

27. Use proofreading tools (e.g. spell check, grammar check, word count) **I**

Data Processing

28. Create, format and use a spreadsheet to analyze data (Excel) **I**

29. Create a graph using data (e.g. Excel, Google Docs,) **I**

30. Create/Use databases to analyze information **N/A** (4th grade standard)

Multimedia

31. Use developmentally appropriate multimedia resources (IXL, Accelerated Reader, Jiji Math, Imagine Learning, etc.) **R**

32. Navigate an interactive program using buttons or hot spots **M**

33. Use digital-imaging technology (Kid Pix, Paint, GIMP, PhotoShop) **R**

34. Create a multimedia presentation (Kid Pix, PowerPoint, Prezi) including images, sounds, and videos **I**

35. Understand the purpose of using a multimedia presentation **I**

36. Use the digital camera to obtain images **I**

37. Edit/Format graphic images/video **I**

38. Add images to presentations from Internet, files, or clip art **I**

39. Add sounds to presentations **I**

Publishing

40. Create a product (e.g. newsletter, sign, card, web page) using grade level appropriate tools (Publisher, Front Page) **I**

41. Create and publish online presentations to audiences inside/outside the classroom **I**

42. Format published products (columns, WordArt, overlays, etc.) **I**

Visual Organizers

43. Use a Visual Organizer (Kidspiration, Inspiration, Timeliner, Thinking Maps) **I**

Research/Information Access

44. Use an Internet browser to access web sites **R**

45. Use on-line reference sites to access information (e.g. encyclopedia, map, dictionary, IMDB) **R**

46. Develop effective search strategies **I**

47. Assess reliability and validity of electronic information **N/A** (4th grade standard)

Societal/Ethical Issues

48. Understand and abide by District Acceptable Use Policy **R**

49. Respect ideas and material as property (e.g. plagiarism, intellectual property) **I**

50. Understand copyright including citing resources **I**

51. Practice injury prevention and technology safety (e.g. ergonomics, electrical dangers) **R**

52. Be aware of issues regarding Internet Safety and how they can impact students of all ages **R**
53. Understand the CIPA (Children's Internet Protection Act) and know what to do if they encounter Internet Predators or Cyber Bullies. **R**
54. Know proper disposal of e-waste. **I**