### **Sun West Technology Skills Continuum**

**I (Introduce)/I Do –** Teacher will model this skill.

**R (Reinforce)/We Do –** Teacher may model this skill. Students are given opportunities to apply and grow in this skill.

**M (Mastery)/You Do –** All students have mastered this skill and can use it independently.

***O (Optional)***

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| **Technology Skill** | **Skills** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Basic Operations** | Turn on and off devices | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Log on and off devices | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Navigate the basic functions of a browser | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Use mouse to click on icons, URLs, check boxes and scroll | **I** | **R** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Use mouse to drag and drop and expand an object or shapes | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Adjust volume and mute | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Identify computer parts i.e. Keyboard, monitor, mouse, computer, laptop, volume control, USB port, audio jack… | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Save files | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Find and Retrieve files | **O** | **I** | **R** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Delete Files | **O** | **I** | **R** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Printing (identify printer, print specific pages) | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |

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| **Basic Operations**  **(Continued)** | Identify Start Menu | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Find and open Programs | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Basic troubleshooting i.e. Check locked keys, system has power, restart system | **O** | **O** | **R** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Keyboard short cuts i.e. copy/paste…  CTRL/Command-c CTRL/Command –v CTRL/Command-x | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Keyboarding   * Use proper posture and ergonomics * Locate and use letter and numbers keys with left and right hand placement * Locate and use correct finger, hand for space bar, return/enter and shift key * Gain proficiency and speed in touch typing | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Identify successful troubleshooting strategies for minor hardware and software issues/problems (e.g. “frozen screen”). | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** |
| Independently operate peripheral equipment (e.g. scanner, digital camera, camcorder), if available. | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** |
| Compress and expand large files. | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** |
| Identify and use a variety of storage media (e.g. CDs, DVDs, flash drives, school servers, and online storage spaces), and provide a rationale for using a certain medium for a specific purpose. | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** |
| Demonstrate automaticity in keyboarding skills by increasing accuracy and speed. (For students with disabilities, demonstrate alternate input techniques as appropriate.) | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** |
| Identify and assess the capabilities and limitations of emerging technologies. | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** |

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| **Technology Skill** | **Skills** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Word Processing** | Word Processing – write, edit, save, and print | **I** | **R** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Change font: size, color, style | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Highlight, copy, and paste text | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Copy, paste, insert and resize images within the documents and from outside sources | **O** | **I** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Align Text | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Undo/Redo | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Insert Chart | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Proofread and edit (Spell checker, grammar checker, thesaurus, dictionary) | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Add bullets/outline | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Formatting (margins, headers, footers, page numbers) | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Demonstrate use of intermediate features in word processing application (e.g. tabs, indents, headers and footers, end notes, bullet and numbering, tables). | **O** | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Apply advanced formatting and page layout features when appropriate (e.g. columns, templates, and styles) to improve the appearance of documents and materials. | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **I** | **I** | **I** | **I** | **I** | **I** |
| Use the Comment function in review for peer editing of documents. | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **I** | **I** | **I** | **I** | **I** | **I** |
| Use the Track Changes feature in review for peer editing of documents. | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **I** | **I** | **I** | **I** | **I** | **I** |

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| **Technology Skill** | **Skills** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Spreadsheet**  **(Tables, Charts, and Graphs)** | Identify and explain terms (i.e. cell, row, column, values, charts, graphs) | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** |
| Use sum and averages | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** |
| Copy/paste cells | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Insert a column and insert a row | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Create charts | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** |
| Set print area | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Apply color to rows, cells, columns | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Insert graphics | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Fill down a column | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Find & Select | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Sort & Filter | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Format a table | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Adjust alignment |  | **O** | **O** | **I** | **R** | **R** | **R** | **R** | **M** | **M** | **M** | **M** | **M** |
| Enter and edit data in spreadsheets and perform calculations using formulas | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **M** | **M** | **M** |
| Use mathematical symbols e.g. + add, - minus, \* multiply, / divide, ^ exponents | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **M** | **M** | **M** |

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| **Spreadsheet**  **(Tables, Charts, and Graphs)**  **(continued)** | Use spreadsheets to make predications, solve problems, and draw conclusions | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **M** | **M** | **M** |
| Use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings and choose the most appropriate type to represent given data. | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **M** | **M** | **M** |
| Enter formulas and functions; use the auto-fill feature in a spreadsheet application. | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **M** | **M** | **M** |
| Use the functions of a spreadsheet application (e.g. sort, filter, find). | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **M** | **M** | **M** | **M** |
| Use various number formats (e.g. scientific notations, percentages, exponents) as appropriate. | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **M** | **M** |
| Produce simple charts and graphs from a spreadsheet. | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **R** | **M** | **M** | **M** |
| Use advanced formatting features of a spreadsheet application (e.g. reposition columns and rows, add and name worksheets). | **oO** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **M** | **M** |
| Differentiate between formulas with absolute and relative cell references. | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **I** | **R** | **R** | **R** |

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| **Technology Skill** | **Skills** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Multimedia and**  **Presentation Tools** | Create, edit, and format text on a slide | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Create a series of slides and organize them to present research or convey data | **O** | **O** | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Copy, past, import, reposition and resize graphics on a slide | **O** | **O** | **I** | **R** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Use painting/drawing tools to create and edit work | **O** | **I** | **R** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Watch online videos and use play, pause, rewind, and forward buttons while taking notes | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Independently use appropriate technology tools (e.g. graphic organizer, audio, visual) to define problems and propose hypotheses. | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
| Use a variety of applications to plan, create, and edit multimedia products (e.g. slide presentations, videos, animations, simulations, podcasts). | **I** | **R** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** | **M** |
|  | **I – Introduce R – Reinforce M – Master O - Optional** |  |  |  |  |