### **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** |  |  |  |  |