

REPORT CARD CHUGACH SCHOOL DISTRICT

Name:

Technology Graduation = Level VIII	Key: * Advanced + Proficient Developing — Emerging
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Level I:		
TE1.1 Types letters on a keyboard while learning the alphabet. TE 1.2 Identifies computer components (e.g., monitor, CPU, mouse, keyboard, modem). TE 1.3 Demonstrates proper use and care of a personal computer (e.g., on and off procedures, mouse and keyboard usage, cleaning equipment). TE 1.4 Understands how to use desktop without deleting, renaming, or moving files. TE 1.5 Knows various uses for technology (e.g., communicating, producing, and obtaining information). TE 1.6 Identifies and uses desktop items (icons, trash, menu). TE 1.7 Knows how to open and quit software applications. TE 1.8 Knows when/how to ask for assistance as problems arise [(knows simple troubleshooting strategy; e.g., cursor does not move after a short time, ask teacher for help)]. TE 1.9 Is able to use mouse with basic software (e.g., clicks on objects, moves cursor).		
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Level II:		
TE 2.1 Understands and uses the basic function and modifier keys (return, esc, shift, control, etc.). TE 2.2 Understands different software applications make the computer perform different functions (e.g., Word--word processor, Excel--spreadsheets, Hyperstudio--multimedia). TE 2.3 Understands the basic concepts of networking (e.g., computers connected with a special cable can communicate just like telephones). TE 2.4 Uses a word processing application to type simple sentences/stories. TE 2.5 Is aware of e-mail and that servers connect to each other to communicate. TE 2.6 Reads and responds to simple computer terminology (save, file, quit, etc.). TE 2.7 Knows how to save and print using the tool bar ("File" menu).		
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Level III:		
TE 3.1 Uses proper keyboarding position, body posture, eye level, etc. when working on computers (ergonomics). TE 3.2 Identifies and uses appropriate software for tasks with guidance. TE 3.3 Uses word processing application to create a document and perform simple editing (e.g.— check spelling, check for punctuation, check for capitalization). TE 3.4 Identifies basic components of a spreadsheet (e.g.— cells, rows, columns, and sheets). TE 3.5 Saves work to a specific folder and retrieves the work when needed. TE 3.6 Is able to use Word Art or similar software for titles and knows how to change color of text. TE 3.7 Understands not to copy programs from one computer to another without permission and not to take programs home. TE 3.8 Is aware of how computer viruses are transmitted. TE 3.9 Practices proper care, storage, and cleaning of hardware and software. TE 3.10 Knows how to read and respond to help/caution messages from computer. TE 3.11 Knows how to use the tool bar ("File", "Edit"). TE 3.12 Understands manners (ethics) involved in use of common computers.		
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Level IV:		
TE 4.1 Types 10 WPM using proper keyboarding position. TE 4.2 Creates simple multimedia project/presentation (KidPix, Hyperstudio). TE 4.3 Works with the teacher to access information on the Internet. TE 4.4 Identifies possible dangers associated with Internet use. TE 4.5 Enters data in a spreadsheet. TE 4.6 Manages operating system (e.g., installs software, creates folders, selects printer, sets date/time). TE 4.7 Understands how to use templates to create various reports and documents. TE 4.8 Lists 4 other forms of technology (scanner, bar coding, fax machine, slide projectors, copiers, teleconferencing equipment, video, ten key, cash machines, digital cameras, and various computer peripherals).		
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Level V: TE 5.1 Uses formatting techniques in word processing or spreadsheets (e.g., formats text/cells, changes margins, adds bullets). TE 5.2 Uses word processing functions (e.g., cut, copy, paste, and undo). TE 5.3 Creates a spreadsheet using a minimum of one formula. TE 5.4 Creates multimedia projects using a variety of media (e.g., pictures, sound, video, and text). TE 5.5 Navigates through the internet, locates valid resources, looks up email addresses. TE 5.6 Uses appropriate software independently to support learning (e.g., CD-ROM Encyclopedia, Print Shop Deluxe). TE 5.7 Uses internet search engines to locate information for research projects (locates various on-line newspapers and periodicals). TE 5.8 Identifies the relationships between computer specifications and how they affect computer performance (e.g., RAM, processor speed, and memory). TE 5.9 Understands and can state the use of 4 various forms of technology (scanner, bar coding, fax machine, slide projectors, copiers, teleconferencing equipment, video, ten key, cash machines, digital cameras, and various computer peripherals, etc.).		
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Level VI: TE 6.1 Types 25 WPM using proper keyboarding position. TE 6.2 Combines several functions in word processing (e.g., adds, pictures, tables, and columns to a text document). TE 6.3 Creates multimedia project containing 3 media components minimum. TE 6.4 Becomes fluent with Power Point or similar multimedia software. TE 6.5 Explains the basic principles of Local Area Networks and Wide Area Networks including the World Wide Web. TE 6.6 Assists others in choosing appropriate software to support learning. TE 6.7 Selects and demonstrates how to use 4 various forms of technology (scanner, bar coding, fax machine, slide projectors, copiers, teleconferencing equipment, video, ten key, cash machines, digital cameras, and various computer peripherals, etc.). TE 6.8 Installs software such as applications or printer drivers. TE 6.9 Demonstrates ethical use of common computers (file privacy, operating system, e-mail, etc.).		
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Level VII: TE 7.1 Assesses own technology strengths and weaknesses and sets goals for improvement. TE 7.2 Uses word processing to compose a variety of documents (e.g. newspapers, brochures, posters) using complex formatting techniques (borders, columns, imports, etc.). TE 7.3 Locates specific information on the Internet. TE 7.4 Uses advanced functions to fill a spreadsheet and customize the cell formulas (e.g., summation and averaging in real life situations--tracking student account expenses). TE 7.5 Demonstrates basic trouble shooting strategies such as printing problems (print monitor), hardware/software problems, and retrieving information. TE 7.6 Can manage an email address and uses it appropriately when available. TE 7.7 Understands port differences such as serial and printer. TE 7.8 Is familiar with using calendar and task schedule software.		
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Level VIII: TE 8.1 Begins a personal electronic portfolio using audio and video components for job or university placement. TE 8.2 Types 30 WPM using proper keyboarding position. TE 8.3 Develops pie charts, bar graphs, and line graphs using the appropriate software. TE 8.4 Uses multimedia peripherals (scanner, camcorder, digital camera, etc.) to create a multimedia presentation. TE 8.5 Explores and reports on uses of technology in workplace and examines careers that require the use of technology. TE 8.6 Demonstrates ethical and legal use of technology (understands licensing agreements and copyrights). TE 8.7 Shows how to use the Internet to retrieve information (e.g., downloading images, sounds and files—file transfer protocol). TE 8.8 Uses and updates virus scan software. TE8.9 Creates a project incorporating multiple software applications (e.g., imbeds spreadsheets or graphics into a word processing document). TE 8.10Connects 2 computer networks and establishes file sharing. TE 8.11Logs onto a shared network folder. TE 8.12Identifies different operating systems.		
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Level IX: TE 9.1 Installs RAM. Understands differences in workstations and servers. TE 9.2 Understands drive mapping. TE 9.3 Instructs others in basic operations of word processors, spreadsheets, multimedia, and Internet access. TE 9.4 Creates a multimedia project using audio and video components for public presentation. TE 9.5 Creates a WWW page including at least one graphic, text, and a link to another Internet site. TE 9.6 Understands various operating systems and which services each can run (e.g., proxy, database, home directories, e-mail, group scheduling).		
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Level X: TE 10.1Completes personal electronic portfolio. TE 10.2Develops a working knowledge of specific technology for interest areas such as programmable calculators, subject specific software and hardware, CAD/CAM engine analyzers, photo-editing, graphic design, and video/audio tools. TE 10.3Uses the Internet, AKCIS, or other career resource software to obtain information on post secondary education, service learning, skilled trades, entrepreneurialship, or employment options. TE 10.4Presents personal electronic portfolio to public while explaining career and schooling options. TE 10.5Demonstrates competency in technological area of interest by instructing younger students in that area. TE 10.6Is able to set up workstation operating system with Microsoft Office, internet access, and e-mail account and connect to a server operating system. TE 10.7Evaluates technology projects of others and assists them in improving their work.		
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