Central Bucks School District—Elementary Technology Scope & Sequence

*Grade Five Technology Portfolio Checklist Student Name: Teacher Name:*

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| **Basic Operations** | | | |
| Students will…. |  | Date | Activity or Assessment |
| Use file management skills: o*pen, close,* [*save, save as*](http://www.atomiclearning.com/k12/movie/79958/play_window?cn=cbsd)*,* [*print, print preview*](http://www.atomiclearning.com/k12/movie/80000/play_window?cn=cbsd), retrieve document, make changes to an existing document | **S** |  |  |
| Use [keyboard shortcuts for common actions](http://windows.microsoft.com/en-us/windows7/keyboard-shortcuts) | **S** |  |  |
| Use edit commands:[*select all*](http://www.atomiclearning.com/k12/movie/79963/play_window?cn=cbsd)*,* [*undo*](http://www.atomiclearning.com/k12/movie/79972/play_window?cn=cbsd) | **S** |  |  |
| Use file management skills: [create](http://windows.microsoft.com/en-US/windows-vista/Create-a-new-folder), move, & delete folders | **S** |  |  |
| Use basic troubleshooting techniques and resources to problem solve | D |  |  |
| Use [Page Setup feature](http://www.atomiclearning.com/k12/movie/79987/play_window?cn=cbsd&type=Tutorial&sid=2311)—change margins, use portrait/landscape modes | B/D |  |  |
| Use file management skills: [search for files and folders](http://windows.microsoft.com/en-US/windows7/help/files-folders-search) | B/D |  |  |

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| **Social, Ethical, and Human Issues** | | | |
| Demonstrate appropriate behavior for technology use | **S** |  |  |
| Follow Acceptable Use Guidelines for the use of technology | **S** |  |  |
| Use simple bibliography to cite sources \* | **S** |  |  |
| Develop an understanding of [plagiarism](http://www.atomiclearning.com/k12/movie/91574/play_window?cn=cbsd&type=Workshop&sid=2536) and the [consequences](http://www.atomiclearning.com/k12/movie/91576/play_window?cn=cbsd&type=Workshop&sid=2536) \* | D | Jan. 14 | Library: Watched Brain Pop videos on plagiarism and paraphrasing. Required to paraphrase for author study project. |
| Demonstrate awareness and adherence to [copyright laws](http://www.atomiclearning.com/k12/movie/76356/play_window?cn=cbsd&type=Workshop&sid=2230) \* | D | March 2014 | Library: Learned importance of giving credit to information, picture, and video sources. |
| Identify the role of technology in our world | B/D |  |  |
| Know and follow best practices for [internet safety](http://www.atomiclearning.com/k12/movie/91519/play_window?cn=cbsd&type=Workshop&sid=2533) | D |  |  |

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| **Technology Productivity Tools** | | | |
| [Integrate](http://www.atomiclearning.com/k12/movie/82466/play_window?cn=cbsd) and [format graphics](http://www.atomiclearning.com/k12/movie/82482/play_window?cn=cbsd) into documents | **S** |  |  |
| Use [spell check](http://www.atomiclearning.com/k12/movie/79973/play_window?cn=cbsd), [grammar](http://www.atomiclearning.com/k12/movie/80017/play_window?cn=cbsd), and [thesaurus](http://www.atomiclearning.com/k12/movie/82494/play_window?cn=cbsd) tools | **S** |  |  |
| [Copy and paste](http://www.atomiclearning.com/k12/movie/79969/play_window?cn=cbsd&type=Tutorial&sid=2311) text within student-created documents | D | 2013-2014 | All PowerPoint, Microsoft Word, and Wiki performance tasks |
| Create [numbered](http://www.atomiclearning.com/k12/movie/79992/play_window?cn=cbsd&type=Tutorial&sid=2311) and [bulleted](http://www.atomiclearning.com/k12/movie/79993/play_window?cn=cbsd&type=Tutorial&sid=2311) lists | B/D |  |  |
| Insert and customize [footers and headers](http://www.atomiclearning.com/k12/movie/79996/play_window?cn=cbsd&type=Tutorial&sid=2311) | B |  |  |
| Use correct hand/finger positioning to type 20 words per minute with 80% accuracy | D/**S** | 2013-2014 | Weekly practice during Computer Lab time on Type to Learn Software |
| Use [spreadsheet templates](http://www.atomiclearning.com/k12/movie/80708/play_window?cn=cbsd) to create charts, tables, and graphic organizers with curricular related projects | **S** |  |  |
| Insert [spreadsheets](http://www.atomiclearning.com/k12/movie/87969/play_window?cn=cbsd&type=Tutorial&sid=2458) and [charts](http://www.atomiclearning.com/k12/movie/81409/play_window?cn=cbsd) into other applications | B | 11/2013 | Pie Chart Power Point Slide |
| Access online content area sites specific to CB curriculum materials | D |  |  |
| Use online content area sites to practice skills and extend learning within the classroom and outside the classroom | D | 2013-2014 | Teacher Website- Symbaloo and Class Website |

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| **Technology Communications** | | | |
| Evaluate independently [presentation](http://www.atomiclearning.com/k12/movie/81409/play_window?cn=cbsd) in terms of content, relevance, and aesthetics \* | D | March 2014 | Library: Research for Author Study project incorporated into a PowerPoint presentation. |
| [Develop a slide show](http://www.microsoft.com/atwork/skills/powertips.aspx#fbid=bRBvHSQTACE) to be integrated with an oral presentation \* | D/**S** | March 2014 | Library: Research for Author Study project incorporated into a PowerPoint presentation. |
| Incorporate purposeful use of [transitions, effects,](http://www.atomiclearning.com/k12/movie/88056/play_window?cn=cbsd) [graphics](http://www.atomiclearning.com/k12/movie/88003/play_window?cn=cbsd), [bulleted lists](http://www.atomiclearning.com/k12/movie/81384/play_window?cn=cbsd) \* | D | March 2014 | Library: Research for Author Study project incorporated into a PowerPoint presentation. |
| Use navigation tools in [presenting a slide show](http://www.atomiclearning.com/k12/movie/81422/play_window?cn=cbsd) \* | B/D/**S** | March 2014 | Library: Research for Author Study project incorporated into a PowerPoint presentation. |
| Incorporate into projects and presentations images and [graphics](http://www.atomiclearning.com/k12/movie/88003/play_window?cn=cbsd) from Internet resources and other sources \* | D | March 2014 | Library: Research for Author Study project incorporated into a PowerPoint presentation. |
| Incorporate into projects and presentations [sound](http://www.atomiclearning.com/k12/movie/88019/play_window?cn=cbsd) and [video](http://www.atomiclearning.com/k12/movie/88029/play_window?cn=cbsd) from district resources and other sources \* | D | April 2014 | Library: Research for Author Study project incorporated into a PowerPoint presentation. |
| Incorporate into projects and presentations curriculum-related [graphic organizers](http://www.atomiclearning.com/k12/movie/81410/play_window?cn=cbsd) | B |  |  |

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| **Technology Research Tools** | | | | |
| Use [online library catalog](http://www.cbsd.org/curriculum/library/Pages/Catalog.aspx) to locate books and periodicals \* | **S** | Sept. 2013-end of sch. Yr. | | Library: Internet Scavenger Hunt, BINGO library hunt, and weekly book checkout. |
| Access websites by [entering URLs](http://www.atomiclearning.com/k12/movie/26525/play_window?cn=cbsd) \* | **S** | Jan. 2014 | | Library: Research for Author Study project. |
| Use age-appropriate [search engines](http://www.atomiclearning.com/k12/movie/76348/play_window?cn=cbsd&type=Workshop&sid=2230) to locate websites with relevant information\* | D | Jan. 2014 | | Library: Lesson on “How to find a reliable website”, video on searching, and students researched on their own for their Author Study project. |
| Use [age-appropriate online](http://www.cbsd.org/curriculum/library/Pages/ElemResources.aspx) databases and resources for research \* | **S** | Jan. 2014 | | Library: Research for Author Study project on the World Book Web. |
| Understand differences between [web domains](http://www.atomiclearning.com/k12/movie/20051/play_window?cn=cbsd&type=Workshop&sid=1466) such as gov, .com, .edu, .org \* | B/D | Dec. 2013  Jan. 2014 | | Library: Lessons on how to search for reliable information, video on Safari about using the CARRDSS evaluation system for websites, and research for Author Study project. |
| [Evaluate](http://www.atomiclearning.com/k12/movie/20048/play_window?cn=cbsd&type=Workshop&sid=1466) and compare websites with regard to [authority](http://www.atomiclearning.com/k12/movie/77274/play_window?cn=cbsd&type=Workshop&sid=1466), [relevance](http://www.atomiclearning.com/k12/movie/20049/play_window?cn=cbsd&type=Workshop&sid=1466) to topic, [bias](http://www.atomiclearning.com/k12/movie/77273/play_window?cn=cbsd&type=Workshop&sid=1466) \* | D | Dec. 2013 and Feb. 2014 | | Library: Real vs. hoax website projects/lessons, Author Study project required locating a reliable site on their own following those guidelines. |
| Use tools to select relevant excerpts for printing and note-taking and correctly [cite the resources](http://www.atomiclearning.com/k12/movie/90786/play_window?cn=cbsd) \* | B/D | Oct./Nov. 2013 and March 2014 | | Library: Cite sources using Noodletools for their classroom explorer project and for our author study project. |
| Access [technology tools](http://www.noodletools.com/software/demo2012/) to use correct [bibliographic format](http://www.atomiclearning.com/k12/movie/86693/play_window?cn=cbsd) to [credit sources](http://www.atomiclearning.com/k12/movie/91305/play_window?cn=cbsd) \* | D | Oct./Nov. 2013 and March 2014 | | Library: Cite sources using Noodletools for their classroom explorer project and for our author study project. |
| Use advanced search engine features to [narrow focus](http://www.atomiclearning.com/k12/movie/76350/play_window?cn=cbsd&type=Workshop&sid=2230) when searching for information \* | B | Dec. 2013  Jan. 2014 | | Library: Lessons on how to search for reliable information, video on Safari about using the CARRDSS evaluation system for websites, and research for Author Study project. |
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| **Technology Problem Solving and Decision Making Tools** | | | | |
| Use internet [to find and locate information](http://www.atomiclearning.com/k12/movie/20034/play_window?cn=cbsd&type=Workshop&sid=1466) to explore essential questions and extend learning | D | 9/2013-11/2013 | | Social Studies- American Indian and Explorer Project |
| Use interactive technology environments, such as simulations, electronic science or mathematics laboratories, virtual field trips, or online interactive lessons to manipulate information. | B | 12/20013 | | Science- Launch Ball on LearningScience.org |
| Use technology tools and resources to problem solve in collaboration with others | D |  | |  |

**\***The initial teaching for this skill will take place under the direction of the librarian with follow-up by the classroom teacher.

5.3.12