**Coronado Unified School District**

2015-16

**Common Core State Standards K-5 Technology Skills Scope and Sequence**

**Adapted from Long Beach Unified School District**

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| **Digital Literacy Categories** | | **Alignment to CCSS/SBAC** | **Skills** | **K** | **1** | **2** | **3** | **4** | **5** |
| **Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity** | **Basic Operations**  **(B.O)** | **1. SBAC test taking skills** | Turn on a computer and login | I | R | M | M | M | M |
| **2. SBAC test taking skills** | Use pointing device such as a mouse to manipulate shapes, icons; click on urls, radio buttons, check boxes; use scroll bar | I | R | M | M | M | M |
| **3. SBAC test taking skills** | Use desktop icons, windows and menus to open applications and documents | I | R | M | M | M | M |
| **4. SBAC test taking skills** | File management - saving documents |  | O | I | R | M | M |
| **5. SBAC test taking skills** | Explain and use age-appropriate online tools and resources (e.g. tutorial, assessment, web browser) | O | I | R | M | M | M |
| **6. W6** | Keyboarding   * **1.** Use proper posture and ergonomics * **2.** Locate and use letter and numbers keys with left and right hand placement * **3.** Locate and use correct finger, hand for space bar, return/enter and shift key * **4.** Gain proficiency and speed in touch typing | I | I | R | M | M | M |
| **Word Processing**  **(W.P)** | **1. W5, W6, W10** | Use a word processing application to write, edit, print and save simple assignments | O | I | R | M | M | M |
| **2. W5, W6, W10** | Use menu/tool bar functions (e.g. font/size/style/, line spacing , margins) to format, edit and print a document |  | I | R | M | M | M |
| **3. W5, W6, W10** | Highlight text, copy and paste text |  | O | I | R | M | M |
| **4. W5, W6, W10** | * **1.** Copy and paste images within the document and from outside sources * **2.** Insert and size a graphic in a document |  | I | R | M | M | M |
| **5. L 4** | Proofread and edit writing using appropriate resources (e.g. dictionary, spell checker, grammar, and thesaurus) |  | O | I | R | M | M |
| **I - Introduce R - Reinforce M - Mastery (ability to teach others) O - Optional for grade level** | | | | | | | | | |

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| **Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity** | **Spreadsheet (Tables/Charts and Graphics)**  **(S.S)** | **1. MD, SBAC testing skills** | Demonstrate an understanding of the spreadsheet as a tool to record, organize and graph information |  |  |  | O | I | R |
| **2. SBAC testing skills** | Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart graph) |  |  |  | O | I | R |
| **3. MD, SBAC testing skills** | Enter/edit data in spreadsheets and perform calculations using formulas |  |  |  | O | I | R |
| **4. MD, SBAC testing skills** | Use mathematical symbols e.g. + add, -minus, \*multiply, /divide, ^exponents |  |  |  | O | I | R |
| **5. RI 7** | Use spreadsheets and other applications to make predictions, solve problems and draw conclusions |  |  |  | O | I | R |
| **Multimedia and Presentation Tools**  **(M.P)** | **1. W6** | Create, edit and format text on a slide |  |  | I | R | M | M |
| **2. W6** | Create a series of slides and organize them to present research or convey an idea |  |  | I | R | M | M |
| **3. W6 , SL 5** | Copy and paste or import graphics; change their size and position on a slide |  |  | O | I | R | M |
| **4. W6, SL 5** | Use painting and drawing tools/applications to create and edit work |  |  | I | R | M | M |
| **5. W6, RL 7, SBAC testing skills** | Watch online videos and use play, pause, rewind and forward buttons while taking notes | O | I | R | M | M | M |
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| **Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school and in society** | **Acceptable Use, Copyright and Plagiarism**  **(D.C)** | **1. Digital Citizenship** | Explain and demonstrate compliance with classroom, school rules (Acceptable Use Policy) regarding responsible use of computers and networks | I | R | M | M | M | M |
| **2. Digital Citizenship** | Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use | I | R | M | M | M | M |
| **3. Digital Citizenship** | Explain Fair Use Guidelines for the use of copyrighted materials, (e.g. text, images, music, video in student projects) and giving credit to media creators |  | I | R | M | M | M |
| **4. Digital Citizenship** | Identify and explain the strategies for the safe and efficient use of computers (e.g. passwords, virus protection software, spam filters, popup blockers) |  | I | R | M | M | M |
| **5. Digital Citizenship** | Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette |  |  |  | I | R | M |
| **6. Digital Citizenship** | Identify cyber bulling and describe strategies to deal with such a situation | I | R | M | M | M | M |
| **7. Digital Citizenship** | Recognize and describe the potential risks and dangers associated with various forms of online communications |  | I | R | M | M | M |
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| **Demonstrate the ability to use technology for research, critical thinking, decision making, communication and collaboration, creativity and innovation** | **Research and Gathering Information**  **(R)** | **1. RI 5, RI 7** | Use age appropriate technologies to locate, collect, organize content from media collection for specific purposes, citing sources | O | I | R | M | M | M |
| **2. RI 5, RI 7** | Perform basic searches on databases (e.g. library, card catalog, encyclopedia) to locate information |  | O | I | R | R | M |
| **3. RI 5, RI 7** | Evaluate teacher-selected or self-selected internet resources in terms of their usefulness for research |  | O | I | R | M | M |
| **4. RI 6, RI 7, RI 9** | Use Web 2.0 tools (online discussions, blogs and wikis) to gather and share information |  |  | O | I | R | M |
| **5. RI 7** | Identify and analyze the purpose of a media message (to inform, persuade and entertain) | I | R | M | M | M | M |
| **Communicati-on and Collaboration**  **(C.C)** | **1. W6** | Work collaboratively online with other students under teacher supervision |  |  | I | R | M | M |
| **2. W6, W10** | Use a variety of age-appropriate technologies (e.g. drawing program, presentation software) to communicate and exchange ideas |  | O | I | R | M | M |
| **3. W6 , W10**  **SL 2, SL 5** | Create projects that use text and various forms of graphics, audio, and video, (with proper citations) to communicate ideas |  |  | I | R | M | M |
| **4. W6, W10**  **SL 3** | Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations |  |  | O | I | R | M |
| **5. W6, W10**  **SL 1** | Use district approved Web 2.0 tools for communication and collaboration |  |  | O | I | R | M |
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