Technology Curriculum Scope and Sequence

Kindergarten – Grade Five

July 2005

LEVEL K

SAFETY **LEVEL K**
Correlation to Massachusetts Instructional Technology Standards: 2.2, 2.4
Performance Indicators

ST K.1. The student will communicate that computers can be used to visit far off places and learn new things.

ST K.2. The student will recognize that cyberspace travel should include adult supervision.

ETHICS **LEVEL K**
Correlation to Massachusetts Instructional Technology Standards: 2.2
Performance Indicators

ET K.1. The student recognizes that objects, including computer equipment, have owners.

ET K.2. The student demonstrates respect for the property of others.

GENERAL TECHNOLOGICAL AWARENESS **LEVEL K**
Correlation to Massachusetts Instructional Technology Standards: 1.2, 2.1
Performance Indicators

GT K.1. The student demonstrates an understanding of what a computer is, what the different parts are, and what they are used for.

GT K.2. The student demonstrates an understanding of the dos and don'ts of using a computer.

GT K.3. The student can start, shut down, and restart a computer.

GT K.4. The student can use the mouse.

GT K.5. The student demonstrates an understanding of the rules for using technology.

GT K.6. The student uses proper vocabulary when identifying computer components (mouse, keyboard, monitor, etc.).

KEYBOARDING

LEVEL K

Correlation to Massachusetts Instructional Technology Standards: 1.3, 2.5

Performance Indicators

KB K.1. The student demonstrates an understanding of the relative position of the keys on a keyboard.

KB K.2. The student can identify and use some letter and number keys.

KB K.3. The student can identify and use the space bar and return/enter keys.

KB K.4. The students demonstrate proper ergonomics.

INFORMATION SYSTEMS/CD-ROM

LEVEL K

Correlation to Massachusetts Instructional Technology Standards: 1.1

Performance Indicators

IS K.1. The student demonstrates proper removal of a CD-ROM from a CD case, proper handling and proper replacement in the CD case.

IS K.2. The student can insert and eject a CD-ROM.

IS K.3. The student can access a program on a CD-ROM.

INTERNET/TELECOMMUNICATIONS

LEVEL K

Correlation to Massachusetts Instructional Technology Standards: 1.7, 2.2

Performance Indicators

IT K.1. The students will collaborate with classmates to use teacher-selected Web sites.

IT K.2. The students will develop an understanding of the schools rules for safe and ethical internet use.

LEVEL 1

SAFETY **LEVEL 1**
Correlation to Massachusetts Instructional Technology Standards: 2.2, 2.4
Performance Indicators

ST 1.1. The student will communicate that computers can be used to visit far off places and learn new things.

ST 1.2. The student will recognize that cyberspace travel should include adult supervision.

ETHICS **LEVEL 1**
Correlation to Massachusetts Instructional Technology Standards: 2.1
Performance Indicators

ET 1.1. The student recognizes that objects, including computer equipment, have owners.

ET 1.2. The student demonstrates respect for the property of others.

GENERAL TECHNOLOGICAL AWARENESS **LEVEL 1**
Correlation to Massachusetts Instructional Technology Standards: 1.2, 2.1, 2.2
Performance Indicators

GT 1.1. The student can start, restart, and shut down a computer.

GT 1.2. The student demonstrates an understanding of how a computer operates and how a floppy disk works.

GT 1.3. The student can move, point, click, drag, and double-click the mouse.

GT 1.4. The student can open and close windows and files using a mouse.

GT 1.5. The student demonstrates an understanding of the rules for using technology.

GT 1.6. The student uses proper vocabulary when identifying computer components (mouse, keyboard, monitor, etc.).

KEYBOARDING

LEVEL 1

Correlation to Massachusetts Instructional Technology Standards: 1.3, 2.5

Performance Indicators

KB 1.1. The student demonstrates an understanding of the relative position of the keys on a keyboard.

KB 1.2. The student can identify and use the letter and number keys.

KB 1.3. The student can identify and use the punctuation and symbol keys.

KB 1.4. The student can use the space bar, return/enter, and delete/backspace keys.

KB 1.5. The student can use informal keyboarding skills to type word, phrases, and sentences.

KB 1.6. Student demonstrates proper ergonomics.

PAINT, DRAW, AND GRAPHICS

LEVEL 1

Correlation to Massachusetts Instructional Technology Standards: 1.10

Performance Indicators

PDG 1.1. The student demonstrates an understanding of how to use paint and draw program features such as the pencil, eraser, paintbrush, spray can, and paint bucket.

PDG 1.2. The student demonstrates an understanding of how to change the color or pattern of the paintbrush, paint bucket, or spray can in a paint program.

PDG 1.3. The student demonstrates an understanding of how to use some of the more advanced features of paint and draw programs such as the line tool, shape tools, and text tool.

PDG 1.4. The student can draw a picture and type in a descriptive word in a paint program.

WORD PROCESSING

LEVEL 1

Correlation to Massachusetts Instructional Technology Standards: 1.4

Performance Indicators

WP 1.1. The student demonstrates an understanding of how to access and open a word processing program.

WP 1.2. The student can enter text in a word processing program.

WP 1.3. The student can delete text using the delete key or backspace key.

WP 1.4. The student can use the spacebar.

WP 1.5. The student can change the text size.

WP 1.6. The student demonstrates an understanding of the insertion point and the cursor.

INFORMATION SYSTEMS/CD-ROM
LEVEL 1
Correlation to Massachusetts Instructional Technology Standards: 1.1
Performance Indicators

IS 1.1. The student demonstrates proper removal of a CD-ROM from a CD case, proper handling and proper replacement in the CD case.

IS 1.2. The student can insert and eject a CD-ROM.

IS 1.3. The student can access a program on a CD-ROM.

INTERNET/TELECOMMUNICATIONS
LEVEL 1
Correlation to Massachusetts Instructional Technology Standards: 1.7, 2.2
Performance Indicators

IT 1.1. The students will collaborate with classmates to use teacher-selected Web sites.

IT 1.2. The students will develop an understanding of the schools rules for safe and ethical internet use.

LEVEL 2

SAFETY **LEVEL 2**
Correlation to Massachusetts Instructional Technology Standards: 2.1, 2.2
Performance Indicators

ST 2.1. The student can identify information that should be kept private.

ST 2.2. The student knows and follows rules for safely sharing information in cyberspace.

ETHICS **LEVEL 2**
Correlation to Massachusetts Instructional Technology Standards: 2.1, 2.2, 2.4
Performance Indicators

ET 2.1. The student can identify the work of others as "property".

ET 2.2. The student demonstrates respect for computer-related property.

ET 2.3. The students understand and apply "netiquette".

GENERAL TECHNOLOGICAL AWARENESS **LEVEL 2**
Correlation to Massachusetts Instructional Technology Standards: 1.1, 1.2
Performance Indicators

GT 2.1. The student demonstrates an understanding of how a hard drive works and what it is used for.

GT 2.2. The student can identify active and non-active commands and locate submenus using the mouse.

GT 2.3. The student can open and save files using the mouse.

GT 2.4. The student can use basic keyboard shortcuts.

GT 2.5. The student demonstrates an understanding of the rules for using technology.

GT 2.6. The student uses proper vocabulary when identifying computer components (mouse, keyboard, monitor, etc.).

KEYBOARDING

LEVEL 2

Correlation to Massachusetts Instructional Technology Standards: 1.1, 1.3, 2.5

Performance Indicators

KB 2.1. The student can identify and use the shift, caps lock, tab, and arrow keys.

KB 2.2. The student can use informal keyboarding skills to type sentences and paragraphs.

KB 2.3. The student is introduced to formal keyboarding skills.

KB 2.4. The student demonstrates proper ergonomics.

PAINT, DRAW, AND GRAPHICS

LEVEL 2

Correlation to Massachusetts Instructional Technology Standards: 1.10

Performance Indicators

PDG 2.1. The student can use paint and draw program features such as the pencil, eraser, paintbrush, spray can, and paint bucket.

PDG 2.2. The student can change the color or pattern of the paintbrush, paint bucket, or spray can in a paint program.

PDG 2.3. The student can use more advanced features of paint and draw programs such as the line tool, shape tools, and text tool.

PDG 2.4. The student can draw a picture and type in a descriptive sentence in a paint program.

WORD PROCESSING

LEVEL 2

Correlation to Massachusetts Instructional Technology Standards: 1.4, 3.2

Performance Indicators

WP 2.1. The student demonstrates an understanding of how to use special keys such as shift, punctuation, and return/enter.

WP 2.2. The student can save and retrieve word processing files.

WP 2.3. The student can highlight text.

WP 2.4. The student can format the text of the document by changing text size, font, and style.

WP 2.5. The student demonstrates an understanding of the concept of text/word wrap.

INFORMATION SYSTEMS/CD-ROM
LEVEL 2
Correlation to Massachusetts Instructional Technology Standards: 1.1
Performance Indicators

IS 2.1. The student demonstrates proper removal of a CD-ROM from a CD case, proper handling and proper replacement in the CD case.

IS 2.2. The student can insert and eject a CD-ROM.

IS 2.3. The student can access a program on a CD-ROM.

INTERNET/TELECOMMUNICATIONS
LEVEL 2
Correlation to Massachusetts Instructional Technology Standards: 1.7, 2.2
Performance Indicators

IT 2.1. The students will collaborate with classmates to use teacher-selected Web sites.

IT 2.2. The students will develop an understanding of the schools rules for safe and ethical internet use.

LEVEL 3

SAFETY **LEVEL 3**
Correlation to Massachusetts Instructional Technology Standards: 2.1
Performance Indicators

ST 3.1. The student can identify information that should be kept private.

ST 3.2. The student knows and follows rules for safely sharing information in cyberspace.

ETHICS **LEVEL 3**
Correlation to Massachusetts Instructional Technology Standards: 2.1, 2.5
Performance Indicators

ET 3.1. The student can identify the work of others as "property".

ET 3.2. The student demonstrates respect for computer-related property.

ET 3.3. The students understand and apply "netiquette.

ET 3.4. The student demonstrates an understanding of Andover's acceptable use policy (AUP) and the responsible behavior its rules look to enforce.

GENERAL TECHNOLOGICAL AWARENESS **LEVEL 3**
Correlation to Massachusetts Instructional Technology Standards: 1.1
Performance Indicators

GT 3.1. The student can select, open, close, and save files.

GT 3.2. The student can move, resize, and change the view of windows, using a mouse.

GT 3.3. The student uses proper vocabulary when identifying computer terms (minimize, maximize, floppy drive, scroll, etc.).

KEYBOARDING

LEVEL 3

Correlation to Massachusetts Instructional Technology Standards: 1.1, 1.3, 2.5

Performance Indicators

KB 3.1. The student demonstrates an understanding of the relative positions of the keys on a keyboard and uses the home-row finger position.

KB 3.2. The student can identify and use letter keys, using the proper fingering technique.

KB 3.3. The student can identify and use the space bar, return/enter, and delete/backspace keys, using the proper fingering technique.

KB 3.4. The student can identify and use the special keys (command, option, and control).

KB 3.5. The student can use shift, caps lock, tab, and arrow keys.

KB 3.6. The student can use formal keyboarding skills to type words and sentences.

KB 3.7 The student demonstrates proper ergonomics.

PAINT, DRAW, AND GRAPHICS

LEVEL 3

Correlation to Massachusetts Instructional Technology Standards: 1.10

Performance Indicators

PDG 3.1. The student can open, close, and save paint and draw files.

PDG 3.2. The student can use basic paint and draw program features.

PDG 3.3. The student can use more advanced features of paint and draw programs.

PDG 3.4. The student can position, manipulate, and duplicate graphics.

WORD PROCESSING

LEVEL 3

Correlation to Massachusetts Instructional Technology Standards: 1.4

Performance Indicators

WP 3.1. The student can open, close, and save word processing files.

WP 3.2. The student can use basic word processing program features.

WP 3.3. The student can use more advanced features of the word processing program.

WP 3.4. The student can format the text of a document.

WP 3.5. The student can cut, paste, and delete text.

WP 3.6. The student can use the spell checker feature.

WP 3.7. The student can use the "Tab" key to indent paragraphs.

WP 3.8. The student can insert and format a graphic.

INFORMATION SYSTEMS/CD-ROM **LEVEL 3**
Correlation to Massachusetts Instructional Technology Standards: 1.1, 3.1
Performance Indicators

IS 3.1. The student can load and unload a CD-ROM.

IS 3.2. The student can use an online encyclopedia.

IS 3.3. The student can perform a basic search on an online encyclopedia.

IS 3.4. The student can create an electronic bookmark.

NETWORK AWARENESS **LEVEL 3**
Correlation to Massachusetts Instructional Technology Standards:
Performance Indicators

NA 3.1. The student has an understanding of what a network is and how it operates.

NA 3.2. The student can access and open programs and CD-ROMs on a network.

NA 3.3. The student can access, save, and retrieve files on a personal or shared network space.

MULTIMEDIA

LEVEL 3

Correlation to Massachusetts Instructional Technology Standards: 1.4

Performance Indicators

MM 3.1. The student has an understanding of the basic elements of multimedia.

MM 3.2. The student can place text and images in multimedia documents.

INTERNET/TELECOMMUNICATIONS

LEVEL 3

Correlation to Massachusetts Instructional Technology Standards: 1.7, 1.25, 1.27

Performance Indicators

IT 3.1. The student can use the tool bar in a Web browser.

IT 3.2. The student can identify and use navigation features of browser (e.g. “go”, “back”, “forward”).

IT 3.3. The student can identify basic elements of a Web site (e.g., URL, hyperlinks, etc.).

LEVEL 4

SAFETY **LEVEL 4**
Correlation to Massachusetts Instructional Technology Standards: 2.5
Performance Indicators

ST 4.1. The student can identify situations where requests for "private information" is appropriate/inappropriate and could be very dangerous.

ST 4.2. The student demonstrates an understanding of the importance of password secrecy.

ST 4.3. The student recognizes the dangers of arranging a meeting in person with anyone with whom they chat on the internet.

ETHICS **LEVEL 4**
CORRELATION TO MASSACHUSETTS INSTRUCTIONAL TECHNOLOGY STANDARDS: 2.1, 2.2, 2.3
PERFORMANCE INDICATORS

ET 4.1. The student demonstrates an understanding of Andover's acceptable use policy (AUP) and the responsible behavior its rules look to enforce.

ET 4.2. The student demonstrates an understanding of when it is appropriate and/or inappropriate to make use of the works of others (copying / copyright / respecting the law).

ET 4.3. The student can identify and apply "good manners" when communicating with others online (netiquette).

ET 4.4. The student will understand that it is his/her responsibility to report any inappropriate web site / content to the nearest trusted adult.

GENERAL TECHNOLOGICAL AWARENESS **LEVEL 4**
Correlation to Massachusetts Instructional Technology Standards: 1.11, 1.12
Performance Indicators

GT 4.1. The student can choose files to delete and delete them.

GT 4.2. The student can create a folder.

GT 4.3. The student can move files to a folder.

GT 4.4. The student can delete a folder.

GT 4.5. The student can copy files to another disk.

GT 4.6. The student can back up files.

GT 4.7. The student uses proper vocabulary when identifying computer terms (minimize, maximize, floppy drive, scroll, etc.).

KEYBOARDING
LEVEL 4
Correlation to Massachusetts Instructional Technology Standards: 1.3, 2.5
Performance Indicators

KB 4.1. The student demonstrates an understanding of the relative positions of the keys on a keyboard and uses the home-row finger position.

KB 4.2. The student can identify and use letter keys, using the proper fingering technique.

KB 4.3. The student can identify and use the space bar, return/enter, and delete/backspace keys, using the proper fingering technique.

KB 4.4. The student can identify and use the special keys (command, option, and control).

KB 4.5. The student can use shift, caps lock, tab, and arrow keys.

KB 4.6. The student can use formal keyboarding skills to type words and sentences.

KB 4.7 The student demonstrates proper ergonomics.

PAINT, DRAW, AND GRAPHICS
LEVEL 4
Correlation to Massachusetts Instructional Technology Standards: 1.10
Performance Indicators

PDG 4.1. The student can highlight a graphic using the frame/marquee or lasso tool in a paint program.

PDG 4.2. The student can duplicate an object in a paint program.

PDG 4.3. The student can apply special effects to a graphic, such as rotate, stretch, and perspective in a paint program.

PDG 4.4. The student can use the line tool, shape tools, and text tool in a draw program.

PDG 4.5. The student can change the size or shape of an object using the edge handles in a draw program.

PDG 4.6. The student can change an object's pattern or color in a draw program.

PDG 4.7. The student can move an object in a draw program.

WORD PROCESSING

LEVEL 4

Correlation to Massachusetts Instructional Technology Standards: 1.4, 3.3

Performance Indicators

WP 4.1. The student can save and retrieve word processing files.

WP 4.2. The student can format the text of the document by changing text size, font, and style.

WP 4.3. The student has a clear understanding of the concept of text/word wrap.

WP 4.4. The student can cut, copy, and paste text.

WP 4.5. The student can use the spell checker.

WP 4.6. The student can manipulate the layout of a document using margins, justification, line spacing, columns, and tab settings.

NETWORK AWARENESS

LEVEL 4

Correlation to Massachusetts Instructional Technology Standards:

Performance Indicators

NA 4.1. The student can independently explain what a network is and how it operates.

NA 4.2. The student can independently explain the operation of a network server.

NA 4.3. The student can independently access, save to, and retrieve files from a personal network space.

NA 4.4. The student can independently access, save to, and retrieve files from a shared network space.

NA 4.5. The student can independently choose a different printer.

MULTIMEDIA

LEVEL 4

Correlation to Massachusetts Instructional Technology Standards: 1.9

Performance Indicators

MM 4.1. The student has an understanding of the basic elements of multimedia.

MM 4.2. The student can place text and images in multimedia documents.

MM 4.3. The student can independently create a graphic using basic graphics program and place it into a simple, static screen/card.

MM 4.4. The student can independently add photos from a CD-ROM, Photo CD, or a floppy disk into a simple, static screen/card.

MM 4.5. The student can reorganize the slides.

MM 4.6. The student can control the pace or timing of a presentation.

MM 4.7. The student can use transitions.

MM 4.8. The student demonstrates an understanding of effective slide formatting and presentation.

INTERNET/TELECOMMUNICATIONS

LEVEL 4

Correlation to Massachusetts Instructional Technology Standards: 1.7, 1.25, 1.26, 1.27, 2.3

Performance Indicators

IT 4.1. The student can identify and use navigation features of browser (e.g., “go, “back”, “forward”).

IT 4.2. The student can use a browser, “bookmark” a Web site for future reference.

IT 4.3. The student can identify basic elements of a Web site (e.g., URL, hyperlinks, etc.)

IT 4.4. The student can explore practices for evaluating Web sites.

DATABASES

LEVEL 4

Correlation to Massachusetts Instructional Technology Standards: 1.5

Performance Indicators

DB 4.1. The student can determine what items to use in a physical database and retrieve a record from a physical database--single field, exact match.

DB 4.2. The student can determine what items to use in an electronic database and retrieve a record from an electronic database--single field, exact match.

DB 4.3. The student can use a public database.

DB 4.4. The student can add new records to a file.

DB 4.5. The student can enter new information to one or more fields of an existing record.

DB 4.6. The student can save updated records on disk.

SPREADSHEETS

LEVEL 4

Correlation to Massachusetts Instructional Technology Standards: 1.6

Performance Indicators

SS 4.1. The student can open a spreadsheet program.

SS 4.2. The student can move to a specific cell and enter text or numbers into a spreadsheet.

SS 4.3. The student can save and retrieve spreadsheet files.

LEVEL 5

SAFETY **LEVEL 5**
Correlation to Massachusetts Instructional Technology Standards: 2.9
Performance Indicators

ST 5.1. The student can identify situations where requests for "private information" is appropriate/inappropriate and could be very dangerous.

ST 5.2. The student demonstrates an understanding of the importance of password secrecy.

ST 5.3. The student recognizes the dangers of arranging a meeting in person with anyone with whom they chat on the internet.

ETHICS **LEVEL 5**
Correlation to Massachusetts Instructional Technology Standards: 2.6, 2.7, 2.9, 2.11
Performance Indicators

ET 5.1. The student demonstrates an understanding of Andover's acceptable use policy (AUP) and the responsible behavior its rules look to enforce.

ET 5.2. The student demonstrates an understanding of when it is appropriate and/or inappropriate to make use of the works of others (copying / copyright / respecting the law).

ET 5.3. The student can identify and apply "good manners" when communicating with others online (netiquette).

ET 5.4. The student will understand that it is his/her responsibility to report any inappropriate web site / content to the nearest trusted adult.

GENERAL TECHNOLOGICAL AWARENESS **LEVEL 5**
Correlation to Massachusetts Instructional Technology Standards: 1.12, 1.13
Performance Indicators

GT 5.1. The student can choose files to delete and delete them.

GT 5.2. The student can create a folder.

GT 5.3. The student can move files to a folder.

GT 5.4. The student can delete a folder.

GT 5.5. The student can copy files to another disk.

GT 5.6. The student can back up files.

GT 5.7. The student uses proper vocabulary when identifying computer terms (minimize, maximize, floppy drive, scroll, etc.).

KEYBOARDING
LEVEL 5
Correlation to Massachusetts Instructional Technology Standards: 1.16, 2.5
Performance Indicators

KB 5.1. The student demonstrates an understanding of the relative positions of the keys on a keyboard and uses the home-row finger position.

KB 5.2. The student can identify and use letter keys, using the proper fingering technique.

KB 5.3. The student can identify and use the space bar, return/enter, and delete/backspace keys, using the proper fingering technique.

KB 5.4. The student can identify and use the special keys (command, option, and control).

KB 5.5. The student can use shift, caps lock, tab, and arrow keys.

KB 5.6. The student can use formal keyboarding skills to type words and sentences.

KB 5.7 The student demonstrates proper ergonomics.

PAINT, DRAW, AND GRAPHICS
LEVEL 5
Correlation to Massachusetts Instructional Technology Standards: 1.33
Performance Indicators

PDG 5.1. The student can independently apply special effects to a graphic, (e.g. rotate, stretch, and perspective) in a paint program.

PDG 5.2. The student can independently use the line tool, shape tools, and text tool in a draw program.

PDG 5.3. The student can independently change the size or shape of an object using the edge handles in a draw program.

PDG 5.4. The student can independently change an object's pattern or color in a draw program.

PDG 5.5. The student can independently move and duplicate an object in a draw program.

PDG 5.6. The student can independently group and change the stacking order of objects in a draw program.

PDG 5.7. The student can independently apply special effects, (e.g. rotate and flip horizontal/vertical) in a draw program.

PDG 5.8. The student can copy a graphic to the clipboard and paste or insert it into another document.

WORD PROCESSING

LEVEL 5

Correlation to Massachusetts Instructional Technology Standards: 1.18, 3.9

Performance Indicators

WP 5.1. The student can manipulate the layout of a document using margins, justification, line spacing, columns and tab settings.

WP 5.2. The student can create indents and overhanging indents.

WP 5.3. The student can use page breaks.

WP 5.4. The student can move or copy text between two or more word processing documents.

WP 5.5. The student can import, position, and manipulate relevant graphics into a word processing document.

WP 5.6. The student can use the "save as" feature and the find/replace command.

WP 5.7. The student can insert, position, and remove tabs.

WP 5.8. The student can use the thesaurus and spell check.

NETWORK AWARENESS

LEVEL 5

Correlation to Massachusetts Instructional Technology Standards: 1.13, 1.14

Performance Indicators

NA 5.1. The student can independently explain what a network is and how it operates.

NA 5.2. The student can independently explain the operation of a network server.

NA 5.3. The student can independently access, save to, and retrieve files from a personal network space.

NA 5.4. The student can independently access, save to, and retrieve files from a shared network space.

NA 5.5. The student can independently choose a different printer.

MULTIMEDIA

LEVEL 5

Correlation to Massachusetts Instructional Technology Standards: 1.9, 3.4, 3.9

Performance Indicators

MM 5.1. The student can place text into a simple, static screen/slide.

MM 5.2. The student can paste a graphic copied from clip art into a simple, static screen/slide.

MM 5.3. The student can create a graphic using basic graphics tools and place it into a simple, static screen/slide.

MM 5.4. The student can independently create a graphic using basic graphics tools and place it into a simple, static screen/slide.

MM 5.5. The student can independently add photos from a CD-ROM, Photo CD, or a floppy disk into a simple, static screen/slide.

MM 5.6. The student can reorganize the slides.

MM 5.7. The student can control the pace or timing of a presentation.

MM 5.8. The student can use transitions.

MM 5.9. The student demonstrates an understanding of effective slide formatting and presentation.

INTERNET/TELECOMMUNICATIONS

LEVEL 5

Correlation to Massachusetts Instructional Technology Standards: 1.25, 1.26, 1.27, 3.6, 3.7

Performance Indicators

IT 5.1. The student can use the directory buttons and tool bar in a Web browser.

IT 5.2. The student can use a variety of ways to get to another Web site.

IT 5.3. The student can save sites using a bookmark, or favorite.

IT 5.4. The student can develop and implement a project using online resources.

IT 5.5. The student can identify key words, names, and phrases for a search.

IT 5.6. The student can identify major headings or groupings for a search.

IT 5.7. The student can design a title search strategy, narrowing the search parameters as needed.

IT 5.8. The student can do a Boolean word search.

IT 5.9. The student can skim a website for major ideas.

IT 5.10. The student can capture information from a web page, transfer notes to a word processor, and properly annotate.

IT 5.11 The student can identify basic elements of a Web site (e.g., URL, hyperlinks, etc.).

DATABASES **LEVEL 5**
Correlation to Massachusetts Instructional Technology Standards: 1.19, 1.21, 3.8
Performance Indicators

DB 5.1. The student can retrieve a record from a physical database and an electronic database--single field, exact match.

DB 5.2. The student can add new records to a file.

DB 5.3. The student can enter new information to one or more fields of an existing record.

DB 5.4. The student can organize a file by sorting alphabetically, numerically, or chronologically on a chosen field.

SPREADSHEETS **LEVEL 5**
Correlation to Massachusetts Instructional Technology Standards: 1.22, 3.8
Performance Indicators

SS 5.1. The student can recognize the parts of a spreadsheet.

SS 5.2. The student has an understanding of the purpose of a spreadsheet.

SS 5.3. The student can open a spreadsheet program.

SS 5.4. The student can recognize new menus within the spreadsheet environment.

SS 5.5. The student can move to a specific cell on a spreadsheet.

SS 5.6. The student can enter text or numbers into a spreadsheet and create a chart.

SS 5.7. The student can save and retrieve spreadsheet files.

SS 5.8. The student can select a cell or block of cells.

SS 5.9. The student can change the order of information within a column by sorting.