

<b>Elementary Scope &amp; Sequence</b>	K	1	2	3	4	5	6	7	8
<b>Use 21st Century Tools to Develop Learning Skills</b>									
<b>Creativity and Innovation</b>									
A. Apply existing knowledge to generate new ideas/products									
Select applications for demonstrating knowledge				I	D	D	D	M	M
B. Use technology for creative self-expression									
Create original drawings	I	D	D	D	D	D	M	M	M
Manipulate drawings and/or digital images to create personal works			I	I	D	D	D	M	M
Produce creative writing (fiction, poetry, personal experiences)			I	I	D	D	D	M	M
C. Use systems thinking to explore complex issues									
Generate & test hypotheses about content materials					I	I	D	D	M
D. Identify trends and forecast possibilities					I	I	D	D	M
Collect and graph data			I	I	D	D	D	M	M
<b>Communication and Collaboration</b>									
A. Collaborate, publish, and interact with peers & others through a variety of media and formats					I	D	D	M	M
Collaborate electronically within the classroom through shared folders		I	I	I	D	D	M	M	M
Collaborate electronically outside the classroom through shared web resources, video, email, or other digital media formats					I	I	D	D	M
B. Contribute to product teams to produce original works					I	I	D	D	M
Collaborate in pairs or larger groups on presentations			I	I	D	D	D	M	M
C. Communicate information & ideas effectively to multiple audiences									
Publish & share original creative work	I	I	I	D	D	M	M	S	S
Publish & share research results with audience of peers and others			I	I	D	D	M	M	S
Present technology-based products to audience of peers and others			I	I	D	D	M	M	S
D. Develop cultural understanding & global awareness by engaging with learners of other cultures									
Learn about other cultures through the internet					I	I	D	D	M
Interact with other cultures through collaborative web-based applications					I	I	D	D	M
<b>Emphasize Learning Skills</b>									
<b>Research &amp; Information Retrieval</b>									
A. Locate, organize, analyze, evaluate, synthesize & use information									
Use a web browser toolbar	I	I	I	D	D	D	M	M	M
Identify key words & phrases for searching with a database			I	D	D	D	M	M	M

Gather reference material from an online database.			I	I	D	D	M	M	M
Access a website by typing a URL	I	I	I	D	D	D	M	M	M
Use keywords & phrases to search the Internet				I	D	D	M	M	M
Evaluate search results from a search engine				I	D	D	M	M	M
Capture & transfer text from an online source to a word processor				I	I	D	M	M	S
Capture and save graphics		I	I	D	D	M	M	S	S
Use proper citation methods for sources and pictures			I	I	D	D	M	M	M
B. Evaluate and select technological tools based on appropriateness				I	D	D	M	M	S
Choose method of demonstrating learning						I	D	D	M
<b>C. Process data and report results</b>									
Create a graphic organizer for research notes			I	I	D	D	M	M	S
Report research results through a variety of means			I	I	D	D	M	M	S
<b>Critical Thinking, Problem-Solving and Decision-Making</b>									
A. Identify/define authentic questions & significant problems for inquiry									
Identify problem/questions			I	I	D	D	D	M	M
Define problems				I	D	D	D	M	M
Plan/Design strategies for inquiry					I	I	D	D	M
B. Plan, design, & manage activities to develop solutions & finish projects					I	I	D	D	M
Create a graphic organizer for planning a process					I	I	D	D	M
Create a chronologic timeline					I	I	D	D	M
C. Collect & analyze data to identify solutions & make informed decisions									
Recognize the elements of a spreadsheet				I	I	D	D	M	M
Format a cell or block of cells					I	I	D	D	M
Collect data through probes, internet, surveys or other tools					I	I	D	D	M
Insert data in a data table					I	D	D	M	M
Create a data table				I	D	D	D	M	M
Create graph of data (bar, line, or circle graph; glyph)				I	D	D	D	M	M
Format graph (background, font, text color, etc.)				I	D	D	D	M	M
Interpret spreadsheet results				I	D	D	D	M	M
Copy/paste a graph into other applications				I	D	D	D	M	M
Communicate conclusions, solutions, or decisions based on data					I	D	D	D	M
<b>Learn in a 21st Century Context</b>									
Digital Citizenship									
A. Practice safe and ethical use of information and technology									
Understand/adhere to district & school procedures	I	I	D	D	M	M	S	S	S
Understand/adhere to copyright laws				I	I	D	D	M	M

Understand/adhere to hardware and software licensing agreements					I	D	D	M	M
Practice safe searching and communications techniques			I	I	D	D	D	M	M
<b>B. Exhibit positive attitudes toward technology uses for collaboration, productivity, and lifelong learning</b>									
Demonstrate proper usage of equipment (computers and peripherals)	I	I	D	D	M	M	S	S	S
Describe uses of technology in society			I	D	D	D	M	M	S
Work cooperatively and collaboratively with others when using technology	I	D	D	M	M	M	S	S	S
Post appropriate materials to a web-based collaborative site					I	D	D	M	M
Respond appropriately to the posts of others					I	D	D	M	M
<b>Learn 21st Century Content</b>									
<b>Technology Operations and Concepts</b>									
<b>A. Understand and use technology systems</b>	I	I	D	D	M	M	S	S	S
Identify parts of the computer	I	I	D	M	M	M	S	S	S
Handle CDs and storage devices properly	I	I	D	M	M	M	S	S	S
Use computer terms: menu, icon, scroll bar, cursor, etc.	I	I	D	D	M	M	S	S	S
Turn on/off a computer properly	I	D	M	M	M	M	S	S	S
Log in with user name and password	I	I	D	M	M	M	S	S	S
Use mouse skills (single, double, right/left clicks)	I	I	D	D	M	M	S	S	S
Launch/close applications on hard drive & CDs	I	I	D	M	M	M	S	S	S
Save/retrieve work from desktop files	I	D	M	M	S	S	S	S	S
Save/retrieve work on a network	I	I	D	D	M	M	S	S	S
Save/retrieve work with external storage device (flash drive, CD burner...)					I	D	D	M	S
Understand appropriate use of 'save' and 'save as'					I	D	M	M	S
Use Internet bookmarks, navigate a site	I	I	D	D	M	M	S	S	S
Locate/use basic keyboard pads (enter, space bar, shift, backspace, tab...)	I	I	D	M	M	M	S	S	S
Keyboard awareness: correct side of keyboard, home row		I	D	M	M	M	S	S	S
Keyboard awareness: correct fingering, posture, touch typing		I	I	D	D	M	M	S	S
Print (select printer, set number of copies)			I	D	D	M	M	S	S
Insert a hyperlink						I	D	D	M
<b>B. Identify and use applications effectively and productively</b>					I	I	D	D	M
<b>Word Processing</b>									
Enter/delete text	I	I	D	M	M	M	S	S	S
Select text/format with font options		I	D	M	M	M	S	S	S
Edit alignment/justification, line spacing, and margins			I	I	D	M	M	S	S
Cut/copy/paste within or between documents		I	I	D	D	M	M	S	S
Undo/redo	I	I	D	D	M	M	S	S	S

Use spell check			I	I	D	M	M	S	S
Import/manipulate graphics (clip art, drawings, pictures, etc.)		I	I	D	D	M	M	S	S
Use word art and add page borders		I	I	I	D	M	M	S	S
Use Find/replace tool				I	D	M	M	S	S
Use the thesaurus and definitions				I	I	D	D	M	S
Use text boxes with format options		I	I	D	D	M	M	S	S
Add headers & footers					I	D	D	M	S
Create a brochure, newsletter, book, or flyer				I	D	D	M	M	S
Graphics									
Access/use drawing program (tools, text)	I	I	D	M	M	M	S	S	S
Manipulate a graphic		I	I	D	D	M	M	S	S
Use digital image devices					I	I	D	D	M
Search for, locate, download, and save non-copyrighted internet images.			I	I	D	D	D	M	M
Insert graphics into other applications		I	I	D	D	M	M	S	S
Email									
Retrieve/send an email message					I	D	M	M	S
Reply to/forward/delete an email					I	D	M	M	S
Add to an address book					I	D	M	M	S
Copy/paste word processing to/from an email message					I	D	M	M	S
Multimedia Presentations									
Start/open a presentation	I	I	I	D	D	M	S	S	S
Add text and graphics	I	I	I	D	D	M	M	S	S
Add appropriate transitions					I	D	D	M	M
Add appropriate sound effects and/or video/music					I	D	D	M	M
C. Troubleshoot systems and applications									
Troubleshoot basic technology problems (reboot, check power, etc.)			I	I	D	D	D	M	M
Upload and download files, programs, and plug-ins, as appropriate					I	I	D	D	M
D. Transfer current knowledge to learning of new technologies									
Apply design principles to new applications				I	I	D	D	M	M