

LONGWOOD CENTRAL SCHOOL DISTRICT
Technology Continuum K-4

	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade
Vocabulary	Mouse, monitor, keyboard, space bar, left click, right click, double click, printer, keys, shift, icon	All Kindergarten vocabulary plus: log-in/out, tools, tool bars, desk top, save, file, open, password, user name, enter (return)	All Grade 1 vocabulary plus: toolbar/ribbon terminology, cursor, minimize, maximize, internet, clip art, home row	All Grade 2 vocabulary plus: font, graphic, insert, word art, cut, paste, web browsing, search engine, slide, transition, spread sheet, cell, table, data, row, column	All Grade 3 vocabulary plus: text box, page layout, formatting, background, animation, outline, idea, webs
Keyboarding	Identify and use characters (capitals and lower case), numbers, space bar	All K keyboarding plus: words, enter (return), left hand, right hand	All Grade 1 keyboarding plus: Touch typing, tab,	All Grade 2 keyboarding plus: proper finger techniques, symbols, numbers, underscore	All Grade 3 keyboard plus: Use proper typing techniques with efficiency and accuracy without looking at keyboard
Word Processing/Desktop Publishing	Words, spacing	All K WP plus: create documents, correct sentence structure, punctuation, save, document, print document	All Grade 1 WP plus: Format text WordArt Open and save files	All Grade 2 WP plus: Page setup options Introduce spell check Cut/Paste Borders/Drawing Tools/Graphics (insert, size, move)	All Grade 3 WP plus: Text box: insert and format Format page: (page layout) Proofreading/editing Spell check/Thesaurus Cut and paste from other resources
Research	Introduce through teacher directed lessons and activities	Introduce through teacher directed lessons and activities	Internet navigation, search engines, (Library web page) Web browsing basics	Web browsing basics Key words search Sourcing and ethics	Evaluation of important and valid information Sourcing and ethics
Multimedia/Presentations	N/A	N/A	N/A	PowerPoint: creating basic slides and transition slides	PowerPoint: design slides, change slide background, animating backgrounds
Spreadsheets	N/A	N/A	N/A	Introduce: (through Easy Tec) Parts of a spread sheet Tables and data Cell formation Columns and rows	Reinforce: (through Easy Tec) Parts of a spread sheet Tables and data Cell formation Columns and rows
Databases	N/A	N/A	N/A	N/A	N/A
Visual Mapping/Graphic Organizers	Produce teacher assisted graphic organizers (web, venn, t-chart) using text and pictures	Create graphic organizers (web, venn, t-chart), using text and pictures	Create graphic organizers (web, venn, t-chart), using text and pictures	(Through Kidspiration/Inspiration) Grouping and labeling, attributes and linking	(Through Kidspiration/Inspiration) Idea webs, formatting, and outlines
Internet Safety	N/A – Teacher discussion	N/A – Teacher discussion	N/A – Teacher discussion	Classroom discussion	Classroom discussion

K-4 COMPUTER VOCABULARY APPENDIX

The following is a list of basic computer related terminology. An understanding of common vocabulary will enhance student learning.

Align – position text on a screen either centered, left or right

Animations – moving graphics on a computer screen

Application – computer software that performs a task such as word processing or drawing

Backspace – erases characters to the left of the cursor

Bold – heavy-faced (dark) font

Caps lock – capitalizes a whole word or sentence

CD-ROM – a flat round disk that stores software or data

Cell – box on a spreadsheet or database that holds data

Cite sources – give credit for information used (similar to a bibliography)

Click – press and let go of mouse button once quickly

Clip Art – pictures

Close – finish working on a file

Close box – little square in the upper left hand corner of a window which, when clicked, closes the window

Computer – machine that works with, or processes, information that you give it

Crash – when a computer suddenly stops working

Cursor – blinking dot or line that marks the place on the screen where the next letter or symbol you type will appear

Data – information that you input to a computer, or that the computer outputs

Database – information stored in a file

Delete key – erases information from the computer

Deselect – to click off a selected item

Desktop – screen that displays icons for programs and files

Desktop – screen that displays icons for programs, files, and folders

Disk – used to store a program or data

Disk drive – a disk player that runs a disk; can read information on a disk or save information to a disk

Document – file created containing text and/or graphics

Document folder – folder containing user's work

Double-click – press and let go quickly of mouse button twice

Drag – moving the mouse while holding the button down to move objects on the screen

Email – electronic mail sent from one computer to another

Enter key – command key; also, moves cursor to the next line

Field – one piece of information in a database

Files – data that is stored in the computer

Finder – program used to find files

Folder – holds files

Font – characters that come in different styles

Footer – text that appears at the bottom of every page of a document

Graphics – pictures

Hardware – the parts of the computer that you can see and touch

Header – text that appears at the top of every page of a document

Highlight – to select, usually by clicking or dragging with the mouse

Home row keys – keys where fingers rest when typing

Hyperlinks – clicking on text or images that connect you to other text or images

Icon – small picture or image on the monitor

Input – information that you enter into a computer

Internet – worldwide network of computers
Italics – a font style with characters that slant upward to the right
Keyboard – tool used for typing information into the computer
Launch – start a program
Launcher – window that shows the icons for programs that can be opened
Layout – the arrangement of text and graphics in a document or information in a database
Log in – connect to the computer network
Log out – disconnect from the computer network
Memory – the part of a computer where information is stored
Menu – a list of commands or options to choose from
Menu bar – a horizontal strip across the top of a program containing commands or options
Monitor – computer screen
Mouse – a pointing device used to control the position of the cursor and to click on icons
Mouse pad – the pad the mouse moves on
Network – a system of interconnected computers
Open – opens work or a program that has been highlighted
Output – what the computer produces
Page orientation – direction information is laid out on a computer screen or printed page; landscape has a horizontal layout and portrait has a vertical layout.
Printer – prints information on paper
Program – piece of software or application
Quit – exit from a program
Record – collection of related fields in a database; one “card” in a database
Return key – command key; also, moves cursor to the next line
Save – used when saved work already has a title
Save as – used when work needs a title before saving
Scroll – move lines of text up, down, or from side to side

Search engine – software that makes it possible to look for and get material on the internet
Select – to pick or choose
Shared folder – folder on a network where a group can share work
Shift key – capital letters produced when this key is held down when typing a letter
Shortcuts – one or more keys you press on the keyboard to complete a task
Shutdown – turn off computer
Slide – one screen in a multimedia presentation
Slide show – a presentation containing more than one slide
Software – computer program
Spacebar – long bar on the keyboard that types spaces
Speaker – lets you hear information
Spell check – word processing tool to check correct spelling and grammar
Spreadsheet – software that works with calculating numbers
Style – the type of font
Tab key – moves the cursor to the next tab stop
Template – predesigned document to which information is added
Text wrap – words automatically move from one line to the next or around a picture
Thesaurus – word processing tool used to suggest synonyms and antonyms
Toggle – switch between open programs
Toolbar – rows of command buttons
Transitions – special effects used to go from one slide to another in a slide show
Web browser – program used to view web pages
Window – box that appears on screen when you run a program
Word processing – set-up, editing (revising and correcting), saving, and printing text

STUDENT TECHNOLOGY ASSESSMENT RUBRIC

OUTCOME:

Student is computer literate.

INDICATORS:

- The student will be able to utilize technology based skills and software applications.
- The student will be able to utilize technology to gather, analyze, synthesize and manipulate information to integrate the various content areas and facilitate critical thinking and problem solving.
- The student will be able to utilize technology to communicate in a variety of ways for a variety of purposes.

INDICATOR

4

The student is able, without assistance, to accomplish all of the tasks and make use of all of the software on the task list to complete his/her assignments, projects, demonstrations and portfolios in the various content areas.

3

The student is able to accomplish all of the tasks and make use of all of the software on the task list to complete his/her assignments, projects, demonstrations and portfolios in the various content areas, although she/he may need minimal help.

2

The student is able to accomplish some of the tasks and make use of some of the software on content areas but is not able to do so without assistance.

1

The student is unable to accomplish the tasks and utilize the software to complete his/her assignments