K-5 Technology Skills Checklist

These skills identify skills students should have by the end of 5th grade. Each section starts with the most basic and builds towards more complex skills. Recommended grade level **beginning** proficiency is indicated by the colors shown below.

Kindergarten / 1st Grade / 2nd Grade / 3rd Grade / 4th Grade / 5th Grade

General Tech Skills (Basics and test prep)

- ❏ I can use a mouse or trackpad (select, right-click)
- ❏ I can scroll on a screen and recognize when scrolling options are present
- ❏ I can use a username and password to login to sites/devices
- ❏ I can use icons & digital menus to navigate & change settings
- ❏ I can ID different computer parts and basic terminology (turn on, login, logout, and turn off) ***Increase understanding w/ each grade**
- ❏ I can comment appropriately on others' work
- ❏ I can share and collaborate digitally with others

Test/life prep
- ❏ I can drag and drop items on a screen
- ❏ I can respond to text or prompts by typing
- ❏ I can create or edit digital graphs and charts & use math tools
- ❏ I can use digital calculators to create fractions & other math symbols

Research Skills

- ❏ I have a basic understanding of how search engines work
- ❏ I can perform online searches
- ❏ I can use keywords effectively to quickly find information **that I can read** (e.g. use kiddle.co or add "for kids" to a search)
- ❏ I can summarize information I find online and organize it
- ❏ I can identify different parts of search results
- ❏ I can identify which sites can be trusted
- ❏ I can organize information digitally and provide simple citations

- ❏ Used to address and seek solutions for real problems/issues or create original products

Word Processing Skills

- ❏ I can locate letters on the keyboard to type words
- ❏ I can type words with capital letters
- ❏ I can create a new line
- ❏ I can edit letters and words effectively (edit within words)
- ❏ I can indent a line (click tab at the beginning)
- ❏ I can add and format images, diagrams, charts, and/or graphs
- ❏ I can align text on a line (click front of line, then ☰ icon)
- ❏ I can highlight words and other content to edit, cut, copy and paste
- ❏ I can save, name, and share my work
- ❏ I can type efficiently (two pages in one sitting by 5th grade)
     8 wpm (3rd), 10 wpm (4th), 12 wpm (5th)
- ❏ I can underline, bold, and italicize words to indicate importance
- ❏ I can share and collaborate digitally with others
- ❏ I can create numbered and bulleted lists
- ❏ I can create quotations and citations

Presentation Tools Skills

- ❏ I can open a presentation program and create a new file/doc
- ❏ I can add, move, and resize objects on slides
     - ❏ Images, text boxes, videos, or graphs
- ❏ I can create new slides and organize them
- ❏ I can select content that relates to and **enhances** my message
- ❏ I can arrange text and images in a way that is easy for viewers to follow (e.g. minimal text, using bullet points and numbered lists)
- ❏ I can use animations and transitions in presentation tools to enhance appeal (**optional**)

- ❏ I can record audio and/or video (with help)
- ❏ I can create audio and video and share it (with limited help)
- ❏ I can create audio and video and add it to other programs to enhance presentation (with limited help)

Resources and ideas

- Have students transfer portions (eg: opening paragraph) of their written work to typed versions or slides (add an image(s))
- Consider using Typing Club or typing.com 10-15 minutes a week for keyboarding skills
- Show this Google Docs formatting and editing basics video. You could assign this doc through Classroom and have them practice what they see on the video
- Show this guide to quality Slides.