

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1	
		I. Technology Awareness i. Basic Technologies Students will be able to:										
Power up/shut down the monitor and CPU												
Insert/eject disk, CD, DVD												
Print – basic functions (includes selection of appropriate printers)												
Power up/shut down and use peripherals (may include printers, scanner, digital & video cameras, personal digital assistants...)												
Recognize and use various peripheral connections (e.g. headphone jack, USB ports, serial ports...)												
Open/close programs												
Minimize/maximize, move, open, and close windows												



Introduce Skill



Practice Skill



Master Skill

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1	
		I. Technology Awareness i. Basic Technologies Students will be able to:										
Access menus, tool bars and scroll bars												
Use basic mouse skills (single and double click, drag and drop...)												
Use the left and right mouse buttons (and other mouse functions as applicable)												
ii. Other Technologies Students will be able to:												
Operate basic audio equipment (microphone, speakers...) as appropriate to grade level												
Operate basic video equipment (digital camera, VCR, video camera, projection device...) as appropriate to grade level												
Use other specialized equipment as required (e.g. touchpad, touch screen, switches, drawing tablet, trackball...)												
Understand that information can be transmitted through a variety of media: electric current, fibre optics, electromagnetic waves												

 **Introduce Skill**
 **Practice Skill**
 **Master Skill**

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Technology Awareness iii. Networks Students will be able to:	Log on / off a network								
	Recognize server and client software										
	Identify network cabling and connectors										
	Recognize and understand network components (shared drives, printers and other peripherals)										
iv. File Management Students will be able to:	Open files from different drives / folders										
	Save files to different drives / folders										
	Format, label, & write protect a floppy disk										

 **Introduce Skill**
 **Practice Skill**
 **Master Skill**

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Technology Awareness iv. File Management Students will be able to:	Create and organize folders / files								
	Delete files										
	Move and rename files										
	Recognize different file types by the extension (e.g. .rp, .sg, .jn, .lt, .wps, .bmp, .jpg, .avi, .doc...)										
v. Vocabulary Students will understand the following as appropriate to grade level:	Software, hardware, computer, monitor, disk drive, CPU, keyboard, floppy disk, mouse, CD-ROM drive, eject button, jewel case, CD-ROM tray, power up, shut down,										
	minimize, maximize, menu bar, title bar, hourglass, file, close, exit, load, enter, save, print, word processing, edit, copyright, cursor, icon, scroll bar, scroll button,										
	button bar, tools, buttons, network, cabling, T-connector, USB ports, serial ports...										

Introduce Skill
 Practice Skill
 Master Skill

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
II. Keyboarding Students will be able to:	Use correct posture and hand pressure										
		■	■	■	■	■	■	■	■	■	■
	Use letter and number keys	■	■	■	■	■	■	■	■	■	■
		■	■	■	■	■	■	■	■	■	■
	Use appropriate keys for punctuation	■	■	■	■	■	■	■	■	■	■
		■	■	■	■	■	■	■	■	■	■
	Use both right and left hands	■	■	■	■	■	■	■	■	■	■
		■	■	■	■	■	■	■	■	■	■
	Use remaining keys as required (e.g. Tab, Esc, Function keys, Numeric Keypad...)	■	■	■	■	■	■	■	■	■	■
		■	■	■	■	■	■	■	■	■	■
	Use formal keyboarding software	■	■	■	■	■	■	■	■	■	■
		■	■	■	■	■	■	■	■	■	■
i. Vocabulary Students will understand the following as appropriate to grade level:	Keyboard, letter keys, number keys, numeric keypad, space bar, function keys, home row, special keys (Enter, Del, BackSpace, Tab...)	■	■	■	■	■	■	■	■	■	■
		■	■	■	■	■	■	■	■	■	■



Introduce Skill



Practice Skill



Master Skill

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		III. Programming Students will be able to:	Problem solving can be fostered through the use of programming								
	These are suggested resources based upon their availability at the time of revising this document:										
	Logo										
	HyperLogo Scripting Language through HyperStudio										
	Robotics (e.g. Dacta Lego)										
	HTML										

Introduce Skill
 Practice Skill
 Master Skill

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
IV. Social & Human Issues i. Historical & Futuristic Perspective of Technology Students will be able to:	Explore and assess the impact of global communication from a Canadian and local perspective										
	Use examples and assess the cultural impact of global communication and infer implications for the future										
	Determine and evaluate the motivation behind various technological inventions										
	Identify the historical development of technology										
	Identify and discuss changes in technology										
	Identify the influence and effects of technology on everyday life and learning										
	Explore technology related career paths										

 **Introduce Skill**
  **Practice Skill**
  **Master Skill**

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
IV. Social & Human Issues ii. Ethics–Care & Procedures Students will:	Respect and be responsible for the use of technology within the school										
	Close all programs when finished and leave the desktop at the original setting										
	Understand the purpose of virus protection software										
	Be aware and discuss issues relating to school/workplace health and safety concerns (back, wrist and arm, and electromagnetic fields)										
iii. Ethics-Respect & Etiquette Students will:	Understand and respect copyright laws										
	Understand and follow software licensing agreements										
	Work cooperatively and collaboratively										

 **Introduce Skill**
  **Practice Skill**
  **Master Skill**

A. TECHNOLOGY LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		iii. Ethics-Respect & Etiquette Students will: Abide by the Student and Staff Access to On-Line Information Resources Policy as established by the Winnipeg School Division									
Use appropriate language and etiquette when using all forms of electronic communication											
Understand and respect the privacy of others											
iv. Uses of Technology Students will: Understand that technology is a tool used to store, organize, retrieve, select and present information											
Identify and discuss the use of technology at home, work and play											
Understand the potential for the human error factor											
v. Vocabulary Students will understand the following as appropriate to grade level: See vocabulary in Technology Awareness section Other vocabulary will vary with the technological tool being used											

 **Introduce Skill**
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring i. Page Setup Students will be able to:	Choose landscape or portrait orientation								
	Adjust page margins using menu or ruler										
	Insert and delete page breaks										
	Choose appropriate number of columns										
	Adjust column width and gutters										
	Use headers and footers to insert page numbers										
	Use headers and footers to insert date, filename...										

 **Introduce Skill**
  **Practice Skill**
  **Master Skill**

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring i. Page Setup Students will be able to:	**Use header and footer paragraphs to insert your own information (e.g. student name, grade...)								
	Use text boxes (flexible, moveable spaces) to display titles, labels and text passages										
	Use page / print menus to choose page size (letter or legal)										
	Use WordArt to enhance the appearance of a document										
	Create title page using appropriate software										
	*Create a home page for a web site										
	Create a sign using appropriate software (on special occasions)										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring i. Page Setup Students will be able to:	Create a banner using appropriate software (on special occasions)								
	Create a greeting card, place card ... using appropriate software (on special occasions)										
	Create a journal using appropriate software (e.g. The Student Writing Center)										
	Create a bibliography using appropriate software (e.g. The Student Writing Center)										
ii. Characters Students will be able to:	**Use menu or toolbar to select from a variety of fonts and font sizes										
	** Use key combinations, Character Map, or symbols to create accents and special characters										
	** Use mouse, keys or menus to select (highlight) text to be changed										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring ii. Characters Students will be able to:	**Enhance readability and appearance through appropriate use of bold, underline, italics, and colour								
	**Use superscript and subscript styles for mathematical and end note purposes										
iii. Paragraph Format Students will be able to:	**Use<Enter> key only at the end of the paragraph										
	**Use menu or tool bar to center a title										
	**Use menu or toolbar to align text in relation to margins – left align, right align, center, justify										
	Use <Tab> key rather than space bar to indent first line of paragraph										
	Use ruler or menu to set right, left, center, and decimal tabs										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring iii. Paragraph Format Students will be able to:	**Use menu or toolbar to adjust spacing between lines								
	**Use menu to adjust spacing between paragraphs										
	**Use mouse (ruler) or menus to adjust right and left indents to set distance between margins										
	**Use mouse (ruler) or menus to adjust left indent for first line of paragraph										
iv. Document Management Students will be able to:	**Use menu to create a new document of the appropriate type for task										
	**Use menu or toolbar to open an existing document										
	**Use menu or toolbar to save a document frequently (Keyboard = Ctrl+S)										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring iv. Document Management Students will be able to:	**Use Save As... menu or toolbar to save document with a new name or to a new location								
	Use Save As... feature to convert file types for use in other applications or earlier versions of the same application										
	**Use menu to open more than one document in an application										
	Use Windows features to open more than one application										
	Use Windows techniques to alternate between open documents within the same program (often used to copy and paste between documents)										
	Use the menu, taskbar or Alt+Tab key combination to switch between programs										
	Use menu, mouse, keyboard or toolbar to insert text or graphics into a document from another source										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring iv. Document Management Students will be able to:	Use menu to embed an object (chart, graph, drawing) with a link to its source for updating								
	*Use menu or toolbar to establish a link to another source (e.g. web page links)										
	**Create templates as a starting point for other computer activities										
	**Select and insert ClipArt in text document										
	**Use menu to insert graphic and wrap text around an object when necessary										
	Add and modify borders (around text boxes, paragraphs, columns, pages...)										
	**Add and modify borders around ClipArt										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring iv. Document Management Students will be able to:	**Create or modify illustrations using appropriate software (See section on Drawing tools for detailed information)								
	**Use mouse or menu to resize graphics or text boxes										
	**Use mouse or menu to move graphics or text boxes										
v. Editing Students will be able to:	**Use mouse or arrow key to set insertion point for inserting space and characters										
	**Use mouse or keyboard to select (highlight) and deselect text										
	**Use <Enter>, <Backspace> and <Delete> keys to add / remove blank lines or to remove characters and spaces										
	**Use menu, toolbar or keyboard shortcut (Ctrl+Z) to undo previous action(s)										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring v. Editing Students will be able to:	**Use menu, toolbar or keyboard shortcut (Ctrl+C) to copy (copy to clipboard) selected text or graphic		■	■	■	■	■	■	■
	**Use menu, toolbar or keyboard shortcut (Ctrl+X) to cut (remove to clipboard) selected text or graphic		■	■	■	■	■	■	■	■	■
	**Use menu, toolbar or keyboard shortcut (Ctrl+V) to paste clipboard information to a document at the insertion point		■	■	■	■	■	■	■	■	■
	**Use text markers (show all characters) for editing purposes				■	■	■	■	■	■	■
	**Use Find / Replace feature to change specific text, words or phrases					■	■	■	■	■	■
	*Use Spell Checker tool to check and correct misspelled words				■	■	■	■	■	■	■
	Use Thesaurus tool to enhance information					■	■	■	■	■	■

* indicates web authoring
 ** indicates print and web authorizing

■	Introduce Skill	■	Practice Skill	■	Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring v. Editing Students will be able to:	**Use Grammar Checker tool (e.g. MS Word)								
	Use Zoom feature to view document for editing purposes										
vi. Web Authoring Students will be able to:	*Use web authoring software to create web pages										
	*Design a navigational layout of a web site (e.g. site map)										
	*Identify and use relevant Hypertext Markup Language (HTML) commands										
	*Use peripherals to create files (audio, video, graphic...) for use on the World Wide Web										
	*Post and maintain a web site on a school intranet										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring vi. Web Authoring Students will be able to:	*Use basic HTML tags to enhance and modify web pages								
	*Use basic HTML tags to create web pages (, <center></center>, <background>...)										
	*Use advanced HTML tags to enhance and modify web pages (javascript, Active X...)										
vii. Print Students will be able to:	**Use menu to select a printer										
	**Use menu to adjust printer settings (colour, intensity...)										
	**Use menu to print specific pages										
	**Use toolbar or menu to confirm page layout and number of pages before printing (print preview, zoom...)										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Publishing Technologies Print and Web Authoring viii.**Vocabulary	Landscape, portrait, margin, page break, ruler, insert, delete, column, gutter, header, footer, text box, graphics box, page size, WordArt,								
Students will understand the following as appropriate to grade level:	document, file, home page, website, sign, banner, greeting card, journal, bibliography, font, font size, accents, special										
	characters, select (highlight), bold, italics, underline, colour, superscript, left align, right align, center, justify, indent, tab, spacing,										
	cut, copy, paste, embed, template, wrap text, border, ClipArt, text markers, clipboard, Find/Replace, Spell Checker, Thesaurus, zoom,										
	web authoring tool, hyperlink, hypertext, HTML, digital camera, scanner, video camera, microphone, World Wide Web, web										
	server, javascript, Active X, printer...										

* indicates web authoring
 ** indicates print and web authorizing

 Introduce Skill	 Practice Skill	 Master Skill
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		ii. Database i. Design Students will: Design a database according to needs (e.g., MS Works, MS Access)									
ii. Create Students will: Create a new database											
	Create fields with appropriate data type										
	Enter information in Form / List view										
	Format information (headings, dates, resizing cells...)										
iii. Existing Students will: Open an existing file											
	Create new records in existing database file										

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 Practice Skill
 Master Skill

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		ii. Database iii. Existing Students will:	Enter new information in one or more fields								
iv. Save Students will:	Save updated records to an existing file (e.g. MS Works)										
v. Save As... Students will be able to:	Use Save As... to save a database with a new name and/or to a new location										
vi. Arrange Information Students will:	Organize a database by sorting (alphabetically or numerically) on a chosen field										
	Retrieve a specific record – single field, exact match										
	Retrieve a multiple field match (&)										
	Retrieve a partial field match (or)										

 **Introduce Skill**
  **Practice Skill**
  **Master Skill**

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		II. Database vi. Arrange Information Students will:	Query using greater than (>), less than (<), and range								
	Retrieve using not or omit criteria										
	Use mail merge to integrate information from a database into a text document										
	Use Linking and Embedding to integrate information from a database into a text document										
vii. Print Students Will:	Print sorted records to use information in projects										
	Create and customize reports										
viii.Process Information Students will:	Organize the data (arrange, sequence, group, classify)										



Introduce Skill



Practice Skill



Master Skill

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		II. Database viii. Process Information Students will:	Analyze the data for patterns and relationships								
	Synthesize the data (interpret)										
	Synthesize the information (infer, predict, problem solve)										
	Develop and explore questions based on the data										
	Suggest trend in given data										
ix. Vocabulary Students will identify and understand the following as appropriate to grade level:	Fields, cells, record, sort, column, row, database, formula, query, link, embed, category, arrange, value, label...										



Introduce Skill



Practice Skill



Master Skill

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		III. Spreadsheet	Design a spreadsheet according to needs (MS Works, MS Access)								
i. Design Students will:											
ii. Create Students will:	Create a new spreadsheet										
	Enter labels										
	Enter information										
iii. Existing Students will:	Open existing file										
	Add new information in existing spreadsheet										
iv. Save Students will:	Save updated records to existing file										

 **Introduce Skill**
 **Practice Skill**
 **Master Skill**

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		III. Spreadsheet v. Save As... Students will be able to:	Use Save as... to save a spreadsheet with a new name and/or to a new location								
vi. Manage Information Students will be able to:	Move to a specific cell										
	Select a cell or blocks of cells										
	Modify data (change data or correct information in cells)										
	Use Fill Down, Fill Right, Fill Series features										
vii. Layout Students will:	Format a cell or cells										
	Format text										



Introduce Skill



Practice Skill



Master Skill

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		III. Spreadsheet vii. Layout Students will:	Change number format						Introduce Skill	Practice Skill	Practice Skill
	Emphasize cells with bold, italics, or underline features						Introduce Skill	Practice Skill	Practice Skill	Practice Skill	Master Skill
	Emphasize cells with borders						Introduce Skill	Practice Skill	Practice Skill	Practice Skill	Master Skill
	Change column widths and row heights						Introduce Skill	Practice Skill	Practice Skill	Practice Skill	Master Skill
	Build a formula into a cell						Introduce Skill	Practice Skill	Practice Skill	Practice Skill	Practice Skill
	Copy and paste values and formulas into selected cells						Introduce Skill	Practice Skill	Practice Skill	Practice Skill	Practice Skill
	Insert or delete rows, columns or blocks of the spreadsheet					Introduce Skill	Practice Skill	Practice Skill	Practice Skill	Practice Skill	Practice Skill

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  **Practice Skill**
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		III. Spreadsheet vii. Layout Students will: Display or remove the grid lines, column and row headers for printing									
Set page layout and page breaks for printing											
Select printer and print document											
viii. Sort and Arrange Data Students will: Retrieve using greater than (>), less than (<), and range criteria											
Protect cells from changes											
ix. Process Information Students will: Organize information (arrange, sequence, group, classify)											
Analyze information for patterns and relationships											

 **Introduce Skill**
 **Practice Skill**
 **Master Skill**

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		III. Spreadsheet ix. Process Information Students will:	Synthesize information (interpret) (Look at curriculum)								
	Synthesize information (infer, predict, or problem solve) (Look at curriculum)										
	Evaluate and apply information to real life situations										
	Use the spreadsheet to suggest trends in data										
x. Charts Students will:	Create a chart (bar, line, pie, stack)										
	Select data that is appropriate to formatting a chart										
	Include titles, scales, legends										

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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		IV. Drawing Tools Students will be able to:	Create images with basic graphic tools (pencil, paintbrush, paint can, and shape tools)								
	Select objects to move, copy, cut or paste										
	Change images (resize, rotate, flip, stretch, crop)										
	Zoom in and zoom out to edit graphic										
	Custom Colours – Edit and save colours										
	Add text to a graphic (title, sentence, paragraph, label...)										
	Use Save As... feature to convert file types for use in other applications										



Introduce Skill



Practice Skill



Master Skill

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		IV. Drawing Tools i. Vocabulary Graphic, basic drawing tools – pencil, paint can, paint brush, shape tools..., object, move, resize, copy, cut, paste, image, rotate, flip, stretch, zoom, edit, export, import, attributes, pixels... Students will understand the following as appropriate to grade level:									
V. Multimedia... <i>Is the combination of audio and visual media</i> Students will:	Use appropriate software to create presentations (e.g. KidWorks Deluxe, HyperStudio, PowerPoint)										
	Create text documents, sounds, graphics, videos, animations, morphs, etc. where hardware/software is available										
	Import text, sounds, graphics, videos, etc. from external sources (e.g. scanners, digital and/or video cameras, the Internet)										
	Present a multimedia presentation										
i. Vocabulary Students will understand the following as appropriate to grade level:	Peripheral, scanner, digital camera, video camera, multimedia, animation, morph, graphics, audio, visual, media...										



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Practice Skill



Master Skill

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		VI. The Internet i. Electronic Mail – E-mail Students will be able to:	Configure components of the electronic mail (e-mail) software (your real name, e-mail account, password)								
	Receive an e-mail message (group or individual)										
	Address, compose, send, reply, forward e-mail (group or individual)										
	Copy and paste information from other applications										
	Maintain mailboxes (in, out, trash)										
	Maintain an address list										
	Create and use a signature file										

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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		VI. The Internet i. Electronic Mail – E-mail Students will be able to:	Attach and access attached files								
ii. The World Wide Web Students will be able to:	Identify and use buttons, scroll bars and tool bars (e.g. Back, Stop, Home, Forward...)										
	Navigate the Winnipeg School Division website, individual school pages, linked websites, bookmarks, etc.										
	Identify different types of hyperlinks										
	Use search engines to locate required information and evaluate the title and summary listing prior to accessing the site										
	Use search engines to search the World Wide Web and use appropriate strategies (e.g. and, or, not, Boolean search)										
	Use "Find" to locate information on a web page										

 **Introduce Skill**
 **Practice Skill**
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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		VI. The Internet ii. The World Wide Web Students will be able to:	Print specific pages								
	Enter Uniform Resource Locators (URLs) in the address list box										
	Create, maintain, and organize bookmarks										
	Download and configure support applications (plug-ins)										
	Fill in forms and access on-line databases										
	File transfer through ftp (file transfer protocol) or a web browser										
	Download text, images, audio and/or video files to specified directories										

 **Introduce Skill**
  **Practice Skill**
  **Master Skill**

B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		VI. The Internet ii. The World Wide Web Students will be able to:	Upload text, images, audio and/or video files to specified directories (Intranet)								
	Compress / decompress files										
iii. Video Conferencing Students will be able to:	Identify and use significant icons, scroll bars and toolbars										
Note that video conferencing is not available in the Division at this time.	Connect to a directory server										
	Create and maintain address lists										
	Connect and test appropriate peripherals										
	Use appropriate video-conferencing netiquette to conduct an on-line meeting										

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B. COMMUNICATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		VI. The Internet iii. Video Conferencing Students will be able to:	Host / connect to a conference								
	Send and receive files										
	Make references to future trends in the development and impact of communication technologies										
iv. Vocabulary Students will understand the following as appropriate to grade level:	E-mail (electronic mail), Internet, hyperlink, search engines, WWW (World Wide Web), website, web page, home page, bookmarks,										
	server, network, microphone, virus, web browser, Your real name, mail box, URL (Universal Resource Locator), modem, router, FAX,										
	download, upload, AUP (Acceptable Use Policy), attachments, HTML, hypertext, TCP/IP, POP server, SMTP client,										
	Internet Service Provider (ISP), signature, FTP, gopher, upload, compress, decompress, netiquette, video conferencing, zip										

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C. INFORMATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		I. Define the Problem Students will be able to:	Use a variety of visual ways to organize ideas (maps, webs, outlines, lists, graphic organizers)								
II. Locate and Access Appropriate Resources Students will be able to use:	Technology to locate information by author, title and subject in school and community libraries										
	Electronic Reference materials – encyclopedia, dictionary, thesaurus, atlas, almanac, biography and periodical index										
	Menus, icons and hypertext links										
	Bookmarks to access resources and Internet sites										
	Search strategies to narrow Internet and electronic searches										
	E-mail to collect information										

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C. INFORMATION LITERACY	Grade Level	K	1	2	3	4	5	6	7	8	S1
		II. Locate and Access Appropriate Resources Students will be able to use:	An appropriate format to record and accurately cite and credit all sources of information (text, graphics, audio, video)								
III. Analyze and Use Information Students will be able to:	Evaluate resources for accuracy, authority, reliability, relevance and currency										
	Use technology to record and synthesize information										
IV. Communicate the Information Students will be able to:	Create an original product (print, audio, video, multimedia or web based presentation) (Refer to the Communication Literacy Section for details)										
V. Evaluate Students will be able to:	Use and/or create a process (e.g. rubric) for self and peer evaluation of the product (content, format and presentation)										
	Follow the Student and Staff Access to On-line Resources policy in using the Internet and other electronic technologies										
VI. Vocabulary Students will understand the following as appropriate to grade level:	Multimedia CDs, electronic references, telecommunication, laser discs, on-line databases, Boolean searches										

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