

Digital Literacy Skills for K-12 based on CCSS

| Digital Literacy Skills   | K | 1 | 2 | 3 | 4 | 5 | 6 | 7-12 |
|---|---|---|---|---|---|---|---|------|
| Know basic technology terminology: desktop, monitor, CPU, monitor, keyboard, application, program, browser  | I | I | D | D | A | A | A | A    |
| Control the cursor on screen by moving the mouse  | D | A | A | A | A | A | A | A    |
| Perform scrolling using side bars   | I | D | A | A | A | A | A | A    |
| Click and drag to move objects on a screen ("drag and drop")  | D | A | A | A | A | A | A | A    |
| Single click and double click objects ("make selections")   | D | A | A | A | A | A | A | A    |
| Highlight and check objects   | D | A | A | A | A | A | A | A    |
| Find keys on the keyboard to construct sentences and type student name  | D | D | A | A | A | A | A | A    |
| Identify the backspace, number, space, tab, arrows, and enter keys  | D | D | A | A | A | A | A | A    |
| Type using two hands to key alphabet accurately and confidently (basic touch typing skills)   | I | D | D | A | A | A | A | A    |
| Type using 15 wpm   | - | - | I | D | A | A | A | A    |
| Type using 20 wpm   | - | - | - | I | D | A | A | A    |
| Type using 30 wpm   | - | - | - | - | D | D | A | A    |
| Use basic keyboard shortcuts (cut, copy, and paste + CTRL functions)  | I | D | D | D | D | A | A | A    |
| Log-in to a computer/programs   | I | A | A | A | A | A | A | A    |
| Open and quit specified program (e.g. Microsoft Word)   | I | D | A | A | A | A | A | A    |
| Save work to specified location before closing applications   | I | D | D | A | A | A | A | A    |
| Select a printer, use print preview, and print a document with appropriate page setup and orientation   | I | I | D | D | A | A | A | A    |
| Locate, navigate, and retrieve files  | I | I | D | D | A | A | A | A    |
| Create folders for organizing files   | I | I | I | I | D | A | A | A    |
| Utilize drop-down menus   | I | I | D | D | A | A | A | A    |
| Recognize menu bars for basic applications  | I | I | D | D | A | A | A | A    |
| Compose, format, and edit using word processing software  | I | D | D | A | A | A | A | A    |
| Use basic formatting techniques to format text (e.g. bold or italicize words, align text)   | I | I | D | D | A | A | A | A    |
| Use more than one program at a time by minimizing, maximizing, and resizing windows (e.g. Typing in a Word document while researching in a web browser) | - | I | I | D | A | A | A | A    |
| Navigate a web browser  | I | D | A | A | A | A | A | A    |
| Evaluate websites for accuracy, authority, and relevancy  | I | I | I | D | D | A | A | A    |
| Know what kinds of information you should/shouldn't share online  | I | D | D | D | A | A | A | A    |
| Practice good netiquette  | I | I | D | D | A | A | A | A    |
| Know how to leave a useful comment for a peer   | I | I | D | A | A | A | A | A    |
| Explore a topic using effective keyword searches  | I | D | D | D | A | A | A | A    |
| Create basic multimedia presentations using presentation tools  | I | D | D | A | A | A | A | A    |
| Insert and resize image or graphic into project   | I | D | D | A | A | A | A | A    |
| Download and upload photos  | I | D | D | D | A | A | A | A    |
| Take and edit photos using photo-editing tools  | I | D | D | D | A | A | A | A    |
| Create and edit videos  | I | I | D | D | D | A | A | A    |
| Create audio recordings   | I | D | A | A | A | A | A | A    |
| Collaborate using web tools to discuss course content   | I | I | I | D | D | D | A | A    |

## Digital Literacy Skills for K-12 based on CCSS

| <b>Digital Literacy Skills</b>  | <b>K</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7-12</b> |
|---|----------|----------|----------|----------|----------|----------|----------|-------------|
| Build a website, wiki, or blog including images, citations and multimedia   | -        | -        | -        | I        | D        | D        | A        | A           |
| Create hyperlinks   | -        | -        | I        | D        | A        | A        | A        | A           |
| Use a system for bookmarking/saving websites  | -        | -        | I        | D        | D        | A        | A        | A           |
| Create a multimedia presentation by choosing from applications and Web 2.0 tools (Be able to show what you know through a variety of tools) | -        | -        | -        | I        | D        | D        | A        | A           |
| Use a drawing program to create basic shapes and labels   | I        | D        | D        | A        | A        | A        | A        | A           |
| Use a coding program to create animations, computer games, and interactive projects   | -        | -        | -        | I        | I        | D        | D        | A           |
| Develop global collaborative relationship to solve real-world problems  | -        | I        | D        | D        | D        | A        | A        | A           |
| Complete digital graphic organizers and/or timelines  | I        | D        | D        | A        | A        | A        | A        | A           |
| Synthesize information from one place to another  | I        | I        | D        | D        | D        | A        | A        | A           |
| Explore a topic using effective keyword search  | I        | D        | A        | A        | A        | A        | A        | A           |
| Explore copyright and plagiarism *See your librarian  | I        | D        | D        | A        | A        | A        | A        | A           |
| Cite sources (distinguishing between digital plagiarism and paraphrasing)   | I        | D        | D        | A        | A        | A        | A        | A           |
| Utilize on-screen calculators   | -        | I        | D        | A        | A        | A        | A        | A           |
| Utilize spreadsheets to organize, graph, and calculate data   | -        | -        | -        | I        | I        | D        | D        | A           |

|                       |
|-----------------------|
| I-Introducing         |
| D-Developing          |
| A-Applying            |
| PARCC Specific Skills |

Adapted from the following sources <http://www.scribd.com/doc/61686639/Elementary-Tech-Skills-Matrix>, CCSS, and material created by Paula Jones (TIS at Butterfield Trail Elementary)