

NETS-S Scope and Sequence Chart

Standard 1: *Students will demonstrate a sound understanding of the nature and operation of technology systems and are proficient in the use of technology.*

Identify parts of the computer.

Mouse, keyboard, monitor, CPU, CD-ROM drive, headphones, printer, microphone, adjust volume

Distinguish between desktop computer and laptop

USB port

Flash drives

Use CDs properly

Use computer terms: menu, icon, scroll bar, cursor, etc.

Turn on/off a computer properly

Log in with user name and password (Login: a student; password: leopards)

Use mouse skills (single-, double-right/left clicks)

Launch/close applications on hard drive and CDs

Save/retrieve work from desktop files

Save/retrieve work on a network

Save/retrieve work with a flash drive

Understand basic commands: program, open, save, exit, quit, cut, copy, paste

Use multiple ways to accomplish the same task including keyboard shortcuts, icons, menus, and ribbons/toolbars

Use Internet bookmarks,

Navigate a Website

Create/manage Internet bookmarking site

Locate/use basic keyboard keys, such as enter, space bar, shift, arrows, backspace, etc.

Keyboarding: proper finger placement, home row

Keyboard: correct fingering, posture, touch typing

Troubleshoot wireless connectivity issues

K	1	2	3	4	5
I	D	D	D	M	M
I	D	M	M	M	M
I	D	D	M	M	M
		I	D	M	M
			I	D	M
		I	D	M	M
I	D	M	M	M	M
I	D	M	M	M	M
		I	D	M	M
I	D	M	M	M	M
I	D	M	M	M	M
	I	D	M	M	M
	I	D	D	M	M
			I	D	D
I	I	I	I	D	D
	I	D	D	D	D
		I	D	D	M
I	D	D	D	D	D
				I	D
I	D	M	M	M	M
	I	D	D	D	D
		I	D	D	D
				I	D

Standard 2: *Students will understand ethical, cultural, and societal issues related to technology. They will practice responsible use of technology systems, information, and software. They will develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity.*

Describe uses of technology in society.

Demonstrate proper usage of equipment (computers and peripherals)

Understand/adhere to copyright laws

Understand/adhere to district and school procedures

Work cooperatively and collaboratively with others when using technology

Practice safe searching and communications techniques

Recognize ownership of own work and respect the work and privacy of others

Recognize that reference materials must be stated in own words, and source listed (no plagiarism)

K	1	2	3	4	5
	I	I	D	D	D
I	D	M	M	M	M
			I	D	D
I	D	M	M	M	M
I	D	M	M	M	M
	I	I	I	D	D
	I	D	M	M	M
			I	I	D

Standard 3: *Students will use technology tools to enhance learning, increase productivity, and promote creativity. They will use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.*

Word-processing skills:

Enter/delete text

Select text/format with font options

Edit alignment/justification and line spacing

Cut/copy/paste within or between documents

Undo/redo

K	1	2	3	4	5
I	D	M	M	M	M
		I	D	D	M
			I	D	M
			I	D	M
		I	D	D	M

Use spell check	I	D	D	M
Import/manipulate graphics (clip art, drawings, digital camera images, saved images)	I	D	D	M
Use Word Art and add page borders		I	D	M
Creating multiple versions using the Save As function	I	D	D	M
Find/replace			I	D
Insert, position, remove tabs				I
Use the thesaurus and dictionary	I	D	D	M
Format word art	I	D	D	M
Use text boxes with format options			I	D
Insert, size, and move a text box				I
Print (printing functions, set number of copies)	I	D	M	M

Graphics:

Access/use drawing program (tools, text)					I
Manipulate a graphic		I	D	D	D
Digital Camera	I	I	D	D	M
Use scanner				I	D
Search for, locate, download, and save non-copyrighted images from the Internet		I	D	D	D
Insert graphics into other applications		I	D	D	M

Graphic Organizer Software

Utilize a publishing program equivalent to Kidspiration for specific functions/tools	I	D	D	M	M	M
Utilize a publishing program equivalent to Inspiration for specific functions/tools				I	D	D

Standard 4 : *Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences. Students use a variety media and formats to communicate information and ideas effectively to multiple audiences.*

K 1 2 3 4 5

E-mail:

Retrieve/send an e-mail message				I	M	M
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Reply to/forward/delete an e-mail	I	M	M
Copy/paste word processing to/from an e-mail message		I	D

Multimedia Presentations:

Start/open a presentation	I	D	M	M
Format a master slide	I	D	D	M
Add/edit/delete text and graphics to slides	I	D	D	M
Insert/delete slides			I	D
Add transitions to slides			I	D
Add sound effects and/or video/music			I	D
Use various View options (show, slide sorter, etc.)			I	D
Insert a hyperlink in a slide			I	D
Utilize Power Point specific functions/tools (slide-to-slide navigation, ordering and layering pictures, formatting slide backgrounds)			I	D
Print handout 2, 3, or 6 per page			I	D

Desktop publications:

Create a brochure, newsletter, book, or flyer	I	D	D	D	D
Add graphics and text	I	D	D	D	D
Apply design principles to layout and font	I	D	D	D	D
Utilize a publishing program equivalent to Publisher for specific functions/tools (formatting templates)	I	D	D	D	D

Blogs, discussion boards, collaborative document sites:

Post appropriate materials to a Web-based collaborative site					I
Respond appropriately to the postings of others					I

Standard 5: *Students use technology to locate, evaluate, and collect information from a variety of sources. Students use technology tools to process data and report results. Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.*

Gather reference material from the Internet	K	1	2	3	4	5
	I	I	D	D	M	M

Identify key words, names, and phrases for a search	I	I	D	M	M	M
Access a Web site by typing a URL				I	D	M
Search using a Web browser			I	D	D	M
Evaluate search results from a search engine					I	D
Use a Web browser toolbar	I	I	D	D	M	M
Capture information from an online source and transfer text to a word processor				I	D	D
Capture and save graphics			I	D	M	M
Use proper citation methods for sources and pictures			I	D	D	D

Standard 6: Students use technology resources for solving problems and making informed decisions. Students employ technology in the development of strategies for solving problems in the real world.

<i>problems in the real world.</i>	K	1	2	3	4	5
Recognize the elements of a spreadsheet					I	D
Enter text and numbers, move among cells					I	D
Format a cell or block of cells					I	D
Insert data in a data table					I	D
Create an appropriate graph from a data table					I	D
Format graph (background, font, text, color, etc.)					I	D
Add header/footer					I	D
Interpret spreadsheet results					I	D
Copy/paste a graph into other applications					I	D
Create a chronological timeline					I	D
Utilize Excel specific functions/tools (formatting columns/ rows, borders)						