

Eugene School District 4J
National Educational Technology Standards for Students (NETS*S)
Standard 6- Scope and Sequence

Keyboarding	K	1	2	3	4	5	6	7	8	9
Demonstrates correct posture	I	P	M	A	A	A	A	A	A	A
Use informal keyboarding to enter data	I	P	M	A	A	A	A	A	A	A
Use return, esc, space bar, arrow keys	I	P	M	A	A	A	A	A	A	A
Use the Shift and Caps Lock keys	I	P	M	A	A	A	A	A	A	A
Identify and demonstrate finger placement on home row		I	P	M	A	A	A	A	A	A
Use two hands on the keyboard		I	P	M	A	A	A	A	A	A
Identify and use punctuation keys		I	P	P	M	A	A	A	A	A
Identify and use symbol keys		I	P	P	M	A	A	A	A	A
Demonstrate proper finger placement on upper and lower rows			1	P	P	M	A	A	A	A
Demonstrate keyboarding speed & accuracy (wpm)			5	10	15	20	25	30	35	40

General Skills	K	1	2	3	4	5	6	7	8	9
Be able to locate, launch and quit an application	I	P	M	A	A	A	A	A	A	A
Choose from the menu using the mouse/tracking pad	I	P	M	A	A	A	A	A	A	A
Use the Dock/Start menu	I	P	M	A	A	A	A	A	A	A
Name basic computer parts (mouse/trackpad, monitor, keyboard)	I	P	M	A	A	A	A	A	A	A
Login/out and shut down	I	P	M	A	A	A	A	A	A	A
Identify the active and inactive options in a menu		I	P	M	A	A	A	A	A	A
Be able to print a file		I	P	M	A	A	A	A	A	A
Save a file to a specific location		I	P	P	M	A	A	A	A	A
Locate and open a previously saved file		I	P	P	M	A	A	A	A	A
Identify and use modifier keys (Command, CTRL S, P, C, X, V)		I	P	P	M	A	A	A	A	A
Switch between multiple open windows			I	P	P	M	A	A	A	A
Open & resize multiple application windows to transfer data			I	P	M	A	A	A	A	A
Differentiate between save and save as		I	P	M	A	A	A	A	A	A
Care and proper use of computers		I	P	M	A	A	A	A	A	A
Log on/off server			I	P	M	A	A	A	A	A

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Word Processing	K	1	2	3	4	5	6	7	8	9
Enter text (alphabet and numbers)		I	P	M	A	A	A	A	A	A
Enter text (words, phrases, and sentences)		I	P	P	M	A	A	A	A	A
Use capitalization and punctuation		I	P	P	M	A	A	A	A	A
Use the delete/backspace and enter feature		I	P	M	A	A	A	A	A	A
Create a new document in a word processing program			I	P	M	A	A	A	A	A
Use the cursor to select, add, modify and delete text			I	P	M	A	A	A	A	A
Use drop down menus from toolbar to select, add, modify, save, etc.			I	P	M	A	A	A	A	A
Text formats: underline, bold, italicize, space text and indent			I	P	M	A	A	A	A	A
Insert clipart, pictures			I	P	M	A	A	A	A	A
Apply left, right and center justification (alignment)			I	I	P	M	A	A	A	A
Apply copy and paste feature				I	P	M	A	A	A	A
Adjust margins appropriately					I	P	P	M	A	
Apply text wrap					I	P	P	M	M	A
Create columns					I	P	P	M	M	A
Save as a PDF and/or web page							I	P	M	A
Post doc to a website, blog, wiki, other online environment							I	P	M	A
Create bullet and number lists							I	P	M	A
Insert headers and footers							I	P	M	A
Create and format tables				I	P	M	A	A	A	A
Use error correction tools (spell/grammar check)			I	P	P	P	M	A	A	A
Use editing tools such as dictionary, thesaurus					I	P	M	A	A	A
Save document appropriately (server, desktop, flash drive)			I	P	P	M	A	A	A	A

Concept/Idea Mapping (Graphic Organizer)	K	1	2	3	4	5	6	7	8	9
Introduce roles of graphic organizers	I	P	M	A	A	A	A	A	A	A
Use a pre-made graphic organizer	I	P	M	M	A	A	A	A	A	A
Create a digital graphic organizer to help communicate a topic/issue, or write a story/report			I	P	M	A	A	A	A	A
Select, create and use the appropriate organizer for the task (i.e., outline, concept map, brainstorm, Venn diagram)					I	P	M	A	A	A
Use ideas in graphic organizers to create writing projects				I	P	P	M	A	A	A

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Equipment Use	K	1	2	3	4	5	6	7	8	9
Identify and use external speakers, flash drives, built in video camera & speakers		I	P	M	A	A	A	A	A	A
Use a mouse/trackpad to navigate	I	P	M	A	A	A	A	A	A	A
Use a LCD projector: turn off and on			I	P	M	A	A	A	A	A
Use a LCD projector: focus and source select, video cable to computer port				I	P	A	A	A	A	A
Document camera: present work using, use zoom		I	P	M	A	A	A	A	A	A
Document camera: use freeze, capture tools, switch between camera & computer			I	P	M	A	A	A	A	A
Digital camera: take still pictures	I	P	P	M	A	A	A	A	A	A
Upload images from camera to computer			I	P	M	A	A	A	A	A
Digital camera: delete images on camera, use optical and digital zoom			I	P	P	M	A	A	A	A
Digital camera: choose appropriate camera setting (action, portrait, low light)				I	P	P	M	M	A	A
Digital camcorder: identify basic camcorder parts (record, pause, rewind, stop, play)			I	P	P	M	A	A	A	A
Digital camcorder: record video			I	P	P	M	A	A	A	A
Digital camcorder: Upload video to computer				I	P	P	M	A	A	A
Use Student Response Systems: Clickers	I	P	P	P	P	M	A	A	A	A
MP3 Players: Operate Independently	I	P	P	M	A	A	A	A	A	A
MP3 Players: Record audio			I	P	M	A	A	A	A	A

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Graphics	K	1	2	3	4	5	6	7	8	9
Use drawing tools to create an illustration	I	P	M	A	A	A	A	A	A	A
Rotate, duplicate, group, align and resize an object		I	P	M	A	A	A	A	A	A
Edit/enhance an image (crop, colors, special effects)		I	P	P	M	A	A	A	A	A
Use a template to create and design a graphics project (e.g. simple card, brochure, poster, newsletter)			I	P	P	M	A	A	A	A
Capture images from the Internet		I	P	P	M	A	A	A	A	A
Use a digital camera to import a picture into a document		I	P	P	M	A	A	A	A	A

Presentations	K	1	2	3	4	5	6	7	8	9
Use a digital slide show to present information		I	P	P	M	A	A	A	A	A
Create a slideshow with basic text and images				I	P	P	M	A	A	A
Add effects for text, images, and transitions					I	P	M	A	A	A
Use sound (recorded voice or music) to a slide presentation				I	P	P	P	M	A	A
Use video with sound to enhance a slide presentation							I	P	M	A
Create hyperlinks within a presentation							I	P	M	A

Multimedia	K	1	2	3	4	5	6	7	8	9
Record voice using online digital application		I	P	P	P	M	A	A	A	A
Create a podcast using pictures and voice		I	P	P	P	P	M	A	A	A
Create a podcast using pictures, voice, sound effects and music				I	P	P	M	A	A	A
Export podcast to disk, websites, wiki etc.				I	P	P	M	A	A	A
Create a basic movie project - use digital images, voiceover, and soundtrack				I	P	P	P	M	A	A
Create a movie project using transitions, titles, credits					I	P	P	M	A	A

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Spreadsheets and Databases	K	1	2	3	4	5	6	7	8	9
Determine what types of graphs/charts are used to communicate specific types of information		I	P	P	P	P	M	A	A	A
Become familiar with spreadsheet vocabulary (spreadsheet, columns, rows, headings, graphs, cells)			I	P	P	M	A	A	A	A
Identify cells and appropriately label columns and rows			I	P	P	M	A	A	A	A
Enter/delete data into rows and columns to create a spreadsheet or table				I	P	P	M	A	A	A
Create appropriate chart or graph (e.g., bar graph, pie chart) for data					I	P	P	M	A	A
Format and change axis scale, chart area, data series or appearance of charts				I	P	P	P	M	A	A
Format spreadsheet appropriately for printing						I	P	M	A	A
Draw information, make conclusions based on data from chart or graph	I	P	P	P	M	A	A	A	A	A
Insert/delete columns and rows change column width and row height				I	P	P	M	A	A	A
Perform basic statistical calculations (i.e., sums, differences, percentages)						I	P	P	M	A
Use graph in another document (word processing, slideshow, etc)					I	P	P	M	A	A
Collect, organize and represent data sets that have one or more variables							I	P	M	A
Use database for searching and sorting information			I	P	P	P	M	A	A	A

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Internet Use	K	1	2	3	4	5	6	7	8	9
Know and use District Acceptable Use Policy with supervision		I	P	P	P	M	A	A	A	A
Launch and quit Internet web browser	I	P	P	M	A	A	A	A	A	A
Navigate the links on a web page	I	P	P	P	M	A	A	A	A	A
Use the toolbar (forward, back, stop/refresh buttons)		I	P	M	A	A	A	A	A	A
Locate and navigate to a web page using the favorites/bookmarks list	I	I	P	P	M	A	A	A	A	A
Be aware of copyright issues				I	P	M	A	A	A	A
Consistently apply copyright protocol					I	P	M	A	A	A
Access information using an online database			I	P	P	M	A	A	A	A
Enter a URL in a web browser			I	P	P	M	A	A	A	A
Bookmark, tag websites				I	P	M	A	A	A	A
Captures images from the Internet and follow copyright laws for use of images					I	P	M	A	A	A
Print specific pages from a web page			I	P	P	M	A	A	A	A
Export or Save a web page as a PDF				I	P	M	A	A	A	A
Evaluate sources for bias, legitimacy					I	P	M	A	A	A
Create a web page/website					I	P	P	P	M	A
Create email account with appropriate address					I	P	P	M	A	A
Manage Online Subscriptions, news sources, blogs, RSS feeds				I	P	P	P	M	A	A

Communication	K	1	2	3	4	5	6	7	8	9
Skype			I	P	P	M	A	A	A	A
Social Networking						I	P	P	P	M
Chat: Academic Uses					I	P	P	P	P	M

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Search Tools and Research Strategies	K	1	2	3	4	5	6	7	8	9
Use search engines/directories and conduct effective searches		I	P	M	A	A	A	A	A	A
Use Boolean search terms, keywords in searches				I	P	P	M	A	A	A
Use different browsers in online searches					I	P	M	A	A	A
Use online library catalogue (VIA) to search for books using keyword, author, title search				I	P	P	M	A	A	A
Determine which resource (i.e., print, online, website etc.) is best suited for topic						I	I	P	P	P
Access primary sources using the Web							I	P	P	M
Understand difference between original and secondary sources and cite correctly				I	P	P	M	A	A	A
Multi-task by running 2 programs at once with several open windows	I	P	P	M	A	A	A	A	A	A
Use online resources for problem-solving activities across the curriculum				I	P	P	P	M	A	A
Recognize author's purpose/bias. Evaluate site for author, content, purpose					I	P	M	A	A	A
Access Online encyclopedias and periodicals via search engines			I	P	P	P	M	A	A	A
Search online databases - use narrow and broaden topic features								I	P	P
Know how to find resources in the community (cyber cafe, public library, colleges)					I	P	P	P	P	M
Use online tools to prepare for college application process										I

Citing Sources	K	1	2	3	4	5	6	7	8	9
Locate a web site's citation components, e.g. author name, article title, website title, date accessed & its URL			I	P	M	A	A	A	A	A
Create a complete and accurate bibliography				I	P	M	A	A	A	A
Create a citation of an electronic source, e.g. website				I	P	M	A	A	A	A
Know difference between direct quote and paraphrase						I	P	P	A	A