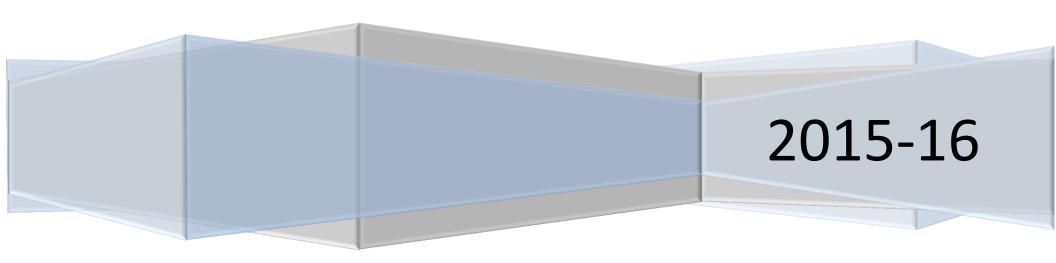**Coronado Unified School District**

Common Core State Standards K-5 Technology Skills Scope and Sequence

Adapted from Long Beach Unified School District

2015-16

Common Core State Standards K-12 Technology Skills Scope and Sequence

Digital Literacy Categories		Alignment to CCSS/SBAC	Skills	K	1	2	3	4	5
Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity	**Basic Operations (B.O)**	**1. SBAC test taking skills**	Turn on a computer and login	I	R	M	M	M	M
		2. SBAC test taking skills	Use pointing device such as a mouse to manipulate shapes, icons; click on urls, radio buttons, check boxes; use scroll bar	I	R	M	M	M	M
		3. SBAC test taking skills	Use desktop icons, windows and menus to open applications and documents	I	R	M	M	M	M
		4. SBAC test taking skills	File management - saving documents		O	I	R	M	M
		5. SBAC test taking skills	Explain and use age-appropriate online tools and resources (e.g. tutorial, assessment, web browser)	O	I	R	M	M	M
		6. W6	Keyboarding **1.** Use proper posture and ergonomics **2.** Locate and use letter and numbers keys with left and right hand placement **3.** Locate and use correct finger, hand for space bar, return/enter and shift key **4.** Gain proficiency and speed in touch typing	I	I	R	M	M	M
	Word Processing (W.P)	**1. W5, W6, W10**	Use a word processing application to write, edit, print and save simple assignments	O	I	R	M	M	M
		2. W5, W6, W10	Use menu/tool bar functions (e.g. font/size/style/, line spacing , margins) to format, edit and print a document		I	R	M	M	M
		3. W5, W6, W10	Highlight text, copy and paste text		O	I	R	M	M
		4. W5, W6, W10	**1.** Copy and paste images within the document and from outside sources **2.** Insert and size a graphic in a document		I	R	M	M	M
		5. L 4	Proofread and edit writing using appropriate resources (e.g. dictionary, spell checker, grammar, and thesaurus)		O	I	R	M	M
I - Introduce R - Reinforce M - Mastery (ability to teach others) O - Optional for grade level									

Adapted from The Long Beach Unified School District

Common Core State Standards K-12 Technology Skills Scope and Sequence

Digital Literacy Categories		Alignment to CCSS/SBAC	Skills	K	1	2	3	4	5
Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity	**Spreadsheet (Tables/Charts and Graphics) (S.S)**	**1. MD, SBAC testing skills**	Demonstrate an understanding of the spreadsheet as a tool to record, organize and graph information				O	I	R
		2. SBAC testing skills	Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart graph)				O	I	R
		3. MD, SBAC testing skills	Enter/edit data in spreadsheets and perform calculations using formulas				O	I	R
		4. MD, SBAC testing skills	Use mathematical symbols e.g. + add, -minus, *multiply, /divide, ^exponents				O	I	R
		5. RI 7	Use spreadsheets and other applications to make predictions, solve problems and draw conclusions				O	I	R
	Multimedia and Presentation Tools (M.P)	**1. W6**	Create, edit and format text on a slide			I	R	M	M
		2. W6	Create a series of slides and organize them to present research or convey an idea			I	R	M	M
		3. W6 , SL 5	Copy and paste or import graphics; change their size and position on a slide			O	I	R	M
		4. W6, SL 5	Use painting and drawing tools/applications to create and edit work			I	R	M	M
		5. W6, RL 7, SBAC testing skills	Watch online videos and use play, pause, rewind and forward buttons while taking notes	O	I	R	M	M	M
I - Introduce R - Reinforce M - Mastery (ability to teach others) O - Optional for grade level									

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Common Core State Standards K-12 Technology Skills Scope and Sequence

Digital Literacy Categories		Alignment to CCSS/SBAC	Skills	K	1	2	3	4	5
Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school and in society	**Acceptable Use, Copyright and Plagiarism (D.C)**	**1. Digital Citizenship**	Explain and demonstrate compliance with classroom, school rules (Acceptable Use Policy) regarding responsible use of computers and networks	I	R	M	M	M	M
		2. Digital Citizenship	Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use	I	R	M	M	M	M
		3. Digital Citizenship	Explain Fair Use Guidelines for the use of copyrighted materials, (e.g. text, images, music, video in student projects) and giving credit to media creators		I	R	M	M	M
		4. Digital Citizenship	Identify and explain the strategies for the safe and efficient use of computers (e.g. passwords, virus protection software, spam filters, popup blockers)		I	R	M	M	M
		5. Digital Citizenship	Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette				I	R	M
		6. Digital Citizenship	Identify cyber bulling and describe strategies to deal with such a situation	I	R	M	M	M	M
		7. Digital Citizenship	Recognize and describe the potential risks and dangers associated with various forms of online communications		I	R	M	M	M
I - Introduce R - Reinforce M - Mastery (ability to teach others) O - Optional for grade level									

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Common Core State Standards K-12 Technology Skills Scope and Sequence

Digital Literacy Categories		Alignment to CCSS/SBAC	Skills	K	1	2	3	4	5
Demonstrate the ability to use technology for research, critical thinking, decision making, communication and collaboration, creativity and innovation	**Research and Gathering Information (R)**	**1. RI 5, RI 7**	Use age appropriate technologies to locate, collect, organize content from media collection for specific purposes, citing sources	O	I	R	M	M	M
		2. RI 5, RI 7	Perform basic searches on databases (e.g. library, card catalog, encyclopedia) to locate information		O	I	R	R	M
		3. RI 5, RI 7	Evaluate teacher-selected or self-selected internet resources in terms of their usefulness for research		O	I	R	M	M
		4. RI 6, RI 7, RI 9	Use Web 2.0 tools (online discussions, blogs and wikis) to gather and share information			O	I	R	M
		5. RI 7	Identify and analyze the purpose of a media message (to inform, persuade and entertain)	I	R	M	M	M	M
	Communication and Collaboration (C.C)	**1. W6**	Work collaboratively online with other students under teacher supervision			I	R	M	M
		2. W6, W10	Use a variety of age-appropriate technologies (e.g. drawing program, presentation software) to communicate and exchange ideas		O	I	R	M	M
		3. W6 , W10 SL 2, SL 5	Create projects that use text and various forms of graphics, audio, and video, (with proper citations) to communicate ideas			I	R	M	M
		4. W6, W10 SL 3	Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations			O	I	R	M
		5. W6, W10 SL 1	Use district approved Web 2.0 tools for communication and collaboration			O	I	R	M
I - Introduce R - Reinforce M - Mastery (ability to teach others) O - Optional for grade level									

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