

**Wacona Elementary School  
Technology Skills Mastery Checklist  
Kindergarten**

<b>QCC</b>	<b>Basic Operations and Concepts</b>	<b>Students' Initials</b>	<b>Date Mastered</b>
	1. Demonstrate optimal posture and position at the computer workstation.		
5.1	a. Eyes level with the text on the monitor		
5.1	b. Shoulders down, arms relaxed		
5.1	c. Elbows level with keyboard		
5.1	d. Feet and lower back supported.		
	2. Use developmentally appropriate keyboard techniques.		
	a. Skip		
	3. Demonstrate appropriate use of special keys.		
5.1	a. Shift, arrow, spacebar, Backspace, Enter		
	<b>Terminology</b>		
	4. Utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society.		
5.2	a. Login (log-in)		
5.2	b. Cursor		
5.2	c. Icon		
5.2	d. Scroll bar		
5.2	e. Hour glass/busy		
5.2	f. Word processing		
5.2	g. Internet		
5.2	h. Maximize		
5.2	i. Network		
5.2	j. Folder/directory		
5.2	k. Open file		
	<b>Computer Hardware/Software</b>		
6.1, 6.2, 7.3, 8.1, 8.2, 10.3, 11	5. Use a variety of media and technology resources for directed and independent learning activities across the curriculum.		
5.2	6. Demonstrate correct procedures for opening, closing, and saving files using menu options and commands in appropriate grade/subject instructional software.		
	7. Identify computer hardware components and peripheral devices.		
1.1	a. Keyboard and mouse		
1.1	b. Monitor/screen		
1.1	c. Printer		
1.1	d. CD-ROM		
1.1	e. Headphones and speakers		
1.1	f. CPU		
3.1, 3.2	8. Distinguish between input, output, and storage devices needed to successfully operate computers,		

	VCRs, audiotapes, and other technologies.		
	9. Demonstrate appropriate use of hardware (input/output devices) and media.		
4	a. Keyboard and mouse		
4	b. Computer disks		
4	c. CD-ROM		
4	d. On/off switches		
4	e. Printer		
	10. Skip		
	<b>Operating Systems</b>		
	11. Skip		
	12. Skip		
	13. Skip		
	<b>Networking</b>		
	14. Practice responsible use of networked computer.		

5.2	a. Use log-in numbers/names		
5.2	b. Use Log Off		
5.2	c. Use Shut Down		
5.2	d. Use network printers		
	15. Skip		
	<b>File Management</b>		
	16. Use basic computer management skills.		
5.2	a. Access and exit software		
	17. Skip		
	18. Skip		
	19. Skip		
	20. Skip		
	<b>Basic Trouble Shooting</b>		
	21. Describe correct procedures for troubleshooting simple hardware and software problems.		
5.1	a. Adjusting volume		
	22. Skip		
	<b>Social, Ethical, and Human Issues</b>		
	<b>Information Ownership</b>		
9.1	23. Interpret copyright laws and policies with regard to ownership and use of electronic information.		
9.2	a. Respect the privacy of all users through the use of security rules		
	<b>Responsible Use</b>		
4	24. Demonstrate proper care of hardware (computer, peripherals, other equipment) and media.		
9.1, 9.2	25. Discuss basic issues related to responsible use of technology systems and software and information including personal consequences of inappropriate use.		
	26. Identify and practice legal and ethical behaviors when using information and technology.		
9.1, 9.2	a. Obey copyright laws		
9.1, 9.2	b. Use appropriate computer netiquette		
4	27. Understand and follow the Acceptable Use Policy		
4	28. Explain consequences of the misuses of technology		
	29. Skip		
	30. Skip		
	31. Skip		
	32. Skip		
	<b>Implications of Technology Use</b>		
	33. Skip		
	34. Skip		
	35. Skip		
	36. Skip		
	37. Skip		
1.2, 2.1, 2.2, 2.3, 3.1, 3.2	38. Explain types of tasks for which technology may be used in school, home, and business		

	39. Skip		
	<b>Technology Productivity Tools</b>		
	40. Utilize productivity/multimedia tools and peripherals to support personal productivity, group collaboration, communication, and learning throughout the curriculum.		
6.1, 6.2	a. Word processing software		
	<b>Word Processing</b>		
2.1	41. Explain uses and advantages of word processing.		
	42. Use appropriate techniques for producing word processing documents.		
	a. Skip		
6.1, 6.2	b. Open, view, print, and close documents		
	- Use Open		
	- Print entire file		
	c. Skip		
	d. Skip		
	e. Skip		
6.1, 6.2	f. Use word processor in real world context		
	- Write stories or poems		
	<b>Spreadsheets</b>		
	43. Skip		
	44. Skip		
	45. Skip		
	46. Skip		
	<b>Databases</b>		
	47. Skip		
	48. Skip		
	49. Skip		
	50. Skip		
	<b>Multimedia Authoring</b>		
	51. Skip		
7.1, 7.2, 7.3	52. Use a variety of media and technology resources to produce developmentally appropriate multimedia products across the curriculum		
	a. Skip		
	b. Skip		
	c. Skip		
	<b>Technology Communication Tools</b>		
	53. Skip		
	54. Skip		
	<b>Communications Applications</b>		
	55. Skip		
	56. Skip		
	57. Skip		
	58. Skip		
	<b>Technology Research Tools</b>		
	59. Skip		
	60. Use appropriate (content-specific) online resources to support learning and research.		
8.1, 8.2, 10.1,	a. Utilize information from locally approved websites		

10.2, 10.3			
	61. Skip		
	62. Skip		
	63. Skip		
	64. Skip		
	<b>Technology Problem-Solving and Decision-Making Tools</b>		
11	65. Utilize technology for solving problems		
	66. Skip		
	67. Skip		
	68. Skip		
	69. Skip		