



Wilson Elementary School K-5 Scope and Sequence Q1

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	SBAC test taking skills	Turn on (boot) computer and login with password	I	R	M	M	M	M	
		SBAC test taking skills	Use pointing devices such as track pad and a mouse to control cursor; click on hyperlinks; use scroll bar	I	R	M	M	M	M	
		SBAC test taking skills	Use desktop icons; taskbar icons; dock icons	I	R	M	M	M	M	
		SBAC test taking skills	File management – saving documents			I	R	M	M	
		SBAC test taking skills	Ability to explain and use age-appropriate online tools and resources			I	R	M	M	
		SBAC test taking skills	Login to Google Apps and manage password			I	R	M	M	
	Word Processing	W6	Keyboarding <ul style="list-style-type: none"> Proper posture and ergonomics Locate and use letter and number keys with left and right hand placement Locate and use correct finger, hand for space bar, return/enter and shift key Gain proficiency and speed in touch typing 	I	R	M	M	M	M	
		W5, W6, W10	Use word processing application (Google Docs) to write, edit, print and save assignments			I	R	M	M	
		W5, W6, W10	Use tool bar (menu) functions to format and edit a document			I	R	M	M	
		W5, W6, W10	Highlight, edit, copy and paste text			I	R	R	R	
		W5, W6, W10	Download, upload and insert images			I	R	M	M	
		L4	Proofread and edit using appropriate resources			I	R	M	M	
	I–Introduce R–Reinforce M–Mastery (ability to teach others) 7/15									



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Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity	Spreadsheet	SBAC test taking skills	Demonstrate and understand the use of a spreadsheet (Google Sheets) to record, organize and graph information			I	R	M	M	
		SBAC test taking skills	Identify and explain terms and concepts related to spreadsheets (cell, column, row, values, labels, formula)				I	R	M	
		SBAC test taking skills	Enter and edit data in spreadsheets and perform calculations using formulas				I	R	M	
		SBAC test taking skills	Use mathematical symbols (+ plus, - minus, * multiply, / divide, ^ exponents)				I	R	M	
		RI7	Use spreadsheets and other applications to make predictions, solve problems and draw conclusions				I	R	M	
		Multimedia and Presentation Tools	W6	Create a slide			I	R	M	M
			W6	Create a series of slides and organize them to present research or convey an idea			I	R	M	M
			W6	Insert, edit and format a slide			I	R	M	M
			W6, SL5	Import (upload) graphics and adjust size and position			I	R	M	M
			W6, SL5	Use painting and drawing tools (Google Draw)				I	R	M
			W6, SL5, RL5 SBAC test taking skills	Access online media and use play, pause, rewind and stop buttons while taking notes.			I	R	R	M
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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	Digital Citizenship	Explain and demonstrate compliance with classroom, and school rules (Acceptable Use Policy) regarding responsible use of technology	I	R	M	M	M	M
		Digital Citizenship	Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use	I	R	M	M	M	M
		Digital Citizenship	Understand Fair Use Guidelines for the use of copyrighted materials (text, images, music, video) and giving credit to creators			I	R	M	M
		Digital Citizenship	Identify and explain the strategies for the safe and efficient use of computers (passwords, virus protection, spam filters, popup blockers)			I	R	M	M
		Digital Citizenship	Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette				I	R	M
		Digital Citizenship	Identify cyber bullying and describe strategies to deal with such a situation	I	R	M	M	M	M
		Digital Citizenship	Recognize and describe potential risks and dangers associated with various forms of online communications		I	R	M	M	M
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