

NJ TAP IN Checklist

Grade: Kindergarten

October 2010

BASIC COMPUTER SKILLS AND TOOLS

CHECKLIST ITEM		INDICATOR ITEM	CHECKLIST
Standard			
8.1.P.A.5	Use basic technology vocabulary .	Properly names parts of the computer such as memory or storage , output devices such as printer , input devices such as monitor , mouse , keyboard and central processing unit or microprocessor .	
8.1.P.A.6	Use basic features of an operating system .	Starts programs from the Start menu or from desktop icon.	
		Closes down programs and shuts down computer.	
8.1.P.A.3 8.1.P.A.4	Input and access text and data, using appropriate keyboarding techniques or other input devices .	Uses correct posture.	
		Grade appropriate keyboarding (two hands).	
		Grade appropriate function key use (spacebar, enter, arrow keys)	
8.1.P.A.2 8.1.P.A.4	Produce a simple finished document using word processing software.	Recognizes and can open a word processing program	
		Uses SAVE and SAVE AS when naming files.	
8.1.4.A.8	Use a graphic organizer .	Use a graphic organizer program to organize ideas and information and categorize objects.	
8.1.4.A.9	Use basic computer icons .	Recognizes and utilizes icons on a computer desktop.	
8.1.P.E.1	Use of digital tools .	Use the Internet to explore and investigate with teacher support.	
8.1.P.F.1 8.1.P.F.1	Navigate the basic functions of a browser .	Open and close browser windows and use the "back" key.	

APPLICATION OF PRODUCTIVITY TOOLS

CHECKLIST ITEM		INDICATOR ITEM	CHECKLIST
Standard			
8.1.4.B.2	Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use.	Demonstrate an understanding of the Acceptable Use Policy .	
		Understands guidelines regarding disclosure of personal information on the web.	
8.1.P.B.1	The use of digital tools and media rich resources enhance creativity and the construction of knowledge.	Use a digital camera to take a picture.	

NJ TAP IN Checklist

Grade 1

October 2010

BASIC COMPUTER SKILLS AND TOOLS

	Checklist Item	Indicator Item	CHECKLIST
Standard			
8.1.2.A.2	Use basic technology vocabulary .	Properly names parts of the computer such as memory or storage, output devices such as printer, input devices such as monitor, mouse, keyboard and central processing unit or microprocessor . Uses proper vocabulary for on-screen items such as icons, scroll bar, task bar, login, cursor, word processor, internet, network .	
8.1.2.A.1	Use basic features of an operating system .	Starts programs from the Start menu or from desktop icon. Closes down programs and shuts down computer. Identify basic computer hardware components and peripheral devices: keyboard, mouse, monitor, printer, headphones . Demonstrates care and appropriate use of hardware.	
8.1.2.A.3	Input and access text and data, using appropriate keyboarding techniques or other input devices.	Uses correct posture. Grade appropriate keyboarding (two hands). Grade appropriate function key use (spacebar, enter, arrow keys, shift key) Recognizes letters in capital and lower case.	
8.1.2.A.4 and 8.1.2.C.1	Produce a simple finished document using word processing software.	Recognizes and can open a word processing program Uses SAVE and SAVE AS when naming files. Edit text for font size and color .	
8.1.2.B.1	Use a graphic organizer .	Use a graphic organizer program to organize ideas and information and categorize objects.	
8.1.2.A.1	Use basic computer icons .	Recognizes and utilizes icons on a computer desktop. Recognize basic icons (print) related to programs appropriate for level. Starts applications from the desktop.	
8.1.2.E.1	Navigate the basic functions of a browser .	Open and close browser windows and use the "back" key.	

APPLICATION OF PRODUCTIVITY TOOLS

Checklist Item	Indicator Item	CHECKLIST
Standard		
8.1.2.D.1	Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use.	Demonstrate an understanding of the Acceptable Use Policy .
		Understands guidelines regarding disclosure of personal information on the web.
		Knows the importance of password security and uses passwords .

NJ TAP IN Checklist

Grade 2

October 2010

BASIC COMPUTER SKILLS AND TOOLS

	Standard 8.1 Checklist	INDICATOR ITEM	CHECKLIST
Standard			
8.1.2.A.2	Use basic technology vocabulary .	Properly names parts of the computer such as memory or storage, output devices such as printer, input devices such as monitor, mouse, keyboard and central processing unit or microprocessor .	
		Uses proper vocabulary for on-screen items such as icons, scroll bar, task bar, login, cursor, word processor, internet, network, minimize, maximize, hardware, software .	
8.1.2.A.1 / 8.1.2.A.3 / 8.2.2.G.1	Use basic features of an operating system .	Starts programs from the Start menu or from desktop icon.	
		Closes down programs and shuts down computer.	
		Identify basic computer hardware components and peripheral devices: keyboard, mouse, monitor, printer, headphones, server	
		Demonstrates care and appropriate use of hardware.	
		Demonstrate ability to access and exit software.	
8.1.2.C.1	Input and access text and data, using appropriate keyboarding techniques or other input devices.	Uses correct posture.	
		Grade appropriate keyboarding (two hands).	
		Grade appropriate function key use (spacebar, enter, arrow keys, shift key, backspace key)	
		Uses capital and lower case letters properly.	
		Use thumb on the spacebar.	
8.1.2.A.4	Produce a simple finished document using word processing software.	Recognizes and can open a word processing program	
		Uses SAVE and SAVE AS when naming files.	
		Edit text for font style, font size and color .	
		Use print preview .	
8.1.2.B.1	Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.	Read a simple bar graph for minimum and maximum values.	
		Create chart using data entered from a set of numbers.	
8.1.2.F.1	Use a graphic organizer .	Use a graphic organizer program to organize ideas and information and categorize objects.	
		Create a concept map with at least two components.	
8.1.2.C.1	Use basic computer icons .	Recognizes and utilizes icons on a computer desktop.	
		Recognize basic icons (print) related to programs appropriate for level.	
		Starts applications from the desktop.	

APPLICATION OF PRODUCTIVITY TOOLS

Standard	Standard 8.1 Checklist	INDICATOR ITEM	CHECKLIST
8.2.2.B.2	Discuss the common uses of computer applications and identify their advantages and disadvantages.	Identify uses of technology in the home and community.	
8.1.2.D.1	Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use.	Demonstrate an understanding of the Acceptable Use Policy .	
		Understands guidelines regarding disclosure of personal information on the web.	
		Knows the importance of password security and uses passwords .	
8.2.2.E.1	Practice appropriate Internet etiquette .	Practice appropriate Internet/telecommunications etiquette.	
		Adhere to the district Acceptable Use Policy .	
8.1.2.A.5	Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.	Use child safe search engines to research new topics.	
8.2.2.B.1	Identify basic hardware problems and solve simple problems.	Uses software programs to integrate learning across curricular areas in projects and presentations.	

NJ TAP IN Checklist

Grade 3

October 2010

BASIC COMPUTER SKILLS AND TOOLS

Standard 8.1 Checklist		INDICATOR ITEM
8.1.2.A.2	Use basic technology vocabulary .	Properly names parts of the computer such as memory or storage, output devices such as printer, input devices such as monitor, mouse, keyboard and central processing unit or microprocessor .
		Uses proper vocabulary for on-screen items such as icons, scroll bar, task bar, login, cursor, word processor, internet, network, minimize, maximize, hardware, software, shortcuts, open file, edit, desktop publishing, multimedia, spreadsheet, cell, column, row
		Uses proper vocabulary for software being used in the school.
8.1.4.E.1	Use basic features of an operating system .	Starts programs from the Start menu or from desktop icon.
		Closes down programs and shuts down computer.
		Identify basic computer hardware components and peripheral devices: keyboard, mouse, monitor, printer, headphones, server, microphone
		Demonstrates care and appropriate use of hardware.
		Demonstrate ability to access and exit software.
		Identify the functions and advantages of computer productivity software: word processing, spreadsheet, presentation software .
		Demonstrate ability to manage files (saving and retrieving).
		Identifies printer(s) available from specific computer.
		Prints from an application such as word processing.
8.1.4.A.1	Input and access text and data, using appropriate keyboarding techniques or other input devices .	Uses correct posture.
		Grade appropriate keyboarding (two hands).
		Grade appropriate function key use (spacebar, enter, arrow keys, shift key, backspace key, back key)
		Identify keys on right and left hand.
		Uses capital and lower case letters properly.
		Keys simple sentences with hands on home row.
		Use thumb on the spacebar.
8.1.4.A.2	Produce a simple finished document using word processing software.	Recognizes and can open a word processing program
		Uses SAVE and SAVE AS when naming files.
		Edit text for font style, font size, color, electronic spell check .
		Uses bold, italics, underline, word spacing, and other simple formatting .
		Use print preview .
8.1.4.A.4	Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.	Read a simple bar graph for minimum and maximum values.
		Create chart using data entered from a set of numbers.

8.1.4.A.3	Create and present a multimedia presentation using appropriate software.	Create a simple presentation with at least three slides .
		Add and edit text (font, size, color, and spell check).
8.1.4.F.1	Use a graphic organizer .	Create a concept map with at least three components.
		Use a graphic organizer program to organize ideas and information and categorize objects.
8.1.2.C.1	Use basic computer icons .	Create a concept map with at least three components.
		Recognizes and utilizes icons on a computer desktop.
		Recognize basic icons (print and save) related to programs appropriate for level.
		Use pull down menus and scroll bars .
		Starts applications from the desktop.

APPLICATION OF PRODUCTIVITY TOOLS

Standard 8.1 Checklist		INDICATOR ITEM
standard	8.1.4.E.1 and 8.1.4.B.1 Discuss the common uses of computer applications and identify their advantages and disadvantages.	Identify uses of technology in the home and community.
		When given a specific task, chooses the correct tool to use.
		Use a word processor in a real world context (example: write stories/poems, generate letters, type reports)
	8.1.4.D.1 Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use.	Demonstrate an understanding of the Acceptable Use Policy .
		Understands guidelines regarding disclosure of personal information on the web.
		Knows the importance of password security and uses passwords .
	8.1.4.D.3 Practice appropriate Internet etiquette .	Practice appropriate Internet/telecommunications etiquette.
		Adhere to the district Acceptable Use Policy .
	8.1.4.E.1 Recognize the need for accessing and using information.	Able to select Internet resources, web browsers, and search engines.
		Recognize accuracy among fact, point of view and opinion.
Select appropriate resources for specific information needs.		
8.1.4.A.5 Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.	Use child safe search engines to research new topics.	
8.2.4.E.1 Solve problems individually and/or collaboratively using computer applications.	Work cooperatively when using technology.	
8.2.4.G.1 Identify basic hardware problems and solve simple problems.	Uses software programs to integrate learning across curricular areas in projects and presentations.	
	Reboots computer to handle minor problems	

NJ TAP IN Checklist

Grade 4

October 2010

BASIC COMPUTER SKILLS AND TOOLS

	Standard 8.1 Checklist	INDICATOR ITEM	CHECKLIST
Standard			
8.1.2.A.2	Use basic technology vocabulary .	<p>Properly names parts of the computer such as memory or storage, output devices such as printer, input devices such as monitor, mouse, keyboard and central processing unit or microprocessor.</p> <p>Uses proper vocabulary for on-screen items such as icons, scroll bar, task bar, login, cursor, word processor, internet, network, minimize, maximize, hardware, software, shortcuts, open file, edit, desktop publishing, multimedia, spreadsheet, cell, column, row, copyright, software piracy, formula, blog.</p> <p>Uses proper vocabulary for software being used in the school.</p>	
8.1.4.E.1	Use basic features of an operating system .	<p>Starts programs from the Start menu or from desktop icon.</p> <p>Closes down programs and shuts down computer.</p> <p>Identify basic computer hardware components and peripheral devices: keyboard, mouse, monitor, printer, headphones, server, microphone, CD/DVD ROM, Hard drive, storage device</p> <p>Demonstrates care and appropriate use of hardware.</p> <p>Demonstrate ability to access and exit software.</p> <p>Identify the functions and advantages of computer productivity software: word processing, spreadsheet, presentation software, drawing/graphics programs, database.</p> <p>Demonstrate ability to manage files (saving and retrieving).</p> <p>Identifies printer(s) available from specific computer.</p> <p>Prints from an application such as word processing.</p>	
8.1.4.A.1	Input and access text and data, using appropriate keyboarding techniques or other input devices.	<p>Uses correct posture.</p> <p>Grade appropriate keyboarding (two hands).</p> <p>Grade appropriate function key use (spacebar, enter, arrow keys, shift key, backspace key, back key)</p> <p>Identify keys on right and left hand.</p> <p>Uses capital and lower case letters properly.</p> <p>Keys simple sentences with hands on home row.</p> <p>Use thumb on the spacebar.</p>	

8.1.4.A.2	Produce a simple finished document using word processing software.	Recognizes and can open a word processing program	
		Identify document purpose through the title.	
		Uses SAVE and SAVE AS when naming files.	
		Edit text for font style, font size, color, electronic spell check, cut copy, paste, delete.	
		Uses bold, italics, underline, word spacing, indenting, justifying text, line spacing, select page orientation, and other simple formatting.	
		Use electronic thesaurus.	
		Use print preview.	
		Select printer depending on printing needs.	
8.1.4.A.4	Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.	Read a simple bar graph for minimum and maximum values.	
		Identify document purpose through the title.	
		Create chart using data entered from a set of numbers.	
		Create chart(s) (ex: pie chart) from a set of numbers.	
		Print a spreadsheet.	
8.1.4.A.3	Create and present a multimedia presentation using appropriate software.	Create a simple presentation with at least three slides.	
		Add and edit text (font, size, color, spell check).	
		Customize the background.	
		Insert graphics or clip art.	
		Add transitions to the presentation.	
8.1.4.A.5	Create and maintain files and folders.	Create files and folders.	
		Rename files.	
8.1.4.F.1	Use a graphic organizer.	Create a concept map with at least three components.	
		Use a graphic organizer program to organize ideas and information and categorize objects.	
		Create a concept map with at least three components.	
8.1.4.A.9	Use basic computer icons.	Recognizes and utilizes icons on a computer desktop.	
		Recognize basic icons (print, save, copy/paste) related to programs appropriate for level.	
		Use pull down menus and scroll bars.	
		Starts applications from the desktop.	

APPLICATION OF PRODUCTIVITY TOOLS

Standard	Standard 8.1 Checklist	INDICATOR ITEM	CHECKLIST
8.1.4.E.1 and 8.1.4.B.1	Discuss the common uses of computer applications and identify their advantages and disadvantages.	Identify uses of technology in the home and community.	
		When given a specific task, chooses the correct tool to use.	
		Use a word processor in a real world context (example: write stories/poems, generate letters, type reports)	
8.1.4.D.1	Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use.	Demonstrate an understanding of the Acceptable Use Policy .	
		Understands guidelines regarding disclosure of personal information on the web.	
		Knows the importance of password security and uses passwords .	
		Exhibits understanding of guidelines regarding disclosure of personal information on the web.	
8.1.4.D.3	Practice appropriate Internet etiquette .	Practice appropriate Internet/telecommunications etiquette.	
		Recognizes electronic mail etiquette in the appropriate manner for audience.	
		Adhere to the district Acceptable Use Policy .	
8.1.4.D.2	Recognize the ethical and legal implications of plagiarism of copyrighted materials.	Obey copyright laws and identifies sources.	
8.1.4.E.1	Recognize the need for accessing and using information.	Able to select Internet resources, web browsers, search engines, directories, and online databases.	
		Recognize the need for accessing and utilizing information sources (Internet).	
		Recognize accuracy among fact, point of view and opinion.	
		Explains the advantages and disadvantages of digital resources and printed materials.	
		Select appropriate resources for specific information needs.	
8.1.4.A.5	Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.	Use child safe search engines to research new topics.	
		Demonstrate an understanding of the risks when using general search engines in terms of inaccuracy and age-appropriate information.	
8.1.4.F.1	Locate specific information by searching a database.	Searches a child-safe web database to find relevant information.	
8.1.4.E.2	Recognize accuracy and/or bias of information.	Identify web page author and discuss possible issues on bias and accuracy.	
8.2.4.E.1	Solve problems individually and/or collaboratively using computer applications.	Work cooperatively when using technology.	
		Identify, discuss, and visually present ways technology has changed the lives of people in New Jersey.	
8.2.4.G.1	Identify basic hardware problems and solve simple problems.	Reboots computer to handle minor problems.	

NJ TAP IN Checklist

Grade 5

October 2010

BASIC COMPUTER SKILLS AND TOOLS

Score	Advanced Proficient	Proficient	Partially Proficient	Novice
	3	2	1	0

NOTE: Use appropriate technology vocabulary(vocabulary will be assessed as part of each of the various skills noted below)

SCORE

ASSESSMENT	ASSESSMENT	8.1.8.A.5: Use common features of an operating system (e.g., creating and organizing files and folders) 8.1.8.A.5: Create, organize and manipulate shortcuts	Create/ customize common features of an operating system (e.g., shortcuts, files, and folders)	Independently use common features of an operating system (e.g., creating and organizing files and folders and creating, organizing and manipulating shortcuts)	With assistance, use common features of an operating system (e.g., creating and organizing files and folders and creating, organizing and manipulating shortcuts)	Unable to perform task with assistance (Evidence must be available upon request)
	ASSESSMENT	8.1.8.A.5: Effective, accurate and uses proper techniques when inputting text and data, using touch keyboarding	Able to model to others the proper techniques to effectively and accurately input text and data using touch keyboarding while completing a specific task in a specific core curriculum content area	Use proper techniques to effectively and accurately input text and data using touch keyboarding.	With assistance input text and data, using touch keyboarding	Unable to perform task with assistance (Evidence must be available upon request)
PORTFOLIO	PORTFOLIO	8.1.8.A.1: Create documents with advanced text formatting and graphics using word processing	Able to create a multi-page document with citations, advanced text formatting and graphics using word processing software in conjunction with other tools that demonstrates the ability to format, edit and print in a specific core curriculum content area	Create word processing documents independently that include advanced text-formatting and graphics	With assistance, create documents with advanced text formatting and graphics using word processing	Unable to perform task with assistance (Evidence must be available upon request)
	PORTFOLIO	8.1.8.A.4: Construct a simple spreadsheet , enter data, and interpret the information	Able to create a spreadsheet, enter data, use mathematical or logical functions to manipulate and process data, generate charts and graphs, and interpret the results in a specific core curriculum content area	Independently construct a spreadsheet by entering data and interpreting information	With assistance, construct a simple spreadsheet, enter data, and interpret the information	Unable to perform task with assistance (Evidence must be available upon request)
PORTFOLIO		8.1.8.A.3: Design and produce a basic multimedia project	Independently create and produce an original multimedia project using and importing text, graphics, moving images and sound in a specific core curriculum content area	Independently design and produce a basic multimedia project using text, graphics, moving images and sound.	With assistance, design and produce a basic multimedia project using text.	Unable to perform task with assistance (Evidence must be available upon request)

PORTFOLIO ASSESSMENT PORTFOLIO	8.1.8.A.2: Plan and create a simple database , define fields, input data, and produce a report using sort and query	Create a database, define fields, input data from multiple records, produce a report using sort and query, and interpret the data in an original task-specific core curriculum content area	Independently create and produce a report by sorting and querying a database file	With assistance, plan and create a simple database, define fields, input data, and produce a report using sort and query	Unable to perform task with assistance (Evidence must be available upon request)
	8.1.8.A.5: Use network resources for storing and retrieving data	Able to model and assist others with managing and organizing network resources for storing and retrieving data	Independently use network resources to store and retrieve data	With assistance, use network resources for storing and retrieving data	Unable to perform task with assistance (Evidence must be available upon request)
	8.1.8.E.1: Choose appropriate electronic graphic organizers to create, construct, or design a document	Use the appropriate electronic graphic organizer in an independent and original task in a specific core curriculum content area	Choose the appropriate electronic graphic organizer to create, construct or design a document	With assistance, use an electronic graphic organizer to create, construct, or design a document	Unable to perform task with assistance (Evidence must be available upon request)

APPLICATION OF PRODUCTIVITY TOOLS

SCORE	Score	Advanced Proficient	Proficient	Partially Proficient	Novice
		3	2	1	0
ASSESSMENT	8.1.8.D.3: Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse	Exhibit legal and ethical behavior when using information and technology in an independent and original task in a specific core curriculum content area	Exhibit legal and ethical behavior when using information and technology as evidenced by using copyright fair-use laws as part of an assignment in a specific core curriculum content area	Verbalize an understanding between appropriate and inappropriate behavior related to legal and ethical issues as defined in the copyright fair-use laws	Unable to perform task with assistance (Evidence must be available upon request)
	8.1.8.D.1: Explain the purpose of an Acceptable Use Policy and the consequences of the inappropriate use of technology 8.1.8.D.1: Describe and practice safe Internet usage 8.1.8.D.1: Describe and practice "etiquette" when using the Internet and electronic mail	Distinguish safe and appropriate use and misuse of technology according to the AUP when making choices while working independently	Exhibit an understanding of the district's AUP through the safe and appropriate use of technology in all core curriculum content areas	Verbalizes an understanding of safe and appropriate use and misuse of technology according to the approved district Acceptable Use Policy (AUP) and knows the consequences of misuse but needs assistance to follow procedures for citing sources	Unable to perform task with assistance (Evidence must be available upon request)
ASSESSMENT	8.1.8.E.1: Use computer applications to modify information independently and/or collaboratively to solve problems	Consistently demonstrates the ability to create and manipulate information independently and/or collaboratively to solve problems and to design and develop products in a specific core curriculum content area	Independently and collaboratively use computer applications to modify information to solve problems	With direct instruction use computer applications to modify, gather and sort information independently and/or collaboratively to solve problems	Unable to perform task with assistance (Evidence must be available upon request)
ASSESSMENT	8.1.8.E.1: Identify basic hardware problems and demonstrate the ability to solve common problems	Identify, diagnose and suggest solutions for non-functioning technology systems	Identify basic hardware problems and demonstrate the ability to solve common problems without assistance	Given basic hardware problems, demonstrate the ability to solve common problems with assistance	Unable to perform task with assistance (Evidence must be available upon request)
ASSESSMENT	8.1.8.E.1: Determine when technology tools are appropriate to solve a problem and make a decision	Identify a problem in a content area and formulate a strategy to solve the problem using the appropriate technology tool(s), if applicable	Determine when technology tools are appropriate to solve a problem and make a decision	Given a problem, select the appropriate technology tool, if applicable, to solve the problem from a given set of solutions	Unable to perform task with assistance (Evidence must be available upon request)

0 LEGEND: Greater than 26 = Student Proficient

NJ TAP IN Checklist

Grade 6

October 2010

BASIC COMPUTER SKILLS AND TOOLS

Score	Advanced Proficient	Proficient	Partially Proficient	Novice
	3	2	1	0

NOTE: Use appropriate technology vocabulary(vocabulary will be assessed as part of each of the various skills noted below)

SCORE

ASSESSMENT	ASSESSMENT	8.1.8.A.5: Use common features of an operating system (e.g., creating and organizing files and folders) 8.1.8.A.5: Create, organize and manipulate shortcuts	Create/ customize common features of an operating system (e.g., shortcuts, files, and folders)	Independently use common features of an operating system (e.g., creating and organizing files and folders and creating, organizing and manipulating shortcuts)	With assistance, use common features of an operating system (e.g., creating and organizing files and folders and creating, organizing and manipulating shortcuts)	Unable to perform task with assistance (Evidence must be available upon request)
	ASSESSMENT	8.1.8.A.5: Effective, accurate and uses proper techniques when inputting text and data, using touch keyboarding	Able to model to others the proper techniques to effectively and accurately input text and data using touch keyboarding while completing a specific task in a specific core curriculum content area	Use proper techniques to effectively and accurately input text and data using touch keyboarding.	With assistance input text and data, using touch keyboarding	Unable to perform task with assistance (Evidence must be available upon request)
PORTFOLIO	PORTFOLIO	8.1.8.A.1: Create documents with advanced text formatting and graphics using word processing	Able to create a multi-page document with citations, advanced text formatting and graphics using word processing software in conjunction with other tools that demonstrates the ability to format, edit and print in a specific core curriculum content area	Create word processing documents independently that include advanced text-formatting and graphics	With assistance, create documents with advanced text formatting and graphics using word processing	Unable to perform task with assistance (Evidence must be available upon request)
	PORTFOLIO	8.1.8.A.4: Construct a simple spreadsheet , enter data, and interpret the information	Able to create a spreadsheet, enter data, use mathematical or logical functions to manipulate and process data, generate charts and graphs, and interpret the results in a specific core curriculum content area	Independently construct a spreadsheet by entering data and interpreting information	With assistance, construct a simple spreadsheet, enter data, and interpret the information	Unable to perform task with assistance (Evidence must be available upon request)
PORTFOLIO	PORTFOLIO	8.1.8.A.3: Design and produce a basic multimedia project	Independently create and produce an original multimedia project using and importing text, graphics, moving images and sound in a specific core curriculum content area	Independently design and produce a basic multimedia project using text, graphics, moving images and sound.	With assistance, design and produce a basic multimedia project using text.	Unable to perform task with assistance (Evidence must be available upon request)
	PORTFOLIO	8.1.8.A.2: Plan and create a simple database , define fields, input data, and produce a report using sort and query	Create a database, define fields, input data from multiple records, produce a report using sort and query, and interpret the data in an original task-specific core curriculum content area	Independently create and produce a report by sorting and querying a database file	With assistance, plan and create a simple database, define fields, input data, and produce a report using sort and query	Unable to perform task with assistance (Evidence must be available upon request)

PORTFOLIO ASSESSMENT	8.1.8.A.5: Use network resources for storing and retrieving data	Able to model and assist others with managing and organizing network resources for storing and retrieving data	Independently use network resources to store and retrieve data	With assistance, use network resources for storing and retrieving data	Unable to perform task with assistance (Evidence must be available upon request)
	8.1.8.E.1: Choose appropriate electronic graphic organizers to create, construct, or design a document	Use the appropriate electronic graphic organizer in an independent and original task in a specific core curriculum content area	Choose the appropriate electronic graphic organizer to create, construct or design a document	With assistance, use an electronic graphic organizer to create, construct, or design a document	Unable to perform task with assistance (Evidence must be available upon request)

APPLICATION OF PRODUCTIVITY TOOLS

SCORE	Score	Advanced Proficient	Proficient	Partially Proficient	Novice
		3	2	1	0
ASSESSMENT	8.1.8.D.3: Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse	Exhibit legal and ethical behavior when using information and technology in an independent and original task in a specific core curriculum content area	Exhibit legal and ethical behavior when using information and technology as evidenced by using copyright fair-use laws as part of an assignment in a specific core curriculum content area	Verbalize an understanding between appropriate and inappropriate behavior related to legal and ethical issues as defined in the copyright fair-use laws	Unable to perform task with assistance (Evidence must be available upon request)
ASSESSMENT	8.1.8.D.1: Explain the purpose of an Acceptable Use Policy and the consequences of the inappropriate use of technology 8.1.8.D.1: Describe and practice safe Internet usage 8.1.8.D.1: Describe and practice "etiquette" when using the Internet and electronic mail	Distinguish safe and appropriate use and misuse of technology according to the AUP when making choices while working independently	Exhibit an understanding of the district's AUP through the safe and appropriate use of technology in all core curriculum content areas	Verbalizes an understanding of safe and appropriate use and misuse of technology according to the approved district Acceptable Use Policy (AUP) and knows the consequences of misuse but needs assistance to follow procedures for citing sources	Unable to perform task with assistance (Evidence must be available upon request)
ASSESSMENT	8.1.8.A.5: Choose appropriate tools and information resources to support research and solve real world problems, including but not limited to: (1) On-line resources and databases AND (2) Search engines	Able to effectively and efficiently use Boolean logic for research, and use filtering strategies	Independently choose appropriate tools and information resources (online resources and databases, search engines and subject directories)	With assistance, choose appropriate tools and information resources to support research and solve real world problems, including but not limited to: (1) On-line resources and databases and (2) Search engine	Unable to perform task with assistance (Evidence must be available upon request)
ASSESSMENT	8.1.8.D.3: Evaluate the accuracy, relevance, and appropriateness of print and non-print electronic information sources	Able to cite and support information sources using credible (accurate, relevant and appropriate) print and non-print electronic information sources	Independently evaluate information sources for credibility of print and non-print electronic information sources based on a predetermined criteria list	With assistance, evaluate the accuracy, relevance, and appropriateness of print and non-print electronic information sources	Unable to perform task with assistance (Evidence must be available upon request)
ASSESSMENT	8.1.8.E.1: Use computer applications to modify information independently and/or collaboratively to solve problems	Consistently demonstrates the ability to create and manipulate information independently and/or collaboratively to solve problems and to design and develop products in a specific core curriculum content area	Independently and collaboratively use computer applications to modify information to solve problems	With direct instruction use computer applications to modify, gather and sort information independently and/or collaboratively to solve problems	Unable to perform task with assistance (Evidence must be available upon request)

ASSESSMENT

	8.1.8.E.1: Identify basic hardware problems and demonstrate the ability to solve common problems	Identify, diagnose and suggest solutions for non-functioning technology systems	Identify basic hardware problems and demonstrate the ability to solve common problems without assistance	Given basic hardware problems, demonstrate the ability to solve common problems with assistance	Unable to perform task with assistance (Evidence must be available upon request)
	8.1.8.E.1: Determine when technology tools are appropriate to solve a problem and make a decision	Identify a problem in a content area and formulate a strategy to solve the problem using the appropriate technology tool(s), if applicable	Determine when technology tools are appropriate to solve a problem and make a decision	Given a problem, select the appropriate technology tool, if applicable, to solve the problem from a given set of solutions	Unable to perform task with assistance (Evidence must be available upon request)

0 **LEGEND:** Greater than 30 = Student Proficient