

Information Technology Literacy Standards (ITLS)

Grade 3

Strand 1: Critical Thinking, Creativity and Innovation

Create and evaluate content using multiple media formats (such as audio, video, charts, text).

Learning Target: Students will use technology tools to create and present ideas, facts, or stories.

Skills:

1. Use digital imaging technology to modify or create works of art for use in a digital presentation.
2. Format objects as needed (text wrapping, border, border color, resize)
3. Choose appropriate tool for the purpose.

Strand 2: Collaborative Learning, Group Communication and Digital Citizenship

Develop, implement and communicate new ideas with others through various modes such as oral, written, and nonverbal with multiple groups and audiences using diverse media, formats and contexts effectively.

a. Learning Target: Students will work in groups to create, share and evaluate simple collaborative information products.

Skill: Students contribute individually to a collaborative digital project.

b. Learning Target: Students will engage in learning activities about multiple cultures through electronic communication means: websites, email, audio and video.

Skills:

1. Use online forums, blogs, email, text messaging, chat, videoconferencing to interact with students or experts from other cultures, communities, or countries.
2. Understand how to communicate electronically with a specific audience.
3. Define and use reply and forward.
4. Define and open attachments.
5. Define and understand a video chat.
6. Talk clearly and loudly during online communication with others.

Strand 4: Personal Information and Technology Literacy

Demonstrate a sound understanding of grade-appropriate digital concepts, systems, and tools.

Learning Target: Use technology tools with proficiency to create and present ideas through simple products in different formats.

Skills:

Keyboarding

- 20 minutes per day X 4 days per week of instruction following a prescribed curriculum (Typing Pals or Type to Learn 4)
- Demonstrate correct posture consistently when typing.
- Keyboarding rubric see O:\Grade Level Curriculum\4th Grade\Keyboarding

Vocabulary

- Understand the following general vocabulary terms: upload, download, install, network, spell check, caps lock, portrait versus landscape, minimize, maximize, search engine, URL, browser
- Understand the following spreadsheet vocabulary terms: column, row, cell

Tasks (to be integrated)

- Use basic file commands (e.g., Open, Save, Print and Save As).
- Save file to appropriate location
- Use basic formatting when word processing: font size, style, bold, italic, underline, and justification, spell check
- Use cursor appropriately for highlighting, cut, copy, paste, delete
- View print preview before printing a document
- Type URL or website address in navigation toolbar of browser to go to specific website
- Demonstrate the operation of multiple windows, minimize, maximize, scroll bars
- Identify what a spreadsheet is and for what purpose it would be used
- Use a prepared spreadsheet to enter data