

## Instructional Technology Student Proficiencies — Grade 3

Irving ISD Instructional Technology Specialists added the information in parentheses for clarification purposes.

Foundations	Six Weeks					
	1	2	3	4	5	6
1A Use technology terminology appropriate to the task (icon, launch, open, close, window, scrollbar, menu, toolbar, hard drive, folder, file, application, draw tools, graphics, clip art, file sharing, email, downloading, bookmarks, search engine, server, online, spooling to the printer, internet, intranet, slide, stack ...).						
1B Save and delete files.						
1B Use menu options and commands.						
1B Work with more than one software application at a time.						
1C Identify and describe the characteristics of digital input (data entered with a mouse, keyboard, draw tablet...), processing (RAM), and output (to monitor, projector, printer...).						
1D Delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity (formatting disks for Macs/PCs, converting files formats such as PICT to TIFF, adding 3-letter extensions to file names, transferring files between Macs and PCs...).						
1E Access remote equipment on a network, such as a printer or other peripherals (servers, CD-ROM towers...).						
2A Use a variety of input devices such as a mouse, keyboard, disk drive, voice/sound recorders, scanner, digital video, CD-ROM, or touch screen.						
2B Use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns.						
2C Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate.						
2C Operate keys needed in instructional applications (space bar, return, shift, option, arrows, caps lock...).						
2D Produce documents at the keyboard.						
2D Proofread and correct errors.						
2E Use language skills including capitalization, punctuation, spelling, and word division.						

	Six Weeks					
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2E Use numbers and symbols as grade-level appropriate.						
2F Demonstrate an appropriate keyboarding speed on short, timed exercises (15 words per minute for grade 3, 20 wpm for grade 4, 25 wpm for grade 5).						
3A Follow acceptable use policies as described in the Irving ISD Student Code of Conduct book.						
3B Adhere to software licensing agreements and respect the electronic work of other individuals. (Comply with copyright law and guidelines.)						
<b>Information Acquisition</b>						
4A Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean (and, or, not) search strategies.						
4B Select appropriate strategies to navigate and access information on local area networks (printers, local servers, CD-ROM towers...) and wide area networks (Internet, WWW, telecommunications...) for research and resource sharing.						
5A Acquire information including text, audio, video, and graphics.						
5B Use on-line help and documentation (help buttons/menus/guides, readme files, Ask an Expert web sites, electronic tech support...).						
6A Apply critical analysis to resolve information conflicts (discrepancies between sources) and validate information (Is the information accurate? How do you know?)						
6B Determine the success of strategies used to acquire electronic information (Did you find what you needed? Was the information useful? How else could you have searched for the information?)						
6C Determine the usefulness and appropriateness of digital information. (Is it pertinent to the task and appropriate for the audience? Does it support the learning objective?)						
<b>Solving Problems</b>						
7A Use software programs with audio, video, and graphics to enhance learning experiences.						
7B Use appropriate software to express ideas and solve problems including the use of word processing, graphics, databases, spreadsheets, simulations (Crosscountry Texas/USA, Oregon Trail, Amazon Trail, Mayaquest...) and multimedia (Kid Pix, HyperStudio, PowerPoint...).						
7C Use a variety of data types including text, graphics, digital audio, and video.						

	Six Weeks					
	1	2	3	4	5	6
8A Use communication tools (telephone, fax machine, email...) to participate in group projects.						
8B Use interactive technology environments, such as simulations, electronic science or mathematics laboratories, virtual museum field trips, or on-line interactive lessons, to manipulate information.						
8C Participate with electronic communities as a learner (access information), initiator (create a file or web page), contributor (post information to a listserv or conference area) or mentor (a guide for others).						
9A Use software features, such as on-line help, to evaluate work progress.						
9B Use software features, such as slide show previews, to evaluate a final product.						
<b>Communication</b>						
10A Use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience.						
10B Use font attributes, color, white space, and graphics to ensure that products are appropriate for the communication media including multimedia screen displays, Internet documents, and printed materials.						
10C Use appropriate applications including, but not limited to, spreadsheets and databases to develop charts and graphs by using data from various sources.						
11A Publish information in a variety of media including, but not limited to, printed copy, monitor display, Internet documents, and video.						
11B Use presentation software to communicate with specific audiences.						
12A Select representative products to be collected and stored in an electronic evaluation tool.						
12B Evaluate the product for relevance to the assignment or task.						
12C Create technology assessment tools to monitor progress of project such as checklists, timelines, or rubrics.						