

### 3rd Grade Digital Literacy Skills

A S T W Y

3.1	Know basic technology terminology: desktop, monitor, CPU, monitor, keyboard, application, program, browser	D					
3.2	Control the cursor on screen by moving the mouse	A					
3.3	Perform scrolling using side bars	A					
3.4	Click and drag to move objects on a screen ("drag and drop")	A					
3.5	Single click and double click objects ("make selections")	A					
3.6	Highlight and check objects	A					
3.7	Find keys on the keyboard to construct sentences and type student name	A					
3.8	Identify the backspace, number, space, tab, arrows, and enter keys	A					
3.9	Type using two hands to key alphabet accurately and confidently (basic touch typing skills)	A					
3.10	Type using 15 wpm	D					
3.11	Type using 20 wpm	I					
3.12	Use basic keyboard shortcuts (cut, copy, and paste + CTRL functions)	D					
3.13	Log-in to a computer/programs	A					
3.14	Open and quit specified program (e.g. Microsoft Word)	A					
3.15	Save work to specified location before closing applications	A					
3.16	Select a printer, use print preview, and print a document with appropriate page setup and orientation	D					
3.17	Locate, navigate, and retrieve files	D					
3.18	Create folders for organizing files	I					
3.19	Utilize drop-down menus	D					
3.20	Recognize menu bars for basic applications	D					
3.21	Compose, format, and edit using word processing software	A					
3.22	Use basic formatting techniques to format text (e.g. bold or italicize words, align text)	D					
3.23	Use more than one program at a time by minimizing, maximizing, & resizing windows (Word document & web browser)	D					
3.24	Navigate a web browser	A					
3.25	Evaluate websites for accuracy, authority, and relevancy	D					
3.26	Know what kinds of information you should/shouldn't share online	D					
3.27	Practice good netiquette	D					
3.28	Know how to leave a useful comment for a peer	A					
3.29	Create basic multimedia presentations using presentation tools	A					
3.30	Insert and resize image or graphic into project	A					
3.31	Download and upload photos	D					
3.32	Take and edit photos using photo-editing tools	D					
3.33	Create and edit videos	D					
3.34	Create audio recordings	A					

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3.35	Collaborate using web tools to discuss course content	D					
3.36	Build a website, wiki, or blog including images, citations and multimedia	I					
3.37	Create hyperlinks	D					
3.38	Use a system for bookmarking/saving websites	D					
3.39	Create a multimedia presentation by choosing from applications & Web 2.0 tools (Show what you know thru a variety of tools)	I					
3.40	Use a drawing program to create basic shapes and labels	A					
3.41	Develop global collaborative relationship to solve real-world problems	D					
3.42	Complete digital graphic organizers and/or timelines	A					
3.43	Synthesize information from one place to another	D					
3.44	Explore a topic using effective keyword search	A					
3.45	Explore copyright and plagiarism *See your librarian	A					
3.46	Cite sources (distinguishing between digital plagiarism and paraphrasing)	A					
3.47	Utilize on-screen calculators	A					
3.48	Utilize spreadsheets to organize, graph, and calculate data	I					