

4th Grade Digital Literacy Skills

B V rW sW W

4.1	Know basic technology terminology: desktop, monitor, CPU, keyboard, application, program, browser	A					
4.2	Control the cursor on screen by moving the mouse	A					
4.3	Perform scrolling using side bars	A					
4.4	Click and drag to move objects on a screen ("drag and drop")	A					
4.5	Single click and double click objects ("make selections")	A					
4.6	Highlight and check objects	A					
4.7	Find keys on the keyboard to construct sentences and type student name	A					
4.8	Identify the backspace, number, space, tab, arrows, and enter keys	A					
4.9	Type using two hands to key alphabet accurately and confidently (basic touch typing skills)	A					
4.10	Type using 15 wpm	A					
4.11	Type using 20 wpm	D					
4.12	Type using 30 wpm	D					
4.13	Use basic keyboard shortcuts (cut, copy, and paste + CTRL functions)	D					
4.14	Log-in to a computer/programs	A					
4.15	Open and quit specified program (e.g. Microsoft Word)	A					
4.16	Save work to specified location before closing applications	A					
4.17	Select a printer, use print preview, and print a document with appropriate page setup and orientation	A					
4.18	Locate, navigate, and retrieve files	A					
4.19	Create folders for organizing files	D					
4.20	Utilize drop-down menus	A					
4.21	Recognize menu bars for basic applications	A					
4.22	Compose, format, and edit using word processing software	A					
4.23	Use basic formatting techniques to format text (e.g. bold or italicize words, align text)	A					
4.24	Use more than one program at a time by minimizing, maximizing, & resizing windows (document & web browser)	A					
4.25	Navigate a web browser	A					
4.26	Evaluate websites for accuracy, authority, and relevancy	D					
4.27	Know what kinds of information you should/shouldn't share online	A					
4.28	Practice good netiquette	A					
4.29	Know how to leave a useful comment for a peer	A					
4.30	Create basic multimedia presentations using presentation tools	A					
4.31	Insert and resize image or graphic into project	A					
4.32	Download and upload photos	A					

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4.33	Take and edit photos using photo-editing tools	A					
4.34	Create and edit videos	D					
4.35	Create audio recordings	A					
4.36	Collaborate using web tools to discuss course content	D					
4.37	Build a website, wiki, or blog including images, citations and multimedia	D					
4.38	Create hyperlinks	A					
4.39	Use a system for bookmarking/saving websites	D					
4.40	Create a multimedia presentation by choosing from applications & Web 2.0 tools (Show what you know thru a various tools)	D					
4.41	Use a drawing program to create basic shapes and labels	A					
4.42	Develop global collaborative relationship to solve real-world problems	D					
4.43	Complete digital graphic organizers and/or timelines	A					
4.44	Synthesize information from one place to another	D					
4.45	Explore a topic using effective keyword search	A					
4.46	Explore copyright and plagiarism *See your librarian	A					
4.47	Cite sources (distinguishing between digital plagiarism and paraphrasing)	A					
4.48	Utilize on-screen calculators	A					
4.49	Utilize spreadsheets to organize, graph, and calculate data	I					