

SCOPE of Grades K-8 Technology Applications TEKS

	K	1	2	3	4	5	6	7	8
HARDWARE: Use	Identify, understand functions, and demonstrate proper handling of a variety of available technology tools (i. e. diskette, CD-ROM, mouse, calculator, TV, VCR, telephone, audio/video cassette, computer, etc.)	Increase Proficiency	Increase Proficiency	Increase Proficiency	Increase Proficiency	Increase Proficiency	Increase Proficiency	Increase Proficiency	Increase Proficiency
HARDWARE: Troubleshooting and Maintenance Keyboarding	Ask for help	Turn on and off equipment	Increase Proficiency	Restart computer when frozen, using soft boot	Increase Proficiency	Increase Proficiency	Know and use maintenance procedures for available equipment	Increase Proficiency	Increase Proficiency
HARDWARE: Keyboarding	Know function of arrow, space, escape, return and enter keys Demonstrate posture and mouse manipulation	Use capitalization, punctuation (period and question mark), and numbers Demonstrate two-hand placement	Demonstrate use of home row hand position	Demonstrate correct fingering for letters and punctuation, shift, space and return	Know number and symbol location	Use correct fingering of numbers and symbols			
				Demonstrate keyboarding skills at 10 wpm with no more than 3 errors		Increase keyboarding skills to 15 wpm with no more than 3 errors			

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TERMINOLOGY	Use appropriate terminology while using equipment, hardware, software (monitor, keyboard, program, password, logon, etc.)	Increase Proficiency (i.e. WWW, Internet addresses)	Use networking terminology (i.e. online, network, password)	Increase Proficiency	Increase Proficiency	Increase Proficiency	Use Internet terminology (email URLs, LANs, WANs, WWW)	Increase Proficiency	Increase Proficiency
SOFTWARE: General	Open, save, print and close files Open and exit programs	Use software features to edit text (insert, delete, replace) Name files	Use software features to evaluate final product (spell check) Use online help commands	Use menu options, commands and printed documentation (cut and paste, thesaurus, delete files, insert clip art)	Use productivity tools to create printed presentations (i.e. word processing, spreadsheet, graphics and import graphics)	Change documents from one format to another (i.e. open Claris document in Word) Use productivity tools to publish or present in a variety of formats	Manage personal document files and/or disks	Export functions of shortcut keys and templates (i.e. Command V or Alt V to paste) Use multiple productivity tools	Identify, create, use and merge various file formats (text, graphics, image, numeric, video, audio)
			Select appropriate software for product	Select appropriate software to express ideas (word processing = story, KidPix = presentation)	Increase proficiency in selecting appropriate software	Create self-directed technology projects	Increase Proficiency	Increase Proficiency	Increase Proficiency

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SOFTWARE: Word Processing and Desk Top Publishing	Change font, size and color	Design page layout to include student name, line spacing and title	Use proper character spacing (i.e. one space after a comma) and center title.	Use indent, tab, report format	Increase Proficiency	Set margins, use justification	Set alignment, tabs, page setup (landscape or portrait), ruler settings	Use desktop publishing (columns, text wrap, multi-section)	Increase Proficiency
SOFTWARE: Data Base							Plan, create and edit data bases (i.e. organize current state stats)	Increase Proficiency	Increase Proficiency
SOFTWARE: Spreadsheet, Graphic Organizers, Charts				Make charts and graphs	Increase Proficiency	Increase Proficiency	Create and edit spreadsheet documents	Increase Proficiency	Increase Proficiency
SOFTWARE: Graphics, Drawing, CAD	Use draw and paint tools for self expression (i.e. create and title picture and type name)	Increase Proficiency (i.e. labeling parts, more detailed pictures)	Increase Proficiency	Using productivity template tools to create graphic presentations	Use productivity tools to design graphic presentations (i.e. advertisements, posters, fliers)	Increase Proficiency	Use variety of graphics tools to produce technical design (i.e. create manual, design floor plan)	Increase Proficiency	Increase Proficiency
SOFTWARE: Multimedia	Use multimedia instructional software	Create a multimedia product incorporating two or more medias (i.e. text/sound or text/art)	Use multimedia layout (font attributes, color, white space, graphics)	Increase Proficiency	Design slide show presentation	Increase Proficiency	Increase Proficiency	Increase Proficiency	Increase Proficiency

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SOFTWARE: Research		Apply icon/keyword searches (i.e. locate information in dictionary or encyclopedia)	Select appropriate resource (i.e. dictionary, atlas, encyclopedia)	Increase Proficiency	Navigate electronic information sources (i.e. Internet)	Develop and use effective search strategies and syntax to include Boolean search strategies (i.e. Lions AND Dolphins, NOT football)	Self-select information from secondary and remote devices (laser disc, CD-ROM)	Increase Proficiency	Increase Proficiency
SOFTWARE: Other	Use a variety of instructional software (i.e. reference, reading, math)	Increase Proficiency	Increase Proficiency	Increase Proficiency	Use a variety of interactive software	Use a variety of productivity software	Use simulation software	Increase Proficiency	Use software to demonstrate file management for conserving memory (i.e. delete unnecessary documents)
COMMUNICATION & PRESENTATION	Participate in group presentation using a variety of technology tools (i.e. Kid Pix slide show or class book)	Publish work (monitor or printed copy)	Use multimedia and other communication tools to express ideas and problem solve (i.e. use stamps on Kid Pix to create pictograph)	Use presentation software to communicate (i.e. HyperStudio or PowerPoint)	Increase Proficiency	Publish information in a variety of media (i.e. web pages) Engage in online simulations and field trips	Increase Proficiency	Use technical writing strategies (i.e. a how-to manual)	Share self-directed technology projects Use telecommunication such as video conferences, distance learning, web design

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SOCIETAL ISSUES / ETHICS	Understand concept of copyright in both published and personal work	Increase Proficiency	Demonstrate personal responsibility for acceptable use policies and ethics	Increase Proficiency	Discuss copyright laws/issues and ethical acquisition of information	Increase Proficiency	Describe consequences regarding copyright violations	Increase Proficiency	Increase Proficiency
							Use solid documentation, such as MLA, to site sources	Increase Proficiency	Document all information sources
								Identify impact of technology applications on society (i.e. genetic engineering)	Discuss the impact of technology on future careers and lifestyles

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DATA ACCESS & EVALUATION		Self-evaluate products	Increase Proficiency	Use monitoring and self-assessment tools (i.e. calendars, checklists, timelines or rubrics)	Create monitoring and self-assessment tools (i.e. calendars, timelines or rubrics)	Increase Proficiency	Increase Proficiency	Increase Proficiency	Increase Proficiency
			Determine usefulness and appropriateness of acquired data (i.e. does the information found match the task?)	Increase Proficiency	Analyze and validate conflicts in information (i.e. three sources that include same information)	Increase Proficiency	Increase Proficiency	Increase Proficiency	Increase Proficiency
			Develop an electronic portfolio (collect work in folder)	Increase Proficiency	Increase Proficiency	Increase Proficiency	Evaluate portfolio	Increase Proficiency	Demonstrate technology application proficiency through electronic portfolio