Kindergarten

Wisconsin Standards for Information and Technology Literacy

Beginning Stages

1. Identify and define basic computer terminology (e.g., software, hardware, cursor, startup/shutdown, file, memory, etc)
2. Identify and explain the function of the components of a computer system (e.g., monitor, keyboard, CPU, mouse)
3. Demonstrate proper care and correct use of media and equipment
4. Demonstrate the correct use of input devices (e.g., mouse, keyboard) and output devices (e.g. printer, speakers).
5. Operate basic audio and video equipment to listen to and view media programs
6. Listen to and view common audio and video media

1st Grade

Wisconsin Standards for Information and Technology Literacy

Beginning Stages

1. Identify the wide variety of current media formats (e.g., video programs, magazines, computer software, audio cassettes, CD-ROM and DVD, newspapers, books, the Internet)
2. Recognize the common organizational characteristics of print media (e.g., title page, table of contents, copyright statement, index)
3. Identify and define basic word processing terminology(e.g. cursor, open, save, file, I-beam, window, document, cut, copy, paste)
4. Produce a document using a word processing program
5. Demonstrate the text editing features of a word processing program (e.g., bold face, italics, underline, double spacing, different size and style of fonts) to produce a finished product

Developing Stages

1. Identify and define basic computer terminology (e.g., software, hardware, cursor, startup/shutdown, file, memory, etc)
2. Identify and explain the function of the components of a computer system (e.g., monitor, keyboard, CPU, mouse)
3. Demonstrate proper care and correct use of media and equipment
4. Demonstrate the correct use of input devices (e.g., mouse, keyboard) and output devices (e.g. printer, speakers).
5. Operate basic audio and video equipment to listen to and view media programs
6. Listen to and view common audio and video media

Securing Knowledge

None

2nd Grade

Wisconsin Standards for Information and Technology Literacy

Beginning Stages

1. Demonstrate how to open and run a software program from a local storage device or network server
2. Create, save, move, copy, retrieve, and delete electronic files
3. Describe the operating and file management software of a computer (e.g., desktop, file, window, folder, directory, pull-down menu, dialog box)
4. Identify the various organizational patterns used in different kinds of reference books
5. Log on and view information from preselected sites on the Internet

Developing Stages

1. Identify and define basic computer terminology (e.g., software, hardware, cursor, startup/shutdown, file, memory, etc)
2. Identify and explain the function of the components of a computer system (e.g., monitor, keyboard, CPU, mouse)
3. Identify the wide variety of current media formats (e.g., video programs, magazines, computer software, audio cassettes, CD-ROM and DVD, newspapers, books, the Internet)
4. Recognize the common organizational characteristics of print media (e.g., title page, table of contents, copyright statement, index)
5. Identify and define basic word processing terminology(e.g. cursor, open, save, file, I-beam, window, document, cut, copy, paste)
6. Produce a document using a word processing program
6. Demonstrate the text editing features of a word processing program (e.g., bold face, italics, underline, double spacing, different size and style of fonts) to produce a finished product

Securing Knowledge

1. Demonstrate proper care and correct use of media and equipment
2. Demonstrate the correct use of input devices (e.g., mouse, keyboard) and output devices (e.g. printer, speakers).
3. Operate basic audio and video equipment to listen to and view media program
4. Listen to and view common audio and video media

3rd Grade

Wisconsin Standards for Information and Technology Literacy

Beginning Stages

1. Develop touch keyboarding techniques using both hands
2. Save and backup files on a computer hard drive, storage medium, or server
3. Solve problems using the basic four arithmetic functions of a calculator when appropriate
4. Demonstrate the correct operation of a computer system on a network
5. Differentiate among the common types of computer software (e.g., drawing programs, utilities, word processing, simulations)
6. Access information using common electronic reference sources (e.g., indexes, almanacs, on-line catalogs, encyclopedias)
7. Incorporate graphics, pictures, and sound into another document
8. Define the basic types of learning software (e.g., drill and practice, tutorial, simulation)
9. Edit a word processing document using a spell checker
10. Use the spell checker and thesaurus functions of a word processing program
11. Move textual and graphics data from one document to another

Developing Stages

1. Demonstrate how to open and run a software program from a local storage device or network server
2. Create, save, move, copy, retrieve, and delete electronic files
3. Describe the operating and file management software of a computer (e.g., desktop, file, window, folder, directory, pull-down menu, dialog box)
4. Identify the various organizational patterns used in different kinds of reference books
5. Identify and define basic word processing terminology(e.g. cursor, open, save, file, I-beam, window, document, cut, copy, paste)
6. Demonstrate the text editing features of a word processing program (e.g., bold face, italics, underline, double spacing, different size and style of fonts) to produce a finished product
7. Log on and view information from preselected sites on the Internet
8. Identify and use simple search engines and directories
9. Define basic on-line searching and Internet terminology (e.g. website, HTML, home page, hypertext link, bookmark, URL address)
10. Access information using a modem or network connection to the Internet or other on-line information services
11. View, print, save, and open a document from the Internet or other on-line sources
12. Use basic search engines and directories to locate resources on a specific topic
13. Demonstrate efficient Internet navigation
14. Use draw, paint, or graphics software to create simple signs, posters, banners, charts, visuals, etc.
15. Create and present a short video or powerpoint program

16. Use draw, paint, or graphics software to create visuals that will enhance a class project or report
17. Design and produce a multimedia program
18. Plan and deliver a presentation using media and technology appropriate to topic, audience, purpose, or content

Securing Knowledge

1. Identify and define basic computer terminology (e.g., software, hardware, cursor, startup/shutdown, file, memory, etc)
7. Identify and explain the function of the components of a computer system (e.g., monitor, keyboard, CPU, mouse)
8. Identify the wide variety of current media formats (e.g., video programs, magazines, computer software, audio cassettes, CD-ROM and DVD, newspapers, books, the Internet)
9. Recognize the common organizational characteristics of print media (e.g., title page, table of contents, copyright statement, index)
10. Produce a document using a word processing program

4th Grade

Wisconsin Standards for Information and Technology Literacy

Beginning Stages

1. Recognize and solve routine computer hardware and software problems
2. Explore special formatting features (e.g. borders, shading, centering, justification) of a word processing program
3. Use the functions of a web browser to navigate and save World Wide Web sites

Developing Stages

1. Develop touch keyboarding techniques using both hands
2. Save and backup files on a computer hard drive, storage medium, or server
3. Solve problems using the basic four arithmetic functions of a calculator when Appropriate
4. Demonstrate the correct operation of a computer system on a network
5. Differentiate among the common types of computer software (e.g., drawing programs, utilities, word processing, simulations)
6. Access information using common electronic reference sources (e.g., indexes, almanacs, on-line catalogs, encyclopedias)
7. Create, save, move, copy, retrieve, and delete electronic files
8. Incorporate graphics, pictures, and sound into another document
9. Describe the operating and file management software of a computer (e.g., desktop, file, window, folder, directory, pull-down menu, dialog box)
10. Identify the various organizational patterns used in different kinds of reference books
11. Define the basic types of learning software (e.g., drill and practice, tutorial, simulation)
12. Identify and define basic word processing terminology(e.g. cursor, open, save, file, I-beam, window, document, cut, copy, paste)
13. Edit a word processing document using a spell checker
14. Demonstrate the text editing features of a word processing program (e.g., bold face, italics, underline, double spacing, different size and style of fonts) to produce a finished product
15. Use the spell checker and thesaurus functions of a word processing program
16. Move textual and graphics data from one document to another
17. Log on and view information from preselected sites on the Internet
18. Identify and use simple search engines and directories
19. Define basic on-line searching and Internet terminology (e.g. website, HTML, home page, hypertext link, bookmark, URL address)
20. Access information using a modem or network connection to the Internet or other on-line information services
21. View, print, save, and open a document from the Internet or other on-line sources
22. Use basic search engines and directories to locate resources on a specific topic

23. Demonstrate efficient Internet navigation
24. Use draw, paint, or graphics software to create simple signs, posters, banners, charts, visuals, etc.
25. Create and present a short video or powerpoint program
26. Use draw, paint, or graphics software to create visuals that will enhance a class project or report
27. Design and produce a multimedia program
28. Plan and deliver a presentation using media and technology appropriate to topic, audience, purpose, or content

Securing Knowledge

29. Demonstrate how to open and run a software program from a local storage device or network server

5th Grade

Wisconsin Standards for Information and Technology Literacy

Beginning Stages

1. Demonstrate the use of still and video cameras and scanners
2. Organize and backup files on a computer disk, drive, server, or other storage device
3. Scan, crop, and save a graphic using a scanner, digital camera, or other digitizing equipment
4. Use simple graphing calculator functions to solve a problem
5. Describe the purpose and use of a virus detection program
6. Use electronic encyclopedias, almanacs, indexes, and catalogs to retrieve and select information
7. Describe the various applications of productivity of software (e.g., word processing, database, spreadsheet, presentation, communication, drawing, desktop publishing)
8. Identify common integrated software packages or applications suites
9. Identify a database and define basic database terms (e.g., file, record, field)
10. Identify a spreadsheet and explain basic spreadsheet terms (e.g., column, row, cell)
11. Use a prepared spreadsheet to enter and edit data, and to produce and interpret a simple graph or chart
12. Explain the use of basic word processing functions (e.g., menu, tool bars, dialog boxes, radio buttons, spell checker, thesaurus, page layout, headers and footers, word count, tabs
12. Use graphics software to import pictures, images, and charts into documents
13. Compose a class report using advanced text formatting and layout styles (e.g., single and double spacing, different size and style of fonts, indents, headers and footers, pagination, table of contents, bibliography
14. Construct a simple spreadsheet, enter data, and interpret the information
15. Incorporate database and spreadsheet information (e.g., charts, graphs, lists) in word processing documents
16. Organize World Wide Web bookmarks by subject or topic
17. Explain how well the media and technology contributed to its impact
18. Identify simple criteria for judging the quality of a production or presentation
19. Judge how well a particular production meets the identified criteria
20. Suggest ways to improve future productions or presentations
21. Determine the purpose of a specific production or presentation
22. Describe the effectiveness of the media and technology used in a production or presentation
23. Identify criteria for judging the technical quality of a production or presentation

24. Judge how well the production or presentation meets identified criteria
25. Recommend ways to improve future productions or presentations

Developing Stages

1. Develop touch keyboarding techniques using both hands
2. Recognize and solve routine computer hardware and software problems
3. Differentiate among the common types of computer software (e.g., drawing programs, utilities, word processing, simulations)
4. Create, save, move, copy, retrieve, and delete electronic files
5. Incorporate graphics, pictures, and sound into another document
6. Describe the operating and file management software of a computer (e.g., desktop, file, window, folder, directory, pull-down menu, dialog box)
7. Identify the various organizational patterns used in different kinds of reference books
8. Define the basic types of learning software (e.g., drill and practice, tutorial, simulation)
9. Demonstrate the text editing features of a word processing program (e.g., bold face, italics, underline, double spacing, different size and style of fonts) to produce a finished product
10. Explore special formatting features (e.g. borders, shading, centering, justification) of a word processing program
11. Use the spell checker and thesaurus functions of a word processing program
12. Use the functions of a web browser to navigate and save World Wide Web sites
13. Define basic on-line searching and Internet terminology (e.g. website, HTML, home page, hypertext link, bookmark, URL address)
14. View, print, save, and open a document from the Internet or other on-line sources
15. Create and present a short video or powerpoint program
16. Design and produce a multimedia program
17. Plan and deliver a presentation using media and technology appropriate to topic, audience, purpose, or content

Securing Knowledge

1. Save and backup files on a computer hard drive, storage medium, or server
2. Solve problems using the basic four arithmetic functions of a calculator when appropriate
3. Demonstrate the correct operation of a computer system on a network
4. Access information using common electronic reference sources (e.g., indexes, almanacs, on-line catalogs, encyclopedias)
5. Identify and define basic word processing terminology(e.g. cursor, open, save, file, I-beam, window, document, cut, copy, paste)
6. Edit a word processing document using a spell checker
7. Move textual and graphics data from one document to another

8. Log on and view information from preselected sites on the Internet
9. Identify and use simple search engines and directories
10. Access information using a modem or network connection to the Internet or other on-line information services
11. Use basic search engines and directories to locate resources on a specific topic
12. Demonstrate efficient Internet navigation
13. Use draw, paint, or graphics software to create simple signs, posters, banners, charts, visuals, etc.
14. Use draw, paint, or graphics software to create visuals that will enhance a class project or report

6th Grade

Wisconsin Standards for Information and Technology Literacy

Beginning Stages

1. Identify and define computer and networking terms (e.g., modem, file server, LAN, Internet/Intranet, data storage device)
2. Demonstrate touch keyboarding skills at acceptable speed and accuracy levels (suggested 20-25 wpm)
3. Use basic content-specific tools to provide evidence/support in a class project

Developing Stages

1. Develop touch keyboarding techniques using both hands
2. Demonstrate the use of still and video cameras and scanners
3. Organize and backup files on a computer disk, drive, server, or other storage device
4. Recognize and solve routine computer hardware and software problems
5. Scan, crop, and save a graphic using a scanner, digital camera, or other digitizing equipment
6. Use simple graphing calculator functions to solve a problem
7. Differentiate among the common types of computer software (e.g., drawing programs, utilities, word processing, simulations)
8. Describe the purpose and use of a virus detection program
9. Incorporate graphics, pictures, and sound into another document
10. Describe the operating and file management software of a computer (e.g., desktop, file, window, folder, directory, pull-down menu, dialog box)
11. Identify the various organizational patterns used in different kinds of reference books
12. Define the basic types of learning software (e.g., drill and practice, tutorial, simulation)
13. Use electronic encyclopedias, almanacs, indexes, and catalogs to retrieve and select information
14. Describe the various applications of productivity of software (e.g., word processing, database, spreadsheet, presentation, communication, drawing, desktop publishing)
15. Identify common integrated software packages or applications suites
16. Identify a database and define basic database terms (e.g., file, record, field)
17. Identify a spreadsheet and explain basic spreadsheet terms (e.g., column, row, cell)
18. Use a prepared spreadsheet to enter and edit data, and to produce and interpret a simple graph or chart
19. Explain the use of basic word processing functions (e.g., menu, tool bars, dialog boxes, radio buttons, spell checker, thesaurus, page layout, headers and footers, word count, tabs

20. Compose a class report using advanced text formatting and layout styles (e.g., single and double spacing, different size and style of fonts, indents, headers and footers, pagination, table of contents, bibliography
21. Construct a simple spreadsheet, enter data, and interpret the information
22. Incorporate database and spreadsheet information (e.g., charts, graphs, lists) in word processing documents
23. Define basic on-line searching and Internet terminology (e.g. website, HTML, home page, hypertext link, bookmark, URL address)
24. View, print, save, and open a document from the Internet or other on-line sources
25. Organize World Wide Web bookmarks by subject or topic
26. Create and present a short video or powerpoint program
27. Design and produce a multimedia program
28. Plan and deliver a presentation using media and technology appropriate to topic, audience, purpose, or content
29. Explain how well the media and technology contributed to its impact
30. Identify simple criteria for judging the quality of a production or presentation
31. Judge how well a particular production meets the identified criteria
32. Suggest ways to improve future productions or presentations
33. Determine the purpose of a specific production or presentation
34. Describe the effectiveness of the media and technology used in a production or presentation
35. Identify criteria for judging the technical quality of a production or presentation
36. Judge how well the production or presentation meets identified criteria
37. Recommend ways to improve future productions or presentations
38. Use the spell check and the thesaurus functions of a word processing program

Securing Knowledge

1. Create, save, move, copy, retrieve, and delete electronic files
1. Demonstrate the text editing features of a word processing program (e.g., bold face, italics, underline, double spacing, different size and style of fonts) to produce a finished product
2. Explore special formatting features (e.g. borders, shading, centering, justification) of a word processing program
3. Use graphics software to import pictures, images, and charts into documents
4. Use the functions of a web browser to navigate and save World Wide Web sites

7th Grade

Wisconsin Standards for Information and Technology Literacy

Beginning stages

None

Developing stages

1. Develop touch keyboarding techniques using both hands
2. Demonstrate the use of still and video cameras and scanners
3. Identify and define computer and networking terms (e.g., modem, file server, LAN, Internet/Intranet, data storage device)
4. Demonstrate touch keyboarding skills at acceptable speed and accuracy levels (suggested 20-25 wpm)
5. Use basic content-specific tools to provide evidence/support in a class project
6. Scan, crop, and save a graphic using a scanner, digital camera, or other digitizing equipment
7. Use simple graphing calculator functions to solve a problem
8. Describe the purpose and use of a virus detection program
9. Describe the operating and file management software of a computer (e.g., desktop, file, window, folder, directory, pull-down menu, dialog box)
10. Identify the various organizational patterns used in different kinds of reference books
11. Define the basic types of learning software (e.g., drill and practice, tutorial, simulation)
12. Describe the various applications of productivity of software (e.g., word processing, database, spreadsheet, presentation, communication, drawing, desktop publishing)
13. Identify common integrated software packages or applications suites
14. Identify a database and define basic database terms (e.g., file, record, field)
15. Identify a spreadsheet and explain basic spreadsheet terms (e.g., column, row, cell)
16. Use a prepared spreadsheet to enter and edit data, and to produce and interpret a simple graph or chart
17. Explain the use of basic word processing functions (e.g., menu, tool bars, dialog boxes, radio buttons, spell checker, thesaurus, page layout, headers and footers, word count, tabs
18. Use graphics software to import pictures, images, and charts into documents
19. Compose a class report using advanced text formatting and layout styles (e.g., single and double spacing, different size and style of fonts, indents, headers and footers, pagination, table of contents, bibliography
20. Construct a simple spreadsheet, enter data, and interpret the information
21. Incorporate database and spreadsheet information (e.g., charts, graphs, lists) in word processing documents
22. Define basic on-line searching and Internet terminology (e.g. website, HTML, home page, hypertext link, bookmark, URL address)

23. View, print, save, and open a document from the Internet or other on-line sources
24. Organize World Wide Web bookmarks by subject or topic
25. Explain how well the media and technology contributed to its impact
26. Suggest ways to improve future productions or presentations
27. Determine the purpose of a specific production or presentation
28. Describe the effectiveness of the media and technology used in a production or presentation
29. Identify criteria for judging the technical quality of a production or presentation
30. Judge how well the production or presentation meets identified criteria
31. Recommend ways to improve future productions or presentations

Securing knowledge

1. Organize and backup files on a computer disk, drive, server, or other storage Device
2. Recognize and solve routine computer hardware and software problem
3. Differentiate among the common types of computer software (e.g., drawing programs, utilities, word processing, simulations)
4. Incorporate graphics, pictures, and sound into another document
5. Use electronic encyclopedias, almanacs, indexes, and catalogs to retrieve and select information
6. Create and present a short video or powerpoint program
7. Design and produce a multimedia program
8. Plan and deliver a presentation using media and technology appropriate to topic, audience, purpose, or content
9. Identify simple criteria for judging the quality of a production or presentation
10. Judge how well a particular production meets the identified criteria

8th Grade

Wisconsin Standards for Information and Technology Literacy

Beginning Stages

None

Developing Stages

None

Securing Knowledge

1. Develop touch keyboarding techniques using both hands
2. Demonstrate the use of still and video cameras and scanners
3. Identify and define computer and networking terms (e.g., modem, file server, LAN, Internet/Intranet, data storage device)
4. Demonstrate touch keyboarding skills at acceptable speed and accuracy levels (suggested 20-25 wpm)
5. Use basic content-specific tools to provide evidence/support in a class project
6. Scan, crop, and save a graphic using a scanner, digital camera, or other digitizing equipment
7. Use simple graphing calculator functions to solve a problem
8. Describe the purpose and use of a virus detection program
9. Describe the operating and file management software of a computer (e.g., desktop, file, window, folder, directory, pull-down menu, dialog box)
10. Identify the various organizational patterns used in different kinds of reference books
11. Define the basic types of learning software (e.g., drill and practice, tutorial, simulation)
12. Describe the various applications of productivity of software (e.g., word processing, database, spreadsheet, presentation, communication, drawing, desktop publishing)
13. Identify common integrated software packages or applications suites
14. Identify a database and define basic database terms (e.g., file, record, field)
15. Identify a spreadsheet and explain basic spreadsheet terms (e.g., column, row, cell)
16. Use a prepared spreadsheet to enter and edit data, and to produce and interpret a simple graph or chart
17. Explain the use of basic word processing functions (e.g., menu, tool bars, dialog boxes, radio buttons, spell checker, thesaurus, page layout, headers and footers, word count, tabs
18. Use graphics software to import pictures, images, and charts into documents
19. Compose a class report using advanced text formatting and layout styles (e.g., single and double spacing, different size and style of fonts, indents, headers and footers, pagination, table of contents, bibliography
20. Construct a simple spreadsheet, enter data, and interpret the information

21. Incorporate database and spreadsheet information (e.g., charts, graphs, lists) in word processing documents
22. Define basic on-line searching and Internet terminology (e.g. website, HTML, home page, hypertext link, bookmark, URL address)
23. View, print, save, and open a document from the Internet or other on-line sources
24. Organize World Wide Web bookmarks by subject or topic
25. Explain how well the media and technology contributed to its impact
26. Suggest ways to improve future productions or presentations
27. Determine the purpose of a specific production or presentation
28. Describe the effectiveness of the media and technology used in a production or presentation
29. Identify criteria for judging the technical quality of a production or presentation
30. Judge how well the production or presentation meets identified criteria
31. Recommend ways to improve future productions or presentations