

Wisconsin's Model Academic Standards for Information and Technology Literacy

Media and Technology

Content Standard: Students in Wisconsin will select and use media and technology to access, organize, create, and communicate information for solving problems and constructing new knowledge, products, and systems.

1. Use common media and technology terminology and equipment

B-Beginning, D-Developing, S-Secure	K	1	2	3	4	5	6	7	8
Identify and define basic computer terminology (e.g., software, hardware, cursor, startup/shutdown, file, memory, etc.)	B	D	D	S					
Identify and explain the function of the components of a computer system (e.g., monitor, keyboard, CPU, mouse)	B	D	D	S					
Demonstrate proper care and correct use of media and equipment	B	D	S						
Demonstrate the correct use of input devices (e.g., mouse, keyboard) and output devices (e.g., printer, speakers)	B	D	S						
Develop touch keyboarding techniques using both hands				B	D	D	D	D	S
Save and backup files on a computer hard drive, storage medium, or server				B	D	S			
Demonstrate the use of still and video cameras and scanners						B	D	D	S
Solve problems using the basic four arithmetic functions of a calculator when appropriate				B	D	S			
Operate basic audio and video equipment to listen to and view media programs	B	D	S						
Identify and define computer and networking terms (e.g., modem, file server, LAN, Internet/Intranet, data storage device)							B	D	S
Demonstrate the correct operation of a computer system on a network				B	D	S			
Demonstrate touch keyboarding skills at acceptable speed and accuracy levels (suggested 20-25 wpm)							B	D	S
Organize and backup files on a computer disk, drive, server, or other storage device						B	D	S	
Recognize and solve routine computer hardware and software problems					B	D	D	S	
Use basic content-specific tools to provide evidence/support in a class project							B	D	S
Scan, crop, and save a graphic using a scanner, digital camera, or other digitizing equipment						B	D	D	S
Use simple graphing calculator functions to solve a problem						B	D	D	S

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2. Identify and use common media formats

B-Beginning, D-Developing, S-Secure	K	1	2	3	4	5	6	7	8
Listen to and view common audio and video media	B	D	S						
Access information using common electronic reference sources (e.g., indexes, almanacs, on-line catalogs, encyclopedias)				B	D	S			
Describe the purpose and use of a virus detection program						B	D	D	S
Demonstrate how to open and run a software program from a local storage device or network server			B	D	S				
Create, save, move, copy, retrieve, and delete electronic files			B	D	D	D	S		
Incorporate graphics, pictures, and sound into another document				B	D	D	D	S	
Describe the operating and file management software of a computer (e.g., desktop, file, window, folder, directory, pull-down menu, dialog box)			B	D	D	D	D	D	S
Identify the various organizational patterns used in different kinds of reference books			B	D	D	D	D	D	S
Define the basic types of learning software (e.g., drill and practice, tutorial, simulation)				B	D	D	D	D	S
Use electronic encyclopedias, almanacs, indexes, and catalogs to retrieve and select information						B	D	S	
Describe the various applications of productivity of software (e.g., word processing, database, spreadsheet, presentation, communication, drawing, desktop publishing)						B	D	D	S
Identify common integrated software packages or applications suites						B	D	D	S

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3. Use a computer and productivity software to organize and create information.

B-Beginning, D-Developing, S-Secure	K	1	2	3	4	5	6	7	8
Identify and define basic word processing terminology(e.g. cursor, open, save, file, I-beam, window, document, cut, copy, paste)		B	D	D	D	S			
Produce a document using a word processing program		B	D	S					
Edit a word processing document using a spell checker				B	D	S			
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		B	D	D	D	D	S		
Explore special formatting features (e.g. borders, shading, centering, justification) of a word processing program					B	D	S		
Identify a database and define basic database terms (e.g., file, record, field)						B	D	D	S
Identify a spreadsheet and explain basic spreadsheet terms (e.g., column, row, cell)						B	D	D	S
Use a prepared spreadsheet to enter and edit data, and to produce and interpret a simple graph or chart						B	D	D	S
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)						B	D	D	S
Use the spell checker and thesaurus functions of a word processing program				B	D	D	S		
Move textual and graphics data from one document to another				B	D	S			
Use graphics software to import pictures, images, and charts into documents						B	D	D	S
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)						B	D	D	S
Construct a simple spreadsheet, enter data, and interpret the information						B	D	D	S
Incorporate database and spreadsheet information (e.g., charts, graphs, lists) in word processing documents						B	D	D	S

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4. Use a computer and communications software to access and transmit information

B-Beginning, D-Developing, S-Secure	K	1	2	3	4	5	6	7	8
Log on and view information from preselected sites on the Internet			B	D	D	S			
Use the functions of a web browser to navigate and save World Wide Web sites					B	D	S		
Identify and use simple search engines and directories				B	D	S			
Define basic on-line searching and Internet terminology (e.g. website, HTML, home page, hypertext link, bookmark, URL address)				B	D	D	D	D	S
Access information using a modem or network connection to the Internet or other on-line information services				B	D	S			
View, print, save, and open a document from the Internet or other on-line sources				B	D	D	D	D	S
Use basic search engines and directories to locate resources on a specific topic				B	D	S			
Demonstrate efficient Internet navigation				B	D	S			
Organize World Wide Web bookmarks by subject or topic						B	D	D	S

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5. Use Media and technology to create and present information

B-Beginning, D-Developing, S-Secure	K	1	2	3	4	5	6	7	8
Use draw, paint, or graphics software to create simple signs, posters, banners, charts, visuals, etc.				B	D	S			
Create and present a short video or powerpoint program				B	D	D	D	S	
Use draw, paint, or graphics software to create visuals that will enhance a class project or report				B	D	S			
Design and produce a multimedia program				B	D	D	D	S	
Plan and deliver a presentation using media and technology appropriate to topic, audience, purpose, or content				B	D	D	D	S	

6. Evaluate the use of media and technology in a production or presentation

B-Beginning, D-Developing, S-Secure	K	1	2	3	4	5	6	7	8
Explain how well the media and technology contributed to its impact						B	D	D	S
Identify simple criteria for judging the quality of a production or presentation						B	D	S	
Judge how well a particular production meets the identified criteria						B	D	S	
Suggest ways to improve future productions or presentations						B	D	D	S
Determine the purpose of a specific production or presentation						B	D	D	S
Describe the effectiveness of the media and technology used in a production or presentation						B	D	D	S
Identify criteria for judging the technical quality of a production or presentation						B	D	D	S
Judge how well the production or presentation meets identified criteria						B	D	D	S
Recommend ways to improve future productions or presentations						B	D	D	S