Technology Skills Ladder

Digital Literacy Categories		Skills
1. Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying the hardware, software and connectivity	Basics	• First, recognize and then troubleshoot basic • hardware/software concerns. • Utilize online help/support to help solve issues/problems • Work with exterior equipment like scanners, digital cameras etc. • Identify and utilize storage options. (H drive, flash drive, Google Drive) Understand when and why to use specific storage options • Utilize effective backup and recovery strategies • Understand and utilize the appropriate browser
	Word Processing	• Effectively use keyboarding techniques, including the use of keyboard shortcuts, to complete assignments efficiently and accurately. (For students with disabilities, demonstrate alternate input techniques as appropriate.) • Utilize advanced formatting and page layout options when needed (columns, templates, and styles) to improve the appearance of documents and materials. • Highlight text, copy and paste text • Use the Comment function in Review for peer editing of documents • Use the Track Changes feature in Review for peer editing of documents
	Spreadsheet (Tables/Charts and Graphs)	• Use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings and choose the most appropriate type to represent given data • Use formulas and functions (auto-fill feature)
	Mathematical Applications	• Draw two and three dimensional geometric shapes using a variety of technology tools • Use and interpret scientific notations using a variety of technology applications • Explain and demonstrate how specialized technology tools can be used for problem solving, decision making and creativity in all subject areas (simulation software, environmental probes, computer aided design, geographic information systems, dynamic geometric software, graphing calculators)

Digital Literacy Category		Skills
2. Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school and in society	AUP, Copyright/ Plagiarism	• Comply with the district's Acceptable Use Policy related to ethical use, Cyberbullying, privacy, plagiarism, spam, viruses, hacking and file sharing materials and possible consequences (images, music, video, text) in school projects. • Analyze and explain how media and technology can be used to distort, exaggerate, and misrepresent information. • Explain the potential risks associated with the use of networked digital environments (internet, mobile phones, wireless) and sharing personal information.
	Multimedia and Presentation Tools	• Create presentations and use appropriate transitions and animations to add interest. • Utilize technology tools (dictionary, thesaurus, grammar checker, calculator/graphing calculator) to capitalize on the accuracy of work. • Use painting and drawing tools/ applications to create and edit work • Use note-taking skills while viewing online videos and using the play, pause, rewind and stop buttons. • Independently use appropriate technology tools (graphic organizer, audio, visual) to define problems and propose hypotheses.

Digital Literacy Categories		Skills
3. Demonstrate the ability to use technology for research, critical thinking, problem solving, decision making, communication, collaboration, creativity and innovation	Research Strategies (Collecting, evaluating and utilizing information?	• Demonstrate strategies for effectively collecting and organizing pertinent information from electronic sources • Use appropriate academic language in online learning environments (post, thread, intranet, discussion forum, drop box, username, and password). • Know how to write in-text citations and create works cited page for text and images gathered from electronic sources. • Use Web browsing to access information (enter URL, access links, create bookmarks/favorites, print Web pages). • Develop and use guidelines to evaluate the content, organization, design and presentation of technologically enhanced projects.
	Communication and Collaboration	• Publish to the web using a variety of media to present information for specific purposes (reports, research papers, presentations, newsletters, Web sites, podcasts and blogs) and cite all sources. • Use a variety of district approved Web 2.0 tools (email discussion groups, blogs, etc.) to collaborate and communicate (publish to the web) with peers, experts, and other audiences using appropriate academic language. • Plan and implement a collaborative project with students in class, in another class and in other schools utilizing telecommunication tools. (Email, discussion boards, blogs, videoconferencing and interactive Web sites • Demonstrate how the use of various techniques and effects (editing, music, color, rhetorical devices) that can be used to convey meaning in media. • Use teacher/librarian developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations.

Resources

https://www.cde.state.co.us/cdesped/accommodationsmanual_ccss_k12_techscope
http://commoncore.fcoe.org/files/resources/FCOE_TechSkills_Flowchart_2012.pdf
http://www.corestandards.org/search/?f=all&t=technology