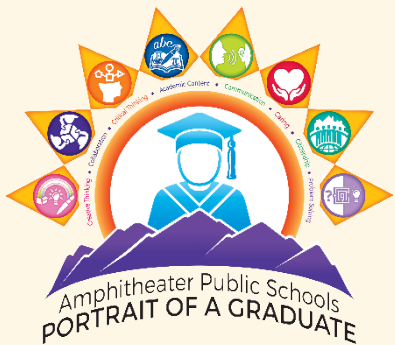# Technology Skills Scope & Sequence Articulated by Grade Level (K-12)

Lauren McIntyre

Director of Instructional Technology

Big Questions

1. How is technology being integrated in the classroom?

2. What do students need to know?

3. What do teachers need to know?

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A look into the classroom

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Skills we utilize

	SKILL
1	Identify and correctly use the basic components of the computer: monitor, keyboard, mouse, headphones, ports, and printers.
2	Effectively utilize individualized accounts while logging on/off and shutting down devices
3	Use desktop icons, windows and menus to open and close applications and documents; understand difference between closing and quitting applications
4	Effectively use a mouse or trackpad to point and click

	SKILL
1	Use a word processing application (Word, Google Docs, etc.) to write, revise, edit, print and save a variety of documents.
2	Use Basic formatting techniques (font style, size, bold, underline, italics, and color) in a digital document
3	Use intermediate formatting techniques (Page numbers, Bullets, Line Spacing, Alignment, Annotation, Headers/Footers, Paragraph Styles)
4	Embed/insert- text, hyperlinks, images, tables, and/or graphs of various sizes from outside sources in a document

	SKILL
1	Explain and demonstrate compliance with district, site and classroom rules and policies (Acceptable Use Policy and BYOD).
2	Identify and understand Fair Use guidelines for using copyrighted materials and possible consequences (e.g., images, music, video, text) in school projects and its application to all forms of work.
3	Demonstrate age-appropriate understanding for district expectations related to ethical use, cyberbullying, privacy, plagiarism, spam, viruses, hacking, and file sharing.
4	Paraphrase correctly, create Works Cited/References, and parenthetical references/citations according to the appropriate style (MLA, APA).

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The Process

			2016-2017	2017-2018	2018-2019	2019-2020

A technology skills progression chart for Amphitheater Public Schools showing grade-level (K–12) progression across four school years (2016-2017, 2017-2018, 2018-2019, 2019-2020). The Strand is "Technology Operations & Concepts" with Concepts including Components (Hardware, User Settings), Keyboarding (Finger placement, shortcuts), Word Processing (Revising, Formatting, Layout, Editing), and Spreadsheets (Formulas, Cells, Graph/Chart). Cells are color-coded: B/Blue = Introduce, D/Yellow = Reinforce, C/Green = Mastery, with later years using I/R/M labels.

Legend: ☐ Introduce ☐ Reinforce ☐ Mastery

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Final Product

Amphitheater Public Schools

2021-2022

Technology Skills Scope & Sequence Articulated by Grade Level

Instructional Technology   5.25.2021

Amphitheater Public School

TECHNOLOGY SKILLS SCOPE & SEQUENCE TEAM

Participants who worked on the revision and articulation of the Technology Skills Scope & Sequence represented a range of positions, integration expertise, and teaching experience across the school district. The goal was to have representation from every school in the district.

Amanda Larriva- Rio Vista	James Hull- Cross	Mabel Rivera- Innovation
Andrew Wasilow- AMS	Jasmin Goldstein- La Cima	Matthew Lange- Prince
Angela Habinek- Mesa Verde	Jennifer Powers- Walker	Monika Arnold- Harelson
Becky Chambers- IRHS	Jeremy Hayes- Coronado K-8	Natasha Banales- Wilson K-8
Bianca Rivas- Rio Vista	Jessica Roodvoets- La Cima	Nicole Tilicki- Innovation
Bill Lange- IRHS	Joy Ochoa- Coronado K-8	Rachelle Ferris- Innovation
Carole Celaya- Painted Sky	Katherine "Katie" Ratliff- Holaway	Rob Wolf- Walker
Carolyn Petry- Painted Sky	Lauren McIntyre- District Office	Robyn Yewell- Harelson
Caryn McGee- La Cima	Laurie Celaya- Cross	Regina Taylor-Stevens- Nash
Daniel Schneider- AHS	Lee Street- CDO	Ron Nason- Prince
Elyse Greenberg- Donaldson	Liesl Scheffel- Coronado K-8	Ron Roseman- CDO
Emily Beutel- Keeling	Liz Becker- Copper Creek	Sara Wilson- Painted Sky
Emily Trawick- Wilson K-8	Loralee Lewis- Copper Creek	Teresa Fritton- Wilson K-8
Eric Rossi- AHS	Lori LaRussa- Innovation	Tianna Urrea- Keeling
Gina Graham- Walker	Lynea Preston- Harelson	
Heidi Radtke- Painted Sky	Lynette Dominguez- Donaldson	

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Concept 3: Word Processing
Revising, Formatting, Layout, Editing

	SKILL	Pre-K	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
1	Use a word processing application (Word, Google Docs, etc.) to write, revise, edit, print and save a variety of documents.		Introduce K.CS.D.1	Introduce	Introduce	Reinforce	Introduce	Reinforce
2	Use Basic formatting techniques (font style, size, bold, underline, italics, and color) in a digital document.		Introduce K.CS.D.1					
3	Use intermediate formatting techniques (Page numbers, Bullets, Line Spacing, Alignment, Annotation, Headers/Footers, Paragraph Styles)							
4	Embed/insert- text, hyperlinks, images, tables, and/or graphs of various sizes from outside sources in a document							
5	Access editing tools in the menu bar including: spell check, cut/copy/paste, undo, redo							

5.25.2021

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#### Strand 5: Digital Identity & Online Safety
Demonstrate social and ethical responsibility while using technology at school, home and in society.

Concept 1: Digital Identity
Footprint, personal identity

	SKILL	Pre-K	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
1	Identify tools necessary to build an appropriate digital footprint (profile picture, limited shared information).				Introduce 2.CS.D.1 2.DA.S.1 CIPA: We the Digital Citizens CIPA: That's Private!	Introduce CIPA: Password Power-Up CIPA: Is Seeing Believing?	Introduce 4.NI.C.1 CIPA: Private and Personal Information CIPA: Our Online Tracks	Introduce 5.CS.D.2 5.NI.C.1
2	Understand the importance while effectively managing & protecting personal information online such as passwords.		Introduce K.NI.C.1 K.IC.SLE.1	Introduce 1.NI.C.1 1.IC.SLE.1	Introduce 2.NI.C.1 2.IC.SLE.1 CIPA: That's Private!	Reinforce 3.NI.C.1 CIPA: Password Power-Up	Reinforce 4.NI.C.1 CIPA: Private and Personal Information	Reinforce 5.CS.D.2 5.NI.C.1 5.IC.C.1 CIPA: You Won't Believe This!
3	Understand that digital content is permanent and cannot be deleted.			Introduce 1.DA.S.1	Introduce 1.DA.S.1 2.IC.SLE.1	Introduce	Introduce 4.NI.C.1 CIPA: Our Online Tracks	Reinforce 5.CS.D.2 5.NI.C.1 5.IC.C.1 5.CS.C.1

5.25.2021   30

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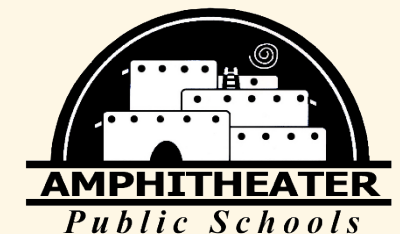
Thank you for listening.

Questions?

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