

## Checklist for Student Technology Skills

My students use the following device(s) for learning:

- Desktop
- Laptop
- Chromebook
- iPad



### 9-12 Skills

The technology skills listed below are expected to be mastered by the end of 12th grade.

#### Domain: Word Processing/ Writing

- Students can type multiple pages in a variety of time frames in a range of disciplines.
- Students can track changes and use commenting features for peer editing.
- Students can highlight, copy and paste text for the purpose of planning, revising, and finalizing.
- Students can use advanced formatting skills to align to established citation styles and use page layout features when appropriate.

#### Domain: Multimedia skills

- Students can create presentations using a variety of applications for diverse audiences and purposes.
- Students can use appropriate transitions and animations to enhance points and add interest.
- Students can use appropriate technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphing) to maximize the accuracy of work.
- Students can make strategic use of digital media, video, podcast, text, etc., to enhance understanding.
- Students can use drawing tools/applications to create work.
- Students can use digital note-taking skills while viewing online videos.
- Students can develop, select and use appropriate graphic organizers in their work.

#### Domain: Research skills

- Students can use Web browsing to access information (e.g., enter a URL, access links, create bookmarks/favorites, print Web pages).
- Students can use and modify databases and spreadsheets to analyze data and

propose solutions.

- ❑ Students can use effective search strategies for locating and retrieving electronic information.
- ❑ Students can use source analysis strategies to determine the credibility of search results (e.g. existence of cross references, domain name examination (.org, .edu., .com, etc.), date of last update, etc.).
- ❑ Students can write correct in-text citations and reference lists for text and images gathered from electronic sources.