

Santa Ana Unified School District
Technology Goals & Benchmarks – Grades 6-8

* Items are directly aligned to ELA Content Standards

I. Basic Technology Operations and Concepts		Grade Introduced			
		K-5	6	7	8
a.	Identify the parts of the computer				
b.	Start and shut down a computer successfully				
c.	Use a mouse to click, drag, and drop				
d.	Identify the cursor				
e.	Identify and use keyboard letter and number keys, spacebar, caps lock, shift key, period, and backspace key				
f.	Open and exit out of a computer program				
g.	Open, view, save, and close a document				
h.	Identify and use keyboard apostrophe key				
i.	Access and use computer data storage devices				
j.	Access and use printers				
k.	Use correct terminology for parts of a computer and other technology devices (e.g. mouse, cursor, monitor, etc.)				
l.	Use correct terminology for the Web (e.g. hyperlink, webpage, navigation, etc.)				
m.	Identify and use keyboard punctuation marks				
n.	Identify and use keyboard delete and escape keys				
o.	Demonstrate basic keyboarding skills				
p.	*Demonstrate familiarity with computer terminology (e.g. cursor, software, memory, disk drive, hard drive, etc.)				
q.	Touch type at a sustained rate of 35-40 words per minute				
II. Productivity, Applications, and Multimedia Presentation Skills		Grade Introduced			
		K-5	6	7	8
a.	Type their name				
b.	Use cut, copy and paste features				
c.	Type a sentence				
d.	Save and print documents				
e.	Insert graphics into a document				
f.	Select and use drawing/ painting tools to illustrate a story				
g.	Create, add text and a graphic, and save a single screen multimedia project				
h.	Access and use computer data storage devices and printers				
i.	Move, size, edit, and save images				
j.	Make folders and save documents in folders				
k.	Create and save a database of information in a spreadsheet				
l.	Organize and evaluate data by sorting data in a spreadsheet				
m.	Evaluate a multimedia presentation by applying specific evaluation criteria				
n.	Use application tools to check and edit work				
o.	Create a multimedia presentation incorporating sound and pictures				
p.	Use formulas in a spreadsheet to calculate and analyze data				
q.	* Create simple documents by using electronic media and employing organizational features and toolbars for formatting (e.g. word art, bullets, numbered lists, entry and pull-down menus, thesaurus, spell checks, etc.)				
r.	Create a multimedia presentation incorporating advanced multimedia features (importing sound, pictures, video, creating a master, modifying color schemes, etc.)				
s.	*Compose documents with appropriate formatting by using word-processing skills and principles of design (e.g. margins, tabs, spacing, columns, page orientation)				
t.	* Support opinions with detailed evidence and with visual or media displays that use appropriate technology				
u.	*Create documents by using word-processing skills and publishing programs (e.g. flyer, newsletter, advertisement, brochure, etc.)				
v.	*Develop simple databases, spreadsheets, and tables to manage information as part of a report				

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w. *Use formatting techniques in documents (e.g. headings, differing fonts) to aid comprehension				
x. Transfer a presentation to print as slides, handouts, or notes				
y. Transfer relevant spreadsheet information into a chart or graph				
III. Communication, Collaboration, and Information Retrieval Skills	Grade Introduced			
Students will....	K-5	6	7	8
a. Open a Web browser				
b. Click on hyperlinks to navigate a Web page				
c. Identify and use browser toolbar buttons				
d. Navigate a Web page using arrow buttons to move backward and forward and scroll bar to move up and down				
e. Go to a website by typing in a URL in the browser address window				
f. Locate and access information by performing simple keyword searches in online sources				
g. Use a Web subject directory to find information (e.g. KidsClick, Yahoo!igans, etc.)				
h. Organize information by creating and using electronic bookmarks				
i. Save a graphic from a Web page				
j. Identify the structure of a Web site including homepage and hyperlinks				
k. Cut, copy, and paste text from a Web page				
l. Navigate among multiple browser windows				
m. Download and save an audio source from the Internet for educational use				
n. Identify and use keywords in online searches to answer research questions				
o. Identify and use a variety of Internet search engines				
p. Contribute to an educational use Web-based communications resource (e.g. Web page, blog, wiki)				
q. Download and save a video source from the Internet for educational use				
IV. Digital Citizenship and Information Ethics	Grade Introduced			
Students will....	K-5	6	7	8
a. Treat computers with respect				
b. Understand Information Ethics Concepts: Plagiarism and Copyright				
c. Understand Cyber Safety Concepts				
d. Understand Digital Citizenship and Cyber Etiquette Concepts				
V. Research and Information Literacy Skills	Grade Introduced			
Students will....	K-5	6	7	8
a. Understand that technology assists with answering questions and solving information problems				
b. Create a citation for an information source as part of an assignment				
c. Apply specific criteria to evaluate teacher-selected websites for currency, accuracy, and authority in relation to information task				
d. Understand the structure and purpose of a variety of electronic information sources (e.g. CD-ROM, Internet, databases, etc.) to identify the best source to solve an information problem				
e. Evaluate Internet information to distinguish fact from opinion				
f. *Identify the structural features of popular media and use the features to obtain information				
g. Use technology to formulate a thesis statement				
h. Use technology to organize and restate research results into own words and ideas				
i. Independently evaluate websites for accuracy, authority, currency and objectivity				
j. *Analyze the effect on the viewer of images, text, and sound in electronic journalism; identify the techniques used to achieve the effects in each instance studied				
k. * Plan and conduct multiple-step information searches by using computer networks and modems				