

HOW TO TEACH TECHNOLOGY

Technology is a digital tool for communicating, gathering and producing information.

Examples of digital tools that support literacy are: computers and their applications, software, internet searches, presentation programs, databases and web pages.

TOP 10 TECHNOLOGY SKILLS FOR K-2

1	Teach how to begin to operate a computer and other devices: turning the device on/off, logging in to/out of the device, using a mouse (clicking and dragging), and learning the main keyboard keys (letters, numbers, enter, shift, space bar, and delete/back)
2	Teach how to operate teacher designated websites and gaming tools to increase students' fluency with technology
3	Teach how to open, create, and save a word document
4	Teach how to copy and paste words and graphics into a word document
5	Teach how to type using two hands
6	Teach how to communicate ideas electronically, including text and graphics, in the form of presentations, electronic response tools, and simple graphing tools
7	Teach how to begin to understand what a database is and how to access stored materials
8	Teach how to safely use technology (e.g. what information to share or not share with others in a variety of situations, such as email, gaming and internet sites)
9	Teach how to browse the internet for information with the teacher's guidance
10	Teach how to determine the purpose for various media sources

TOP 10 TECHNOLOGY SKILLS FOR 3-5

1	Teach how to log in to personal accounts within school programs, assessments and educational programs, and web-based tool accounts
2	Teach how to select a printer and print features including design and layout settings, print preview, and page set-up
3	Teach how to use shortcut keyboarding skills for tasks such as copy/paste, undo and delete, in order to be more efficient with document creation and editing
4	Teach how to organize and locate files by understanding file paths
5	Teach how to type using two hands in order to meet the requirements of typing at least 25 WPM by the end of fifth grade
6	Teach how to create and edit presentations by taking and editing photos, then uploading and downloading the photos
7	Teach how to navigate internet browsers including the back, forward, favorites, and history tabs
8	Teach how to communicate and blog with other peers via a school based email system and safe internet tools
9	Teach how to search, use, and communicate with others safely on the internet, as well as how to configure privacy settings
10	Teach how to evaluate a website's accuracy and relevance

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TOP 10 TECHNOLOGY SKILLS FOR 6-8

1	Teach how to create, save, open, import and use word processing (tabs, indents, headers, footers, endnotes, bullets and numbering, tables, etc.)
2	Teach copyright laws and guidelines and how to abide by them
3	Teach how to avoid plagiarism and copyright infringement by using fact-checking tools
4	Teach how to use various programs and communication tools (shared documents, discussion groups, web conferences, etc.) for communication, collaboration and productivity
5	Teach how to use effective search and browsing techniques using a variety of computing devices (probeware, handheld computers, digital cameras, scanners) to collect, analyze and present information
6	Teach how to use telecommunication tools (emails, discussion groups, web pages, blogs, web conferences, etc.) to collaborate and communicate with peers and others
7	Teach how to plan, design and develop a media project to present research and findings
8	Teach how to create a multimedia presentation using various media (audio, video, animations, etc.)
9	Teach how to use spreadsheets to organize and present data with simple charts and graphs
10	Teach how to perform simple operations (browse, sort, filter, search, delete data, enter data, etc.) in a database

TOP 10 TECHNOLOGY SKILLS FOR 9-12

1	Teach how to use word processing editing features (tracking changes, inserting comments, etc.)
2	Teach how to link multimedia products (e.g. word processing document to a spreadsheet)
3	Teach how to write citations for text and images from electronic sources
4	Teach terminology related to web authoring (HTML, URL, links, browsers, plug-ins, web servers, etc.)
5	Teach how to compare, evaluate and select appropriate electronic resources to locate information
6	Teach how to use communication tools (chats, instant messaging, blogs, wikis) both formally and informally
7	Teach how to implement a collaborative project with people in other locations using telecommunication tools (emails, discussion groups, web pages, blogs, web conferencing, etc.)
8	Teach how to use authoring tools (HTML, URL, links, etc.) to create multimedia products
9	Teach how to use various formatting options to convey information in charts and graphs (columns, templates, styles)
10	Teach how to use specialized technology tools (simulation software or computer-aided design) for problem-solving, decision making, and creativity across all subject areas