Skill	K	1	2	3	4	5	6
Log into a computer using a one-word single sign-on	A						
Log into a computer using your own personal account	I	A	A	A	A	A	A
Log into web-based tool accounts	I	D	A	A	A	A	A
Find keys on the keyboard to construct sentences and type your name	I	D	A	A	A	A	A
Know how to make a capital letter using Shift	I	D	A	A	A	A	A
Type using two hands	I	D	D	A	A	A	A
Type at least 15 WPM			I	D	A	A	A
Type at least 20 WPM				I	D	A	A
Type at least 25 WPM					D	D	A
Know some basic keyboard shortcuts	I	D	D	D	A	A	A
Know how to copy/paste			I	D	D	A	A
Save a file	I	D	D	A	A	A	A
Open a file	I	D	A	A	A	A	A
Understand file paths	I	D	D	A	A	A	A
Locate files and navigate file paths independently	I	I	D	D	A	A	A
Know how to organize files	I	I	I	I	D	D	A
Navigate a browser (back, forward buttons and tab)	I	D	A	A	A	A	A
Know how to evaluate websites for accuracy and relevance	I	I	I	D	D	A	A
Know how to leave a useful comment for a peer	I	I	D	A	A	A	A
Practice good netiquette when commenting	I	I	D	D	A	A	A
Know how to use tools like Edmodo or Schoology to discuss, share and blog about course content					D	D	A
Collaborate with peers on digital projects	I	I	I	D	D	D	A
Begin to look for solutions to real-world problems through the lens of technology	I	I	I	D	D	D	D
Know a system for bookmarking/saving sites				I	D	D	A
Use a tool like Diigo to compile resources						D	D
Be familiar with basic menus within applications	I	D	D	A	A	A	A
Independently use a drawing program (like TuxPaint)	I	D	D	A	A	A	A
Complete graphic organizers using software like Kidspiration	I	D	D	A	A	A	A