

# Central R-3 Technology Scope and Sequence

Originally based on the 2010 National Educational Technology Standards (NETS)

Modified in 2015 per a Central R-3 Special Technology Planning Committee

Modified in 2024 per a Central R-3 Special Technology Planning Group using ISTE Standards as of 2024

Key: A = Awareness | I = Introduce | R = Reinforce | M = Master

Skills listed should be implemented according to the A, I, R, or M by the end of the marked grade level

Skill No.	Skill										
<b>1</b>	<b>Basic Operations and Concepts</b>										
<b>1-1</b>	<b>Using the Computer</b>										
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
1-1-1	Use correct posture at the computer (keyboard home row, proper keyboarding finger placements, how to sit at a computer)	A	I	R	R	R	R	M			
1-1-2	Use special keys (backspace, space bar, @) as well as the number pad and arrow keys	I	R	R	M						
1-1-3	Use computer terminology appropriately (computer, monitor, keyboard, mouse, printer)	A	I	M							
1-1-4	Identify and use the parts of a computer:										
1-1-4-1	Use the keyboard (Enter/Return, Spacebar, arrow keys, Esc, Tab, and other keys)	A	I	M							
1-1-4-2	Use the mouse:										
1-1-4-2-1	Point and click	A	I	M							
1-1-4-2-2	Double-click	A	I	M							
1-1-4-2-3	Right-click	A	I	M							
1-1-4-2-4	Drag	A	I	M							
1-1-5-1	Be able to type usernames and passwords	A	A	I	M						
1-1-6-1	Be able to use Destiny and Destiny Discover with the library				A	I	I	M			
<b>1-2</b>	<b>Using the Computer's Operating System &amp; Applications</b>										

Skill No.	Skill	K	1	2	3	4	5	6	7	8
1-2-1	Recognize icons and their functions:	A	I	M						
1-2-2	Use a menu:									
1-2-2-1	Open applications and documents	A	I	R	M					
1-2-2-2	Find or search for files and folders	A	A	I	M					
1-2-2-3	Multitask by opening and using two applications at once	A	I	M						
1-2-3	Use the taskbar	A	I	M						
1-2-4	Open, close, minimize, maximize, and restore windows	A	I	R	M					
1-2-5	Use vertical and horizontal scroll bars	A	I	R	M					
1-2-6	Create and use a structure of files and folders:									
1-2-6-1	Create, name, and save files (“save” and “save as”)		A	A	I	R	M			
1-2-6-2	Create and delete folders, and use file management				A	I	R	R	R	M
1-2-7	Keyboard shortcuts				A	I	R	M		
1-2-8	Use applications and extensions				A	I	R	M		
1-2-9	Organize browser tabs				A	I	R	M		
1-2-10	Integrate data between word processing, spreadsheet, and presentation applications, and be able to split the screen to work/view multiple applications at once		A	I	R	R	R	R	M	
<b>2</b>	<b>Social, Ethical, and Human Issues</b>									
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
2-1	Collaborate with other classmates as a team member	A	A	I	M					
2-2	Demonstrate appropriate behavior when using computers, the internet, and other technology resources	A	A	I	M					
2-3	Respect the privacy of other students’ work and have digital privacy	A	A	I	I	R	R	M		
2-4	Understand and respect copyright laws	A	A	I	I	R	R	M		
2-5	Demonstrate taking proper physical care of a computer or device, including case/protection	A	A	I	I	R	R	M		

Skill No.	Skill										
2-6	Understand computer lab and classroom computer policies and procedures (constant maintenance and reinforcement)	M									
2-7	Demonstrate media literacy						A	I	I	M	
<b>3</b>	<b>Technology Productivity Tools</b>										
<b>3-1</b>	<b>Keyboarding</b>										
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
3-1-1	Demonstrate proper hand, finger, & body position	A	I	R	R	R	R	M			
3-1-2	Use correct finger reaches from home row to top/bottom row keys	A	I	R	R	R	R	M			
3-1-3	Perform touch typing										
3-1-3-1	Key words	A	I	R	R	R	R	M			
3-1-3-2	Key sentences	A	I	R	R	R	R	M			
3-1-3-3	Key paragraphs			A	I	R	R	M			
3-1-4	Demonstrate proper use of special keys (Spacebar, Enter/Return, Shift, Tab, Delete, Backspace, arrow keys, Caps Lock, Ctrl, Alt, Home, Insert)	A	I	R	R	R	R	M			
3-1-5	Use the top row of the keyboard for numeric keying	A	I	R	R	M					
3-1-6	Use the numeric keypad to key numbers (use in the library)	A	I	R	R	M					
3-1-7	Have a typing speed of at least 30 words per minute					A	I	M			
<b>3-2</b>	<b>Word Processing</b>										
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
3-2-1	Describe how a word processing application is used to create different types of documents		A	I	R	R	R	R	R	M	
3-2-2	Authoring Simple, one-or two-paragraph document		A	I	M						
3-2-3	Authoring Single-page report		A	I	M						
3-2-4	Authoring Multiple-page report				A	I	M				
3-2-5	Save as PDF					A	I	M			

Skill No.	Skill										
3-2-6	Change page setup:										
3-2-6-1	Set document margins				R	R	R	M			
3-2-6-2	Set page orientation (Portrait and Landscape)				R	R	R	M			
3-2-6-3	Change vertical text alignment				R	R	R	M			
3-2-6-4	Insert page breaks				R	R	R	M			
3-2-7	Format paragraphs:										
3-2-7-1	Set line spacing				R	R	R	M			
3-2-7-2	Set horizontal text alignment using:				R	R	R	M			
3-2-7-2-1	Left alignment				R	R	R	M			
3-2-7-2-2	Center alignment				R	R	R	M			
3-2-7-2-3	Right alignment				R	R	R	M			
3-2-7-2-4	Justified alignment				R	R	R	M			
3-2-7-3	Set indents using:										
3-2-7-3-1	First Line				R	R	R	M			
3-2-7-3-2	Hanging				R	R	R	M			
3-2-7-3-4	Left				R	R	R	M			
3-2-7-3-5	Right				R	R	R	M			
3-2-7-4	Set tabs using:										
3-2-7-4-1	Left				R	R	R	M			
3-2-7-4-2	Center				R	R	R	M			
3-2-7-4-3	Right				R	R	R	M			
3-2-7-4-4	Clear tabs				R	R	R	M			
3-2-7-4-5	Add tab leaders				R	R	R	M			
3-2-7-5	Show/hide Formatting Marks				R	R	R	M			
3-2-8	Select, insert, and delete text:										
3-2-8-1	Insert text at the insertion point				R	R	R	M			
3-2-8-2	Select text using:										

Skill No.	Skill										
3-2-8-2-1	Use the mouse pointer				R	R	R	M			
3-2-8-3	Delete text using the Delete and Backspace keys				R	R	R	M			
3-2-9	Format characters:										
3-2-9-1	Change font face (typeface), size, and color				R	R	R	M			
3-2-9-2	Use Bold, Italic, and Underline styles				R	R	R	M			
3-2-9-3	Change Case				R	R	R	M			
3-2-9-5	Use Format Painter				R	R	R	M			
3-2-9-6	Apply special font effects				R	R	R	M			
3-2-9-7	Drop cap				R	R	R	M			
3-2-10	Use proofing tools:										
3-2-10-1	Check spelling and grammar				I	R	R	M			
3-2-10-2	Use the thesaurus				I	R	R	M			
3-2-11	Move and copy text:										
3-2-11-1	Use the Cut, Copy, and Paste commands and buttons	A	A	A	I	R	R	M			
3-2-11-2	Use Drag-and-Drop	A	A	A	I	R	R	M			
3-2-12	Enhance document appearance:										
3-2-12-1	Create bulleted or numbered lists				R	R	R	M			
3-2-12-2	Insert symbols and special characters				R	R	R	M			
3-2-12-3	Insert image				R	R	R	M			
3-2-12-4	Use the drawing tools				R	R	R	M			
3-2-12-5	Insert dates				R	R	R	M			
3-2-12-6	Insert page numbers				R	R	R	M			
3-2-12-7	Insert headers and footers				R	R	R	M			
3-2-12-8	Create and format tables				R	R	R	M			
3-2-12-9	Create columns				R	R	R	M			
3-2-12-10	Apply borders and shading				R	R	R	M			
3-2-13	Find and replace text				R	R	R	M			
3-2-14	Undo/Redo actions	A	A	A	I	R	R	M			
3-2-15	Zoom a document				R	R	R	M			

Skill No.	Skill									
3-3	Presentations, Slideshows, and Multimedia									
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
3-3-1	Describe how slideshows with graphics, multimedia, and data integrated from other applications are used to assist in the presentation of ideas and facts to an audience either electronically or in printed form				A	I	R	M		
3-3-2	Create a slideshow:									
3-3-2-1	Use a design template				M					
3-3-2-3	Insert slides using different slide layouts				M					
3-3-2-4	Add and edit text on slides				M					
3-3-2-5	Run a slideshow				M					
3-3-2-5-1	Set up a slideshow				M					
3-3-2-6	Print Preview slides				R	R	R	M		
3-3-2-7	Print slides and audience handouts				R	R	R	M		
3-3-3	Switch between different views (Normal, Slide Sorter, Slide Show, and Notes Page)				R	R	R	M		
3-3-4	Modify an existing slideshow:									
3-3-4-1	Apply a slide design				R	R	R	M		
3-3-4-2	Move and delete slides				R	R	R	M		
3-3-4-3	Insert headers and footers				R	R	R	M		
3-3-4-4	Change the slide design				R	R	R	M		
3-3-4-5	Change the slide design color scheme				R	R	R	M		
3-3-4-6	Change the slide background				R	R	R	M		
3-3-4-7	Use the drawing tools				R	R	R	M		
3-3-4-8	Insert and resize images				R	R	R	M		
3-3-4-9	Cut, copy, and paste slide objects				R	R	R	M		
3-3-4-10	Insert audio and video clips				R	R	R	M		
3-3-4-11	Apply transitions and timings				R	R	R	M		
3-3-4-12	Apply animation:									
3-3-4-12-1	Apply custom animation to slide elements				R	R	R	M		

Skill No.	Skill										
3-3-4-12-2	Apply an animation scheme to the entire presentation				R	R	R	M			
3-3-5	Create hyperlinks				R	R	R	M			
3-3-6	Insert slides from files				R	R	R	M			
<b>3-4</b>	<b>Spreadsheets</b>										
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
3-4-1	Describe how spreadsheets are used to analyze data and solve problems							M			
3-4-2	Create a new spreadsheet							M			
3-4-3	Open, modify, and save an existing spreadsheet							M			
3-4-4	Use spreadsheets:										
3-4-4-1	Identify cells, columns, and rows, and ranges							M			
3-4-4-2	Navigate in a spreadsheet using the mouse pointer and the keyboard							M			
3-4-4-3	Add and edit data in cells							M			
3-4-4-4	Insert and delete columns and rows							M			
3-4-4-5	Select cells, columns, rows, ranges, and the entire spreadsheet							M			
3-4-4-6	Format a spreadsheet:										
3-4-4-6-1	Change fonts and apply font styles							M			
3-4-4-6-2	Center cell contents across a range							M			
3-4-4-6-3	Align text horizontally in cells							M			
3-4-4-6-4	Add borders and shading to cells							M			
3-4-4-6-5	Apply the Currency, Percent, and Comma styles to numbers							M			
3-4-4-6-6	Insert and format dates							M			
3-4-4-6-7	Change column width							M			
3-4-4-6-8	Change row height							M			
3-4-4-6-9	Indent Cell Contents							M			
3-4-4-6-10	Group and ungroup worksheets							M			
3-4-5	Create formulas:										
3-4-5-1	Create simple formulas to add, subtract, multiply, and divide							M			

Skill No.	Skill									
3-4-5-2	Use Functions:									
3-4-5-2-1	Use the AutoSum button							M		
3-4-5-2-2	SUM							M		
3-4-5-2-3	AVG							M		
3-4-6	Cut, copy, and paste spreadsheet data							M		
3-4-7	Create spreadsheet headers and footers							M		
3-4-8	Preview and print spreadsheets							M		
3-4-8-1	Set margins							M		
3-4-8-2	Change page orientation							M		
3-4-8-3	Print gridlines and column headings							M		
3-4-8-4	Size to fit							M		
3-4-9	Create charts, insert images, use drawing tools:									
3-4-9-1	Create and format a chart on its own chart sheet							M		
3-4-9-2	Create and format an embedded chart							M		
3-4-9-3	Insert image							M		
3-4-9-4	Use the drawing tools							M		
3-4-10	Sort data							M		
3-4-11	Use AutoFill							M		
<b>4</b>	<b>Technology Communication Tools</b>									
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
4-1-1	Describe the internet and discuss how it is used	I	R	R	M					
4-1-2	Demonstrate appropriate behavior for the internet, computers, and other technology resources (This includes social media, images, emailing, messaging, cyberbullying, sexting (when age appropriate), password protection, personal information protection, digital identity, safeguard well-being)	I	R	R	R	R	R	R	M	
4-1-3	Be able to use email (send, receive, compose, attachments, delete, organize)			A	I	I	I	M		
4-1-4	Navigate teacher-approved websites	M								
4-1-5	Use a web browser:									



Skill No.	Skill									
4-1-5-1	Enter a URL	A	I	I	M					
4-1-5-2	Use the toolbar to navigate between websites	A	I	R	M					
4-1-5-3	Create and use favorites	A	I	I	M					
4-1-5-4	Use hyperlinks to navigate between web pages	A	I	I	M					
4-1-5-5	Locate information such as text, audio, and graphics	A	I	R	M					
4-1-5-6	Perform simple searches to acquire information	A	I	R	M					
4-1-5-7	Use technology to seek feedback					I	R	M		
4-1-5-8	Use technology to customize learning and set learning goals					I	R	M		
<b>5</b>	<b>Technology Research Tools</b>									
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
5-1	Use electronic reference tools (databases, the internet)	A	I	R	R	R	R	R	R	M
5-2	Perform simple searches in databases and on the internet	A	I	R	M					
5-3	Evaluate acquired information for validity and usefulness	A	A	A	I	R	R	M		
5-4	Demonstrate research strategies (Evaluate information, curate information, explore real world issues)	A	A	A	I	R	R	M		
<b>6</b>	<b>Technology Problem-Solving and Decision-Making Tools</b>									
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
6-1	Create a screen or document to communicate information	A	A	I	R	M				
6-2	Create multiple screens or documents to communicate information	A	A	A	I	R	M			
<b>7</b>	<b>Other Digital Input Technologies</b>									
		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
7-1	Use digital photos and images									
7-1-1	Use an existing photo or image				A	I	R	M		
7-1-2	Save and delete a photo or image				A	I	R	M		

Skill No.	Skill				A	I	R	M		
7-1-3	Organize files and folders of photos or images				A	I	R	M		
7-1-4	Edit or change an existing photo or image				A	I	R	M		
7-1-5	Place a photo or image in a document				A	I	R	M		
7-1-6	Operate a digital device's camera function									
7-1-7	Create, save, and delete original digital photos				A	I	R	M		
7-1-8	Organize files and folders of original digital photos				A	I	R	M		
7-1-9	Edit or change an original digital photo				A	I	R	M		
7-1-10	Place an original digital photo in a document				A	I	R	M		

Central R-3 Technology Scope and Sequence  
Central Elementary Lib/Lab Technology Activities

I verify that I have completed the activities listed:

\_\_\_ Kindergarten Activity – Throughout the school year, students will be instructed to practice typing their name, typing the @ sign, and identifying the backspace, space bar, and number pad.

\_\_\_ 1<sup>st</sup> Grade Activity – Throughout the school year, students will be instructed to practice typing their name, typing the @ sign, and identifying the backspace, space bar, and number pad.

\_\_\_ 2<sup>nd</sup> Grade Activity – Throughout the school year, students will be instructed to practice typing their lunch PINs, lastnamefirstname as a username, typing the @ sign, and identifying the backspace, space bar, and number pad.

\_\_\_ K-2<sup>nd</sup> Grade Activity – Throughout the school year, the entire Scope and Sequence was used to give guidance on the instruction and activities given to students during the lib/lab time. If any students did not “master” by the end of the “master” grade level, do reinforcement with those students and document a list of those students and what reinforcement was given with this document.

\_\_\_\_\_  
CE Lab Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CE Principal Signature

\_\_\_\_\_  
Date

## Central R-3 Technology Scope and Sequence West Elementary Lib/Lab Technology Activities

I verify that I have completed the activities listed:

\_\_\_ 3rd Grade Activity – Throughout the school year, students will be instructed to practice typing their lunch PINs and lastnamefirstname as a username. Students will also learn and know how to create a slide show (use a design template, insert slides using different slide layouts, add and edit text on slides, run a slide show, and set up a slide show). Also, throughout the school year, students will be instructed to practice typing their lunch PINs, lastnamefirstname as a username, typing the @ sign, and identifying the backspace, space bar, and number pad.

\_\_\_ 4th Grade Activity – Throughout the school year, students will learn about Destiny and, in particular, Destiny Discover. Consult with the Middle School Librarian on Destiny Discover features that could be good for 4<sup>th</sup> grade students to prepare for Middle School.

\_\_\_ 5th Grade Activity – Throughout the school year, students will learn about Destiny and, in particular, Destiny Discover. Consult with the Middle School Librarian on Destiny Discover features that could be good for 5<sup>th</sup> grade students to prepare for Middle School.

\_\_\_ 3<sup>rd</sup>-5<sup>th</sup> Grade Activity – Throughout the school year, the entire Scope and Sequence was used to give guidance on the instruction and activities given to students during the lib/lab time. If any students did not “master” by the end of the “master” grade level, do reinforcement with those students and document a list of those students and what reinforcement was given with this document.

\_\_\_\_\_  
WE Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WE Principal Signature

\_\_\_\_\_  
Date

# Central R-3 Technology Scope and Sequence

## West Elementary Homeroom Teacher Technology Activities

I verify that I have completed the activities listed:

3rd grade...

- work on typing words
- work on typing sentences
- work on typing paragraphs
- mastering authoring a simple, one or two paragraph document
- mastering authoring a single page report
- work on having good keyboard posture

4th grade...

- work on creating a screen or document to communicate information
- work on having good keyboard posture

5th grade...

- work on authoring typing a multiple page report
- work on creating multiple screens or documents to communicate information
- work on having good keyboard posture

\_\_\_\_\_  
WE Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WE Principal Signature

\_\_\_\_\_  
Date

## Central R-3 Technology Scope and Sequence Middle School Technology Activities

I verify that I have completed the activities listed:

\_\_\_ 6<sup>th</sup>-8<sup>th</sup> Grade Activity – Throughout the school year, the entire Scope and Sequence was used to give guidance on the instruction and activities given to students. If any students did not “master” by the end of the “master” grade level, do reinforcement with those students and document a list of those students and what reinforcement was given with this document.

\_\_\_\_\_  
MS Principal Signature

\_\_\_\_\_  
Date