Norwin School District Technology Skills Checklist for 2nd Grade

*Denotes skills that have been introduced, but will be reinforced this year

Basic Computer and iPad Operation and Concepts	Q1	Q2	Q3	Q4
Login to Chromebook/Desktop Computer using proper credentials				
*Locate personal folder used in 1st grade and begin to save 2nd grade documents				
Demonstrate the use of the iPad ● on/off, volume, clearing apps, control center ● Navigating and using grade level appropriate productivity apps				
Demonstrate the ability to perform a variety of tasks: ● Open programs using the Start Menu ● Connect USB devices using proper ports ● *Understand the use of a pull-down menu in a program or website ● Use the Internet to find information: Daily Weather, Dictionary Definitions				
*Use a variety of mouse tools (right click, left click, double click, scrolling) ● *Understand the use of the right click ● Use the mouse pad on the laptop keyboard				
Locate folders and retrieve files on the desktop and in the My Documents folder and the District Student File Folder Drive				

Demonstrate the use of the Keyboard ● Locate and use the spacebar, enter, backspace, shift, CTL/ALT/DELETE, arrows ● * Using punctuation, cap locks, shift, backspace and delete keys while typing ● Introduce proper sitting, arm, and finger position for typing--home row ● Type a sentences, and short paragraphs in Word ● Use punctuation keys -- period, question mark, exclamation point, comma, apostrophe, quotation marks ● Use math function keys -- + - = < > ● Use the @ key				
*Be able to print a document from a desktop or laptop Understand the print menu: o Selecting printer o Color vs. grayscale o Number of copies o Printing 1 sided or. 2 sided				
*Successfully and safely navigate the internet (school website, class website), use the refresh and back buttons, and perform a safe Google Search				
Navigate a website using teacher provided bookmarks and sites				
Begin to understand basic technology vocabulary-browser, URL, Search Engine, etc.				
Recognize Google and Internet Explorer, and Safari Icons				
*Knowledge of internet safety-popups				
*Recognize and open a hyperlink				

Identify the icons in the Microsoft Office Suite-Excel, Word, PowerPoint, Outlook Mail				
*Open Microsoft Word, review use of Word processing toolbar Produce and Edit a Word document and apply the following skills: o Fix spelling o Fix grammar o Fix spacing o Bulleting and numbering o Adding ClipArt &/or WordArt				
Create a short PowerPoint with assistance				
Introduce the use of Excel to students				
*Naming and saving documents appropriately ● *save vs. save as ● *Shared vs. private documents ● Norwin Network documents				
*Use and create a graphic organizer				
*Use the iPad camera and video options for class projects				
Use of iPad apps available for presentations-Prezi				
Digital Citizenship	**Q1**	**Q2**	**Q3**	**Q4**
*Understand the rules and procedures to become a successful Tech Knight				

*Identify the computer and iPad as machines that can help people at school, play, and work				
*Identify and classify ways people use computers for work, play, and school				
Identify advantages and disadvantages of people using computers for work, play, and school				
*Observe teacher modeling of multi-media, safe internet practices, and other educational resources				
*Discuss safe ways that the computer can be used to communicate and observe the teacher modeling this concept				
*Understand the importance of not sharing personal information and passwords with other students or peers				
Recognize that technology can be used to solve problems and help make informed decisions				
Discuss safe search strategies				
Use electronic resources to gather information safely				
Curriculum Connections	**Q1**	**Q2**	**Q3**	**Q4**
Use grade-level appropriate ELA applications for reading, writing, spelling, and phonics				

Use grade-level appropriate Math applications for number recognition and basic facts				