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	<b>1 - NOVICE LEARNER</b> - Students will demonstrate basic operational competencies, concepts, and program usage.		
	<b>BASIC OPERATIONS</b>		
	1-1	Uses the mouse or similar pointing devices	m
	1-2	Uses the SAVE command	m
	1-3	Uses proper technique to power up and down a system	m
	1-4	Understands the purpose and use of menus, tool bars, and scroll bars	m
	1-5	Recognizes and interprets basic icons	m
	1-6	Understands the structure of a window (e.g. title bar, resizing, moving, etc.)	m
	1-7	Can enter, edit, and delete text	m
	1-8	Uses shift key for capital letters	m
	1-9	Demonstrates proper keyboarding techniques (posture, eye positioning, hand placement, feet)	m
	1-10	Understands and uses proper technology terminology (e.g. launch, quit, close, desktop, menu bar)	m
	1-11	Identifies and names parts of computer and peripherals	m
	1-12	Understands printing options	m
	1-13	Understands the function of a network	m

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	1-14	Saves files in appropriate location with appropriate file name	m
	1-15	Uses appropriate spacing between letters, words, and sentences	m
	1-16	Uses standard keyboarding skills with speed and accuracy	m
	1-17	Can insert and adjust clipart graphics within an application program	m
	1-18	Can cut, copy and paste between documents/programs	m
	1-19	Multi-tasks with two or more programs	m
	1-20	Uses a projector in a presentation	m
	1-21	Uses keyboard shortcuts and special keys	M
	1-22	Understands and uses spellcheck	m
	1-23	Understands the difference between SAVE and SAVE AS	m
	1-24	Organizes files and folders (e.g. create, delete, rename, move)	D
	1-25	Knows and understands basic troubleshooting	D
	1-26	Identifies the four processes in a computer system – input, output, processing, storage	D
	1-27	Operates various input devices (e.g. scanner, digital camera, video camera, etc.)	D
	1-28	Determines appropriate software to accomplish a given task	D

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	1-29	Understands and uses a thesaurus	D
	1-30	Understands and uses FIND and REPLACE commands for document text	D
	1-31	Understands the differences among file types/extensions	D
	1-32	Understands storage options (e.g. cloud drives or external drives)	D
	1-33	Understands the history of computer development	D
<b>WEB BROWSER</b>			
	1-34	Knows how to access a web browser	m
	1-35	Uses/creates browser favorites/bookmarks	m
	1-36	Knows and uses components of a web browser page (e.g. tabs, arrows, home button)	m
	1-37	Identifies and uses keywords with Internet search engines	m
	1-38	Understands the structure of a URL address	m
	1-39	Uses "Find" command to locate specific information on a web page.	D
	1-40	Uses "History" to find a previous site visited	D
	1-41	Understands and uses advanced search techniques	D
<b>2 - DIGITAL CITIZEN-</b> Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act in ways that are safe, legal, ethical and self-aware.			

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	<b>ETHICS</b>		
	2-1	Understands and complies with school's AUP (Diocesan Acceptable Use Policy)	m
	2-2	Understands privacy implications with computers (e.g. passwords, logging off, public computers vs. personal computers)	m
	2-3	Understands the difference between appropriate and inappropriate Internet uses	m
	2-4	Understands ways computers affect people's lives (ethically, morally and socially)	m
	2-5	Understands plagiarism and its consequences	m
	<b>ETIQUETTE</b>		
	2-6	Leaves computer ready for other students to use (e.g. save, log off, quit program)	m
	2-7	Understands electronic communication manners	m
	2-8	Understands appropriate group electronic communication – (e.g. blogs, discussion groups, news groups, webinars, videoconferencing, etc.).	D
	2-9	Cooperates and collaborates respectfully on digital projects	M
	<b>SAFETY</b>		
	2-10	Understands the importance of keeping passwords private	m
	2-11	Understands personal and private information	m
	2-12	Understands personal cyber safety	m

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	2-13	Understands the consequences and harm caused by Cyberbullying	m
	2-14	Knows resources for getting assistance when confronted with a "cyber problem"	m
	2-15	Understands the dangers of cyber chatting with unknown persons	m
	2-16	Creates a secure password	m
	2-17	Understands the risks and responsibilities of photos online. (e.g. yourself, others, your location)	M
	2-18	Understands potential risks of opening e-mails, links, attachments etc. when sender is not known. (e.g. viruses, malware, hoax)	M
	2-19	Understands Cybercrime in society and consequences (e.g. identity theft, phishing, scams)	D
<b>RESEARCH</b>			
	2-20	Cites computer resources used in research (e.g. information, graphics, sound)	m
	2-21	Understands and complies with copyright guidelines	M
	2-22	Evaluates relevance and validity of information	D
	2-23	Understands the four factors of Fair Use (Purpose and Character of the Use, Nature of work, Amount of work, Effect on market)	D
	2-24	Understands the purpose and use of Creative Commons	D
<b>3 - EMPOWERED LEARNER-</b> students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals.			
	3-1	Evaluates projects using an assessment tool (e.g. check list, rubric, followed directions, etc.)	m

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	3-2	Uses digital tools to demonstrate learning about "real" issues (e.g. debates, leadership/community service, education reform or political issues)	D
	3-3	Uses various forums for student feedback (e.g. Google Classroom, Twitter, Edmodo site, blog, etc.)	D
	3-4	Chooses appropriate digital tools when creating a project to demonstrate knowledge	D
	3-5	Applies feedback from others to improve digital project (e.g. teacher suggestions, peer editing,)	D
	3-6	Uses a program application for a project that demonstrates subject area knowledge - Let student determine which application would be most useful for the task.	D
	3-7	Uses meaningful technology to access learning resources and learning opportunities (e.g. tutorials, Khan Academy, TED Talks, podcasts, YouTube videos, virtual field trips via Skype)	D
<b>4 - KNOWLEDGE CURATOR</b> - Students make meaning for themselves and others by critically curating resources through the use of digital tools			
<b>WORD PROCESSING</b> (e.g. Microsoft Word, Pages, Google Docs, OpenOffice Text, NotePad, TextEdit)			
	4-1	Understands and uses basic word processing terminology	m
	4-2	Demonstrates ability to format text (e.g. font, size, style, alignment, line spacing, highlighting etc.)	m
	4-3	Demonstrates ability to create a document.	m
	4-4	Demonstrates ability to format a page (e.g. columns, margins, page breaks, tables)	D
<b>RESEARCH</b>			
	4-5	Identifies and uses keywords with Internet search engines to find information (see Web Browser #1-37 under Basic)	D
	4-6	Identifies a need for information	m

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	4-7	Knows where to locate school resources	m
	4-8	Knows how to locate school resources (including electronic card catalog where available)	m
	4-9	Identifies appropriate resources to find information	m
	4-10	Cite information for a bibliography when doing research (see Research #2-20 under Digital Citizen)	m
	4-11	Evaluates projects using an assessment tool (e.g. check list, rubric, followed directions, etc.) (see Empowered Learner #3--1)	m
	4-12	Uses research skills to demonstrate knowledge	D
	4-13	Multi-tasks between browser tabs and applications	m
	4-14	Evaluates relevance and validity of information (see Research #2-22 under Digital Citizen)	D
	4-15	Uses "Find" command to locate specific information on a web page (see Web Browser #1-39 under Basic)	D
	4-16	Understands and uses advanced search strategies (e.g. quotations, AND/OR/NOT, news:)	D
<b>5 - INNOVATIVE DESIGNER-</b> use a variety of technologies to express thoughts and ideas creatively			
	5-1	Determines appropriate software to accomplish a given task (see Basics Operations #1-28)	D
<b>PAINTING/DRAWING/PHOTO EDITING (e.g. Sumo Paint, Tux Paint, PhotoDeluxe, Illustrator, Picture It, Photoshop)</b>			
	5-2	Understands and uses painting/drawing tools	D
	5-3	Uses painting/drawing to illustrate knowledge	D

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	5-4	Understands the use of a graphic design program	D
	5-5	Use photo editing program to illustrate knowledge	D
	<b>COMPUTER PROGRAMMING (e.g. code.org , CodeMonkey, Kahn Academy, Scratch, ScratchJr etc.- free tools)</b>		
	5-6	Understands basic coding/programming terminology (e.g. looping, debugging, variables, events, algorithm)	D
	5-7	Understands basic principles in coding/programming	D
	5-8	Demonstrates knowledge by creating a simple sequence of code	D
	<b>TECHNICAL/CREATIVE DRAWING (e.g. CAD, SketchUp, 3D Printing)</b>		
	5-9	Understands terminology of mechanical drawing (e.g. planes, dimension, scale, alignment)	D
	5-10	Demonstrates knowledge by creating a simple project	D
	<b>6 - COMPUTATIONAL THINKER</b> - students identify authentic problems, work with data and employ algorithmic thinking to propose and automate solutions		
	<b>SPREADSHEET (e.g. Microsoft Excel, Numbers, Google Sheets, OpenOffice Spreadsheets)</b>		
	6-1	Can enter and edit data	m
	6-2	Can adjust/insert/delete rows and columns	m
	6-3	Understands the use of a spreadsheet program	D
	6-4	Understands and uses spreadsheet terminology	D



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	6-5	Sets cell attributes – format numbers and text	D
	6-6	Can determine, create, and adjust graphs/charts to represent data	D
	6-7	Organizes data on a spreadsheet	D
	6-8	Understands and uses formulas and functions	D
<p align="center"><b>7 -CREATOR AND COMMUNICATOR</b> - Students communicate clearly and express themselves creatively for a variety of purposes using the tools, styles, formats and digital media appropriate to their goals.</p>			
<p align="center"><b>COMMUNICATION</b> (e.g. e-mail, blogging, discussion boards, social media.)</p>			
	7-1	Understands the concept of digital communication	m
	7-2	Understands the basic e-mail interface (e.g. to, from, cc, bcc, send, delete, forward, reply, etc.)	M
	7-3	Understands the composition of an e-mail address	M
	7-4	Understanding the difference between formal (e-mail) and informal (SnapChat) communication	M
	7-5	Demonstrates acceptable digital communication etiquette (e.g. not flaming, not all caps, etc.)	D
	7-6	Understands the basic discussion board interface (e.g. reply/comment, threads, view, expand)	D
<p align="center"><b>PRESENTATION</b> (Microsoft PowerPoint, KeyNote, Google Slides, OpenOffice Presentation, KidPix/Wixie)</p>			
	7-7	Understands the concept of electronic presentations	m
	7-8	Creates an electronic presentation	m

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	7-9	Understands visual literacy concepts (e.g. font, spacing, color, size, etc.)	D
	7-10	Uses various techniques appropriately and consistently – graphics, sound, pictures, video, transitions, animation	D
	7-11	Presents an electronic presentation	D
	7-12	Understands concept of a template/master slide	D
	<b>DIGITAL PERFORMANCE</b>		
	7-13	Understands the concept of digital performance (e.g. video, podcast)	D
	7-14	Understands visual literacy concepts (e.g. panning, transitions, frame length, sound strength)	D
	7-15	Creates a digital performance	D
	<b>WEB PAGE/SITE (e.g. Google Sites, Weebly, Wikispaces)</b>		
	7-16	Understands web design conventions (e.g. single spaced, no indent, underline indicates a link, justified margins)	I
	7-17	Creates a web page to communicate information	I
	<b>8- GLOBAL COLLABORATOR</b> - Students use digital tools to broaden their perspectives, increase empathy and understanding and work effectively in teams. (e.g. blogging, Edmodo, e-mail, discussion board, Google Classroom)		
	8-1	Explores and discusses current events using digital tools - locally and globally	D
	8-2	Communicates perspective/opinions on current issues using digital tools	D
	8-3	Shares ideas/projects, using digital tools, with others (e.g. e-pals)	D

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	8-4	Creates and participates in a group project/presentation incorporating digital tools	D
	8-5	Collaborates, using digital tools, with local/global agencies to help others (e.g. missions, Catholic Charities, nursing homes)	I