

Discovery Level 9 Technology Checklist

Student Name: _____ Date Range: _____

Technology Skill	Current level of Mastery 1-4	Comments
Demonstrate automaticity in keyboarding skills by increasing accuracy and speed		
Identifies and can assess capabilities and limitations of emerging technologies		
Can use the Track Changes feature in Review for peer editing of documents		
Can enter formulas and functions and use the auto-fill feature in a spreadsheet application		
Can use functions (sort, filter, find, etc.) of a spreadsheet application		
Can use various number formats (scientific notations, percentages, monetary values, exponents) as appropriate within a spreadsheet		
Can use advanced formatting features in a spreadsheet (repositioning columns and rows, add and name worksheets)		
Can draw two- and three-dimensional geometric shapes using a variety of technology tools		
Can use appropriate technology tools (graphic organizers, audio, visual, etc) to define problems and propose hypotheses		
Uses search engines and online directories. Can explain the differences among various search engines and how they rank results		
Uses appropriate academic language in online learning environments (posts, threads, discussion forums, drop box, etc)		

Fully comprehends and can correctly write in-text citations and reference lists for images gathered from electronic sources		
Use a variety of media to present information for specific purposes (reports, research papers, presentations, newsletters, web sites, podcasts, blogs), making sure to cite sources		
Can explain and demonstrate compliance in the classroom; shows responsibility with tech while carrying, storing, and recharging		
Student is able to type 45wpm with no errors		*In level of Mastery a 3 signifies they meet the 45wpm expectation and a 4 signifies 50wpm or higher using dancemattypingguide.com

Mastery levels (Students must have a 3 or 4 in all areas in order to pass a level)

- 1 - Requires Teacher assistance; no knowledge of skill
- 2- Minimal Teacher assistance needed; some knowledge of skill
- 3- No Teacher assistance needed; independent in performing skill
- 4- Full understanding of skill and is willing and able to teach others