Discovery Level 4 Technology Checklist

Student Name: _____ Date Range: _____

Technology Skill	Current level of Mastery 1-4	Comments
Can highlight, copy and paste text		
Can proofread and edit writing using appropriate resources (dictionary, spell checker, grammar, and thesaurus)		
Has a basic understanding of the spreadsheet as a tool to record, organize and graph information		
Can identify and explain terms and concepts related to spreadsheets (cell, columns, rows, values, labels, and chart graphs)		
Can enter/edit data into spreadsheets		
Can cite sources obtained from technology (website, URL, etc.)		
Can create, edit and format text on a slide		
Can use a variety of age appropriate technologies (drawing programs, presentation software, etc.) to communicate and exchange ideas		
Can identify and explain strategies for the safe and efficient use of computers (passwords, virus protection software, spam filters, popup blockers, etc.)		
Can explain and demonstrate compliance in the classroom; shows responsibility with tech while carrying, storing, and recharging		
Student is able to type 20 wpm with no errors		*In level of Mastery a 3 signifies they meet the 20wpm expectation and a 4 signifies 25wpm 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