

Discovery Level 8 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 successful troubleshooting strategies for minor hardware and software issues/problems (frozen screen, popups, etc.)		
Can independently operate peripheral equipment (scanners, digital cameras, camcorders, etc.)		
Can identify and use a variety of storage media (CDs, DVDs, flash drives, online storage spaces, etc) and provide a rationale for using a certain medium for a specific purpose		
Demonstrates use of the following intermediate features in word processing applications; tabs, indents, headers, footers, end notes, bullets/numbering, and tables		
Can use the comment function in Review for peer editing of documents		
Can use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings and choose the most appropriate type to represent given data		
Can use multiple sheets within a workbook, and create links among worksheets to solve problems		
Import and export data between spreadsheets and other applications		
Can use and interpret scientific notations using a variety of technology applications		

Can use effective search strategies for locating and retrieving electronic information (using syntax and Boolean logic operators)		
Can demonstrate how the use of various techniques and effect (editing, music, color, etc.) can be used to convey meaning in media		
Uses teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations		
Can explain and demonstrate compliance in the classroom; shows responsibility with tech while carrying, storing, and recharging		
Student is able to type 40wpm with no errors		*In level of Mastery a 3 signifies they meet the 40wpm expectation and a 4 signifies 45wpm 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