Discovery Level 7 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		
Can compress and expand large files		
Can apply advanced formatting and page layout features when appropriate (columns, templates, and styles) to improve the appearance of documents and materials		
Can highlight text, copy, cut, and paste text using short key skills (command or ctrl features)		
Can create presentations for a variety of audiences and purposes with use of appropriate transitions and animations to add interest		
Uses variety of technology tools (dictionary, thesaurus, grammar checker, calculator/graphing calculator) to maximize accuracy of work		
Demonstrates strategic use of digital media to enhance understanding		
Uses painting and drawing tools/applications to create and edit work		
Uses effective note taking skills (outline format, illustrations, etc) while viewing online videos and using the play, pause, rewind, and stop buttons		
Complies with Discovery's Policy related to ethical use, cyberbullying, privacy, plagiarism, spam, viruses, hacking, and file sharing		
Can explain (and demonstrates) Fair Use guidelines for using copyrighted materials (images, music, video, text) in school projects and possible consequences for not adhering to guidelines		
Can explain potential risks associated with the use of networked digital environments		

(internet, mobile phones, wireless, LANs) and sharing personal information		
Can explain and demonstrate compliance in the classroom; shows responsibility with tech while carrying, storing, and recharging		
Student is able to type 35 wpm with no errors		*In level of Mastery a 3 signifies they meet the 35wpm expectation and a 4 signifies 40wpm 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