

STUDENT ID \_\_\_\_\_ STUDENT NAME \_\_\_\_\_  
 DISTRICT \_\_\_\_\_ SCHOOL NAME \_\_\_\_\_

## 8.1 COMPUTER AND INFORMATION LITERACY - NJTAP Second Grade Checklist

Standard/Indicator	Item	√ if demonstrated	
		Pre	Post
A.1 Use basic technology vocabulary	Properly names parts of the computer such as monitor, keyboard, screen and mouse		
	Uses proper vocabulary for on-screen items such as icons, software, shortcuts, scroll bar, task bar		
A.2 Use basic features of an operating system (e.g., accessing programs, identifying and selecting a printer, finding help)	Starts programs from Start Menu or from desktop icon		
	Prints from a word-processing program		
	Closes down programs and shuts down computer		
A.3 Input and access text and data, using appropriate keyboarding techniques or other input devices	Inputs 10-20 words into a word-processing document.		
	Inputs at least 5 numbers into a spreadsheet		
A.4 Produce a simple finished document using word processing software	Uses bold, italics and other simple formatting		
	Aligns text to center and along left and right margins		
A.5 Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template	Reads a simple bar graph for minimum and maximum values		
A.6 Create and present a multimedia presentation using appropriate software	Creates a simple presentation with at least three slides		
	Adds titles, text and graphics to a presentation		
A.8 Use a graphic organizer	Creates a concept map with at least three components		
	Uses a graphic organizer to categorize objects		
A.9 Use basic computer icons	Starts programs from the desktop		
	Recognizes common icons such as print, save, copy/paste		

Standard/Indicator	Item	√ if demonstrated	
		Pre	Post
<b>B.1</b> Discuss the common uses of computer applications and identify their advantages and disadvantages	Describes everyday uses for word-processing and presentation software.		
<b>B.2</b> Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use including: Internet access Copyrighted materials On-line library resources Personal security and safety issues	Demonstrates understanding of the Acceptable Use Policy		
	Understands guidelines regarding disclosure of personal information on the web		
<b>B.4</b> Recognize the ethical and legal implications of plagiarism of copyrighted materials	Can cite copyrighted materials		
<b>B.6</b> Identify and use web browsers, search engines, and directories to obtain information to solve real world problems	Uses child-safe search engines such as Yahoo!igans to research new topics		
	Demonstrates understanding of what to do if inappropriate information is displayed on the screen		
<b>B.7</b> Locate specific information by searching a database	Searches a child-safe web database to find relevant information		
<b>B.9</b> Solve problems individually and/or collaboratively using computer applications	Works in a group setting on collaborative projects such as a presentation or Internet research		
<b>B.10</b> Identify basic hardware problems and solve simple problems	Reboots computer to handle minor problems		