

STUDENT ID _____ STUDENT NAME _____
 DISTRICT _____ SCHOOL NAME _____

8.1 COMPUTER AND INFORMATION LITERACY - NJTAP Fourth 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		
	Identifies printers available on computer		
	Closes down programs and shuts down computer		
A.3 Input and access text and data, using appropriate keyboarding techniques or other input devices	Inputs 50+ words into a word-processing document.		
	Inputs at least 10 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		
	Creates a pie chart from a set of numbers		
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.7 Create and maintain files and folders	Creates, deletes and moves folders		
	Renames, deletes and moves documents		
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.1 Discuss the common uses of computer applications and identify their advantages and disadvantages	Describes everyday uses for word-processing, spreadsheet and presentation software.		
	When given a specific task, chooses the correct tool to use		
B.2 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		
	Demonstrates understanding of copyright materials on Internet		
	Identifies author and copyright information on a given web page		
	Understands guidelines regarding disclosure of personal information on the web		
B.3 Practice appropriate Internet etiquette	Uses electronic mail in proper manner		
B.4 Recognize the ethical and legal implications of plagiarism of copyrighted materials	Can cite copyrighted materials		
B.5 Recognize the need for accessing and using information	Understands the advantages and disadvantages of Internet resources versus the school or public library		
B.6 Identify and use web browsers, search engines, and directories to obtain information to solve real world problems	Uses child-safe search engines such as Yahoooligans to research new topics		
	Demonstrates understanding of risks when using general search engines in terms of inaccuracy and age-inappropriate information		
B.7 Locate specific information by searching a database	Searches a child-safe web database to find relevant information		
B.8 Recognize accuracy and/or bias of information	Breaks down web address to recognize government and educational websites		
	Can point out author of a webpage and discuss possible issues on bias and accuracy		
B.9 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.10 Identify basic hardware problems and solve simple problems	Reboots computer to handle minor problems		
	Handles software and webpage errors correctly		