

## WV CSO Planning Tool



# Fourth Grade Technology

		Projected Date	Actual Date	Date Assessed	Date Re-Taught	Date Re-Assessed
<b>4.1.1</b>	Demonstrate with some proficiency proper finger placement for all keys on the keyboard					
<b>4.1.2</b>	Troubleshoot simple problems in software (e.g., reboot, use help systems)					
<b>4.2.1</b>	Identify the need for acceptable use policies (AUP)					
<b>4.2.2</b>	Identify violations of the copyright law and recognize correct use of copyrighted materials in electronic products					
<b>4.3.1</b>	Use a word processing program to create and format a document (e.g., paragraph, tabs, justification, margins) and review cut and paste, spell check, and text formatting					
<b>4.3.2</b>	Enter data into a prepared spreadsheet to perform calculations and recognize the changes that occur					
<b>4.3.3</b>	Create a multi-media project as a class group activity					
<b>4.4.1</b>	Participate in several curriculum-based telecommunication projects as class activities (e.g., web quests, ask an expert, collaborative email projects)					
<b>4.5.1</b>	Select and use appropriate software and/or other technologies to locate and acquire information from electronic resources (interactive books, educational software, and elementary multimedia encyclopedias)					
<b>4.5.2</b>	Explore grade level appropriate search engines as tools to locate information electronically					
<b>4.5.3</b>	Evaluate information found via telecommunications for content and usefulness					
<b>4.6.1</b>	Apply, in a group situation, software programs to solving problems (e.g., word processors, graphing programs, other special purpose programs)					