Washington County Computer Technology SOL Checklist - Second Grade

Teacher: _____   Year: _____

* denotes standards which have previously been introduced in a prior grade and need reinforcement at this grade level

	Quarter			
Basic Operations and Concepts	**1**	**2**	**3**	**4**
- Identify major hardware components of laptops (e.g. computer, monitor, touchpad, keyboard, and printer)				
- Demonstrate the ability to perform a variety of tasks:				
➢ Starting programs from Programs folder under Start menu				
➢ Successfully perform navigation on the Internet (*as needed anywhere)*				
➢ Create and locate folders in My Documents folder				
➢ Save and locate files in folders in My Documents folder				
➢ Use a pull-down menu inside a program or on a webpage*				
➢ Print a document, specifying page range, from a software program or the Internet (using the default printer) *with assistance*				
➢ Connect USB devices (mouse, USB drive, etc.) in the proper port				
- Use the keyboard to type simple sentences, paragraphs, and stories (using capital and lowercase letters)				
- Locates and operates the following keyboard keys (other than letter keys):				
➢ Punctuation keys (period, comma, exclamation point, question mark, apostrophe, quotation marks)				
➢ Math function keys (+, -, =, <, >)				
➢ @ key				
➢ Tab key (to indent paragraphs)				
➢ Shift*				

	Quarter			
Social, Ethical & Human Issues	**1**	**2**	**3**	**4**
- Identify acceptable and unacceptable uses of computers in society				
- Know and follow the school rules for using computers and discuss consequences of inappropriate use				
- Recognize ownership of information and software resources				
- Understand the importance of not sharing personal information or passwords with others*				
- Identify advantages and disadvantages of people using computers to work, learn, communicate and play				

	Quarter			
Technology Research Tools	**1**	**2**	**3**	**4**
- Identify source of information and use available resources found in a variety of formats (e.g. Internet, card catalog, CD-ROM, databases)				
- Use a teacher prepared list of bookmarks, favorites, or portals from a teacher web page to gather information				
- Observes teacher modeling of basic web browsing vocabulary (e.g. URL, hyperlink, favorites, search box, and scroll bar)*				
- Use electronic resources to gather information *with assistance* (e.g. Internet, existing databases, CD-ROM, DVD and video)				
- Discuss appropriate search strategies (identifying keywords for electronic searches and evaluating relevance, gathering techniques, sorting and reporting information strategies)				
- Observes teacher modeling resources selected for assigned task				
- Uses a graph/chart/graphic organizers, with assistance, from a template, to represent a simple idea*				

	Quarter			
Problem-Solving and Decision Making	**1**	**2**	**3**	**4**
- Recognize that technology can be used to solve problems and make informed decisions (e.g. compare/contrast information located on Internet, organize and illustrate data, solve basic problems or answer questions)*				

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	Quarter			
- Observe teacher using the best technology tools for communicating, matching, sorting, concept mapping, and gathering information (e.g. writing a story, illustrating a concept, digital cameras, and using a spreadsheet)*				
- Observe teacher manipulate a spreadsheet or table to organize data (e.g. creating graphs, sorting information)*				

	Quarter			
Technology Communication and Productivity Tools	**1**	**2**	**3**	**4**
- Observes teacher use of email to safely and securely collect information or share ideas with others.*				
- Discuss ways that various media can be used to communicate. (e.g. text, images, audio and video)*				
- Observe teacher producing a document or graphic organizer for learning tasks (e.g. Word, TuxPaint, Paint, etc.)*				
- Produce and edit a simple document (e.g. writing a simple sentence, labeling a drawing) *with assistance*				
- Use basic drawing tools (simple illustrations using drawing tools in TuxPaint or Paint)*				
- Use digital cameras to take digital pictures *with assistance**				
- Observe teacher modeling use of video to tell stories and record events (PhotoStory3, MovieMaker2)*				
- Create simple slide presentations using text and graphics (*with assistance)*				
- Use standard formatting toolbars in word processing, spreadsheet, presentation, and drawing software				
- Identify the best tool to communicate a concept, idea, or information*				
- Use technology tools for individual writing, communication, and publishing (Word, TuxPaint, PowerPoint)*				