

**NISD Elementary Technology Standards
Vertical Alignment
Kinder-5th Grades**

DRAFT

		I= Introduced	R=Reviewed	A=Assessed								
Standard	Performance Standard	Skill			K	1	2	3	4	5		
I. Computer Basics	A. Comply with the Northside ISD acceptable use policy	Comply with the District Acceptable Use Policy										
		Use approved software	I	R	R	R	R	R	A			
		Respect district property	I	R	R	R	R	R	A			
		Access appropriate network document			I	R	R	A				
	B. Identify technology terminology appropriate to the task	Identify hardware components of the computer including:	Identify hardware components of the computer including:									
			Power button	I	R	A						
			Keyboard	I	R	A						
			Mouse	I	R	A						
			Monitor	I	R	A						
			CPU	I	R	A						
			Headphones	I	R	A						
			Floppy drive	I	R	A						
			CD-ROM drive	I	R	A						
			Speakers		I	RA						
			Microphone		I	RA						
			Identify available peripherals:	Printer (local and network)	I	R	A					
				Smartboard	I	R	A					
				Projector	I	R	A					
				Scanner						I	R	A
				Digital Camera						I	R	A
				TV Monitor						I	R	A
				Video Camera						I	R	A
				Identify parts of the desktop	Icons	I	R	A				
					Shortcuts	I	R	A				
					Folders		I	R	A			
			Taskbar			I	R	A				
			Start menu			I	R	A				
			Identify parts of a window		Title bar	I	R	R	A			
					Scroll bar	I	R	R	A			
				Menu bar	I	R	R	A				
				Toolbars	I	R	R	A				
	Locate and use a shortcut to launch a program	I		R	A							
	C. Start and exit programs, access documents, and create, name, save and delete files	Close windows and exit programs	I	R	A							
Perform these tasks:												
Shut down			I	R	A							
Restart			I	R	A							
Launch programs from the start menu					I	R	A					
Locate and open documents locally and/or on the network.					I	R	A					
Create and name folders					I	R	A					
Move, copy and rename folders locally and/or on the network					I	R	A					

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	D. Utilize a variety of devices to input and output information	Input information using devices							
		Mouse	I	R	A				
		Keyboard	I	R	A				
		Floppy disk				I	R	A	
		CD-ROM				I	R	A	
		Output information using devices							
		Local and/or network printers	I	R	A				
		Monitor	I	R	A				
		Hard drive		I	R	R	A		
		Network drive		I	R	R	A		
		Floppy disk drive				I	R	A	
		Publish work in a variety of ways							
		Printed text	I	R	A				
		Monitor display	I	R	A				
	Access information for research and resource sharing					I	R	R	
	Utilize available peripheral devices								
	Scanner						I	R	
	Digital camera						I	R	
	E. Manage the desktop via menu options and commands	Move and resize the taskbar				I	R	A	
		View contents of window				I	R	A	
		Minimize, maximize and resize windows				I	R	A	
		Change appearance of desktop							
		Background				I	R	A	
Screensaver					I	R	A		
Toggle between applications and/or documents							I	R	
Arrange icons							I	RA	
Change views from the menu bar							I	R	
F. Access online help and keyword searches to acquire information	Conduct a keyword search using Help				I	R	R	A	
	Use Find to locate files or folders					I	R	A	
II. Word Processing	A. Utilize a word processing application based on a task or problem to be solved	Participate in a discussion about the task or problem to be solved and the most appropriate application to use.	I	R	R	A			
		Launch a word processing program	I	R	A				
		Select a word processing application						I	RA
		Identify:							
		Menu bar	I	R	R	A			
		Scroll bar	I	R	R	A			
		Standard toolbar			I	R	A		
		Formatting toolbar			I	R	A		
	Drawing toolbar				I	R	A		
	Picture toolbar				I	R	A		
	B. Produce a document	Enter text to produce a document	I	R	R	R	R	A	
Use space between words			I	R	A				

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		Allow word wrap		I	R	A		
		Use enter key for new paragraph			I	R	A	
		Indent paragraph			I	R	A	
		Numbers			I	R	A	
		Symbols			I	R	A	
		Position the cursor	I	R	R	A		
		Scroll	I	R	R	A		
	C. Revise and edit a document	Modify text:						
		Font	I	R	R	A		
		Size	I	R	R	A		
		Color		I	R	A		
		Style		I	R	A		
		Manipulate text:						
		Cut			I	R	A	
		Copy			I	R	A	
		Paste			I	R	A	
		Bold				I	R	A
		Italicize				I	R	A
		Underline				I	R	A
		Alignment				I	R	A
		Insert graphics such as clip art, drawings, photographs, charts, maps, graphs, diagrams, scanned images, and word art.		I	R	A		
		Manipulate graphics such as clip art, drawings, photographs, charts, maps, graphs, diagrams, scanned images and word art::						
		Insert			I	R	A	
		Resize			I	R	A	
		Move			I	R	A	
		Copy			I	R	A	
		Cut			I	R	A	
		Paste			I	R	A	
		Text wrapping				I	R	A
		Rotate and flip					I	R
		Select multiple objects					I	R
		Align					I	R
		Order					I	R
		Edit using:						
		Shift key to capitalize letters		I	R	A		
		Appropriate keys for ending punctuation		I	R	A		
		Backspace or delete to correct errors		I	R	A		
		Appropriate keys for punctuation such as apostrophies, quotation marks, periods in abbreviations, and commas				I	R	A
		Thesaurus for word choice					I	R
		Highlight text			I	R	A	
		Format a page using Page Setup to change page orientation			I	R	A	

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		Spell Check			I	R	R	A
		Proofread			I	R	R	A
		Grammar Check				I	R	A
		Credit sources for all document components				I	R	A
		Illustrate information using computer drawing tools such as:						
		Insert lines				I	R	A
		Insert rectangle				I	R	A
		Insert oval				I	R	A
		Change line style				I	R	A
		Create AutoShapes				I	R	A
		Change line color				I	R	A
		Resize shapes				I	R	A
		Insert text boxes				I	R	A
		Select no line option				I	R	A
		Fill color				I	R	A
		Alignment				I	R	A
		Format a page using Page Setup to change margins					I	R
		Insert columns					I	R
		Insert text and page numbers in the header/footer					I	R
		Change line spacing					I	RA
		Correctly insert:						
		Page breaks						I
		Bulleted lists						I
		Numbered list						I
	D. Publish information	Publish document						
		Print	I	R	A			
		Display products on monitor	I	R	A			
		Print preview				I	RA	
		Present projects to small and large groups utilizing presentation systems				I	R	A
		Name files			I	R	A	
		Save to the network			I	R	A	
III. Multimedia	A. Select a multimedia application to produce a product that demonstrates understanding of a concept or solves a problem.	Determine that a multimedia application is appropriate to accomplish the task	I	R	R	R	R	A
	B. Plan and design a multimedia presentation.	Plan the information to include in the document	I	R	R	R	R	A
		Plan the formatting options						
		Font attributes	I	R	A			
		Color	I	R	A			
		White Space	I	R	A			
		Graphics	I	R	A			
		Incorporate the design principles						

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		Contrast				I	R	R
		Alignment				I	R	R
		Repetition				I	R	R
		Proximity				I	R	R
	C. Create and edit a multimedia presentation.	Launch and exit a multimedia application	I	R	R	A		
		Open an existing slide	I	R	R	A		
		Use undo and redo tools	I	R	R	A		
		Create slide(s)						
		Apply background	I	R	A			
		Apply design template				I	R	A
		Apply background design					I	R
		Use a blank presentation						I
		Change slideshow views and zoom				I	R	A
		Insert and delete slides				I	R	A
		Sort, copy, and paste slides					I	R
		Navigate between slides				I	R	A
		Choose and change slide layout				I	R	A
		Insert text	I	R	R	A		
		Insert textbox	I	R	R	R	A	
		Format textbox						
		Resize			I	R	R	A
		Move			I	R	R	A
		Change border					I	R
		Fill					I	R
		Align					I	R
		Format text						
		Font	I	R	R	R	A	
		Size	I	R	R	R	A	
		Color	I	R	R	R	A	
		Alignment	I	R	R	R	A	
		Style						
		Bold	I	R	R	R	A	
		Italicize	I	R	R	R	A	
		Underline	I	R	R	R	A	
		Shadow				I	RA	
		Edit text						
		Cut			I	R	A	
		Copy			I	R	A	
		Paste			I	R	A	
		Spell Check			I	R	A	
		Insert and customize bulleted and numbered lists						I
		Insert a table, spreadsheet or chart						I
		Insert and customize play settings for sound file						
		Sound from Gallery/Clip Organizer				I	R	R

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		Sound from File				I	R	R
		Play CD Audio Track					I	R
		Record Sound					I	R
		Insert graphics	I	R	A			
		Use drawing tools	I	R	A			
		Insert sound		I	RA			
		Insert Picture						
		Clip Art				I	R	A
		From File				I	R	A
		From Internet				I	R	R
		Edit Image						
		Resize				I	R	A
		Move				I	R	A
		Align				I	R	A
		Crop						I
		Watermark						I
		Insert and format WordArt				I	R	A
		Use a drawing tool to draw and edit an object				I	R	A
		Insert hyperlinks					I	R
		Insert and customize action buttons for non-linear navigation					I	R
		Insert shapes and AutoShapes						I
		Edit shapes and AutoShapes						
		3D						I
		Shadow						I
		Fill						I
		Border						I
		Rotate						I
		Flip						I
		Align						I
		Insert notes for speaker						I
		Use Help tools						I
		Credit Sources			I	R	R	A
		Edit Slideshow						
		Insert slides			IRA			
		Select transitions, sound, and timing options			IRA			
		Insert transitions with sound, timing and speed				I	R	R
		Apply custom animation						
		Order and timing				I	R	R
		Effects				I	R	R
		Multimedia settings				I	R	R
		View slideshow			IRA			
		View and exit slideshow to evaluate final product				I	RA	
		Contribute a slide to the class product	I	RA				
	D. Publish a multimedia presentation.	Save a slide(s)	I	RA				

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		Save a slideshow/presentation			I	R	A		
		Print a slide	I	RA					
		Print appropriate layout							
		Slides			I	RA			
		Handouts				I	R	A	
		Notes Pages						I	
		Share a slideshow/presentation with audience			I	R	R	A	
IV. Internet	A. Use networking terminology appropriate to the task	Identify terms such as:							
		Internet			I	R	A		
		World Wide Web			I	R	A		
		E-mail			I	R	A		
		Network			I	R	R	R	
		Search Engines			I	R	R	R	
		Boolean				I	R	R	
		Browser			I	R	R	R	
		Bookmarks/Favorites			I	R	R	A	
		Buttons			I	R	A		
		Location Address/URL			I	R	A		
		Hyperlink			I	R	A		
			HTML						I
	B. Follow acceptable sse policies	Identify appropriate uses for Internet				IRA	RA	RA	RA
		Identify consequences of inappropriate use				IRA	RA	RA	RA
		Identify the rules for online use				IRA	RA	RA	RA
	C. Select appropriate strategies of navigation to access information	Launch browser program				I	RA		
		Navigate using appropriate strategies:							
		Buttons				I	R	A	
		Type in URLs				I	R	A	
		Use hyperlinks				I	R	A	
		Access/download information in the forms of:							
		Text				I	R/I	R/R	R/R
		Audio				I	R/I	R/R	R/R
		Graphics				I	R/I	R/R	R/R
	Video				I	R/I	R/R	R/R	
	D. Apply keyword searches to acquire information	Utilize a child-safe search engine:							
		Access a search engine				I	R	A	
		Enter specific keyword(s)				I	R	R	A
		Use specific Boolean features to narrow a search							
		Quotations					I	R	R
		Plus or minus						I	R
Initiate a search					I	R	R	A	
Access specific search results				I	R	R	R		
E. Determine the usefulness and appropriateness of digital	Evaluate information for usefulness and appropriateness:				I	R	R	R	

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	information	Reasolve information conlicts				I	R	R
		Validate information				I	R	R
	F. Use electronic tools and research skills to solve a problem	Access teacher approved sites through:						
		Favorites/Bookmarks			I	R	A	
		Website with preset links			I	R	A	
		Hotlist			I	R	A	
		Gather information to solve a problem appropriate to age and task:						
		Text			I	R	R	A
		Audio			I	R	R	R
		Video			I	R	R	R
		Graphics			I	R	R	A
		Cite all sources				I	R	A
		Assist the teacher to compose email as a way to participate in electronic group projects			I	R	A	
		Participate in interactive activities such as online simulations, virtual field trips, online interactive lessons and video conferencing				I	R	R
		Identify that various ways exist to participate in electronic group projects including chat and message boards				I	R	R
	G. Design a web page ready for Internet publication	Create, edit and publish a web page using appropriate design features such as:						
		Contrast						I
		Alignment						I
		Repetition						I
		Proximity						I
		Compose and edit document to prepare final draft for publication						I
V. Database	A. Plan a project to select a topic, generate a problem statement and collect data	Respond/select a database topic and generate a problem statement	I	R	R	R	R	A
		Complete data collection form as a class or with a partner	I	RA				
		Categorize information on selected topic to create a data collection form and collect data			I	R	R	A
	B. Create a database to address the stated problem	Launch a database application	I	R	A			
		Identify/define terminology specific to database						
		Field	I	R	A			
		record	I	R	A			
		Keyword field	I	R	A			
		Graph button	I	R	A			
		Graph titles		I	RA			
		Search		I	RA			
		Sort		I	R	R	A	
		Table				I	R	A
		Datasheet view				I	R	A
		Design view				I	R	A
		Form view				I	R	A

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		Filter				I	R	A	
		Data type				I	R	A	
		Reports				I	R	A	
		Establish database structure							
		Title database/choose topic	I	R	R	R	A		
		Choose fields	I	RA					
		Field name			I	R	R	A	
		Data type				I	R	A	
		Field size				I	R	A	
		Enter class, group or individual data	I	R	R	R	A		
	C. Interpret data for the purpose of solving the problem	Create graphs/charts/reports							
		Choose fields	I	R	R	R	A		
		Show all records	I	R	R	R	A		
		Edit titles		I	RA				
		Sort records			I	R	A		
		Show individual record				I	R	R	
		Filter records				I	R	R	
		Manipulate database with close guided instruction							
		Search		I	RA				
		Sort		I	R	R	A		
		Filter by selection				I	R	A	
		Filter by form						I	
	Participate in class discussion to interpret results	I	R	A					
	D. Communicate solution to the problem	Print graphic representation	I	R	A				
		Save to network			I	RA			
		Print or display reports							
		All records				I	RA		
		Sorted records				I	RA		
		Filtered records				I	R	A	
		Communicate interpretation							
Summary paragraph						I	RA		
Oral presentation					I	RA			
VI. Spreadsheet	A. Plan a spreadsheet project to solve a problem based on collected data	Select categories based upon data	I	R	A				
		Analyze the collected data to determine that it is appropriate to use a spreadsheet				I	R	R	
		Categorize the data to determine the row and/or column headings				I	R	R	
	B. Enter and format data into a spreadsheet	Launch a spreadsheet application	I	R	R	R	A		
		Identify terminology specific to spreadsheet:							
		Data	I	R	A				
		Data Maker	I	R	A				
		Graphs	I	R	A				
		Title	I	R	A				

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		Axis	I	R	A			
		Print	I	R	A			
		Data Sheet		I	A			
		Tack/Tack Board		I	A			
		Notebook		I	A			
		Cell				I	RA	
		Column heading				I	RA	
		Row heading				I	RA	
		Formula bar				I	RA	
		Select all cells button				I	RA	
		Name box				I	RA	
		Worksheet tab				I	RA	
		Utilize a spreadsheet application						
		Create new datasheet	I	R	A			
		Enter collected data into workspace	I	R	A			
		Open existing document			I	RA		
		Create new spreadsheet				IRA		
		Enter collected data into spreadsheet				IRA		
		Navigate between cells				IRA		
		Format data in cells						
		Select cells						
		Single				I	RA	
		Multiple				I	RA	
		All				I	RA	
		Row and column headings					I	R
		Select page orientation				I	RA	
		Select number category					I	R
		Adjust alignment					I	R
		Change font attributes					I	RA
		Change cell shading and patterns					I	R
		Cut, copy, paste and move					I	R
		Fill by example					I	R
		Merge cells						I
		Add hidden comments						I
		Determine and insert appropriate formulas/functions						I
		Format a worksheet						
		Rename the worksheet tab					I	R

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		Adjust margins					I	R
		Center on page					I	R
		Insert a header and footer					I	RA
		Set gridlines to print					I	R
		Format column width and row height						I
		Insert and delete rows and columns						I
		Adjust zoom						I
		Undo previous actions						I
	C. Analyze and interpret data through creation of charts and graphs	Create graphs						
		Pictograph	I	R	A			
		Bar graphs		I	R	R	A	
		Line graphs					I	RA
		Edit chart options						
		Title	I	R	A			
		X-Axis		I	RA			
		Titles Tab						
		Title				I	RA	
		Category (X) Axis				I	RA	
		Value (Y) Axis				I	RA	
		Select chart location				I	R	A
		D. Publish information for the intended audience	Publish					
	Selections for printing		I	R	A			
	Print		I	R	R	A		
	Save to network			I	R	A		
	Check spelling					I	R	A
	Utilize print preview					I	R	A
	Present to audience					I	R	A
	Print to reflect formatting changes						I	R
	Determine which publishing option(s) most clearly illustrate the collected data							I
	Insert spreadsheet in other application							I
VII. Desktop Publishing	A. Select a desktop publishing application to produce a product that performs a task or solves a problem	Determine that a desktop publishing application is appropriate	I	R	R	R	R	A
	B. Plan information and ideas	Plan the information to include in the document	I	R	R	R	R	A
		Plan formatting options						
		Font attributes	I	R	A			
		Color	I	R	A			
		White Space	I	R	A			
		Graphics	I	R	A			
		Incorporate the design principles						
		Contrast				I	R	R

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		Alignment				I	R	R
		Repetition				I	R	R
		Proximity				I	R	R
	C. Construct a desktop publishing document based on information and ideas	Identify terminology specific to desktop publishing						
		Clip gallery	I	R	R	A		
		Page navigation control	I	R	R	A		
		Selection handles			I	R	A	
		Mover			I	R	A	
		Launch Publisher wizard	I	RA				
		Select type of document						
		Greeting Cards	I	RA				
		Invitation			IRA			
		Flyer				IRA		
		Brochure					IRA	
		Newsletter						IRA
		Select Layout	I	R	R	R	R	A
		Type Text	I	R	A			
		Format Text						
		Font		I	R	A		
		Size		I	R	A		
		Font Style		I	R	A		
		Font Color		I	R	A		
		Insert Clipart	I	R	R	R	R	A
		Modify Clipart						
		Resize			I	R	R	A
		Move			I	R	R	A
		Insert new text frame and text				I	R	R
		Insert custom auto shape				I	R	A
		Modify custom auto shape						
		Line color				I	R	A
		Fill color				I	R	A
		Resize				I	R	A
		Shadow style						I
		Insert WordArt					I	RA
		Delete Objects						
		Delete text frame				I	R	R
		Delete clipart					I	R
		Delete page						I
		Use page navigation control to move between pages	I	R	A			
		Zoom In/Zoom Out	I	R	A			
		D. Publish information for the intended audience	Save to network			I	RA	
			Print Document	I	R	R	A	
			Print one double-sided copy for distribution					I

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VIII. Graphic Organizer	A. Select a graphic organizer application based on task or problem to be solved	Determine that it is appropriate to use a graphic organizer to address a task or problem		I	R	R	R	A		
	B. Plan a graphic organizer document based on information and ideas	Organize information:								
		Layout		I	R	R	R	A		
		Categories		I	R	R	R	A		
		Subcategories		I	R	R	R	A		
	C. Create a graphic organizer document from a template	Identify the parts of a graphic organizer application:								
		Symbol		I	RA					
		Handles		I	RA					
		Scroll Bar		I	RA					
		Symbol Palette		I	RA					
		Menu Bar		I	RA					
		Drawing Toolbar		I	R	R	A			
		Text color button		I	R	A				
		Fill color button					I	RA		
		Line color button					I	RA		
		Diagram toolbar		I	R	R	R	A		
		Arrange button		I	R	R	A			
		Diagonal create button				I	R	A		
		Horizontal/Vertical create button				I	R	A		
		RapidFire button				I	R	A		
		Spell Check Button					I	R	A	
		Zoom Buttons					I	R	A	
		Position button					I	R	A	
		Link button							I	RA
		Outline button							I	RA
		Navigate:								
		Scroll			I	RA				
		Select a symbol			I	R	A			
		Select text within a symbol			I	R	A			
		Zoom Buttons						I	R	A
		Position Button						I	R	A
		Enter text			I	A				
		Modify Text								
		Size			I	RA				
		Color			I	RA				
		Font					I	RA		
		Style					I	RA		
		Justification					I	RA		
	Modify Symbol									
	Shape			I	RA					
Size			I	RA						
Fill Color						I	RA			

**NISD Elementary Technology Standards
Vertical Alignment
Kinder-5th Grades**

DRAFT

Standard	Performance Standard	Skill	K	1	2	3	4	5
		Line Color				I	RA	
		Modify graphic organizer:						
		Move symbols		I	RA			
		Undo		I	RA			
		Arrange using default settings		I	RA			
		Select multiple symbols		I	R	A		
		Delete symbol			I	RA		
		Arrange:						
		Top-Down Tree				I	R	A
		Bottom-Up Tree				I	R	A
		Cluster				I	R	A
		Left Tree				I	R	A
		Right Tree				I	R	A
		Web				I	R	A
		Insert new linked symbol			I	R	A	
		Insert new non-linked symbol			I	R	A	
		Spell Check				I	R	A
		Create links					I	RA
	D. Communicate information in a format appropriate for the intended audience	Save to the network		I	R	A		
		Publish						
		Monitor display		I	RA			
		Print		I	R	A		
		Use print preview				I	RA	
		Change page orientation using page setup				I	RA	
		Present graphic organizer to audience				I	R	A
		Print in outline form					I	RA
IX. Keyboarding	A. Use correct hand position. Use correct hand and body position.	Hold hands correctly over the keyboard.	I	RA				
		Demonstrate correct keyboarding posture.			I	R	R	A
		Position fingers correctly on the home row.			I	R	R	A
	B. Exhibit keyboard recognition.	Type age-appropriate words.	I	RA				
		Locate and use special keys appropriately:						
		Delete	I	RA				
		Backspace	I	RA				
		Spacebar	I	RA				
		Enter	I	RA				
		Use the shift key to capitalize words.	I	RA				
	B. Exhibit keyboard recognition and touch-keyboarding technique.	Use correct keystrokes for:						
		Enter			I	RA		
		Space bar			I	RA		
Period				I	RA			
Home row keys				I	RA			
	Alphabetical keys				I	R	R	

**NISD Elementary Technology Standards
Vertical Alignment
Kinder-5th Grades**

DRAFT

Standard	Performance Standard	Skill	K	1	2	3	4	5
		Capital Letters					I	R
		Quotation marks					I	R
		Exclamation points					I	R
		Question marks					I	R
		Commas					I	R
		Numerical keys						I
		Use appropriate keys for punctuation:						
		Quotation marks			I	RA		
		Exclamation points			I	RA		
		Question marks			I	RA		
		Commas			I	RA		
		Type sentences using age appropriate words.			I	R	R	R
	C. Demonstrate an appropriate speed on short timed exercises.	Type 5 words per minute with 90% accuracy				IRA		
		Type 10 words per minute with 90% accuracy					IRA	
		Type 15 words per minute with 90% accuracy						IRA