

West Virginia Learning Skills and Technology Tools

# Grades 3, 4

Adopted 2008

## Information and Communication Skills

- 1. The student will access, analyze, manage, integrate, evaluate, and create information in a variety of forms using appropriate technology skills and communicate that information in an appropriate oral, written, or multimedia format.** **21C.S.3-4.1**

### Learning Skills

- LS1.** Student identifies information needed to solve a problem or complete an assignment, conducts a search and prioritizes various sources based on credibility and relevance, retrieves relevant information from a variety of media sources, and uses this information to create an effective presentation. **21C.0.3-4.1.LS1**
- LS2.** Student accurately interprets symbols and visuals and can distinguish fact from opinion when presented with visuals through various media; student uses his/her knowledge to construct new knowledge and communicate information. **21C.0.3-4.1.LS2**
- LS3.** Student, cognizant of audience and purpose, articulates thoughts and ideas accurately and effectively through oral, written or multimedia communications. **21C.0.3-4.1.LS3**

### Technology Tools

- TT1.** Student uses keyboard, mouse and other common input and output devices (including adaptive devices when necessary) efficiently and effectively; student handles diskettes, CD/DVDs, USB drives, microphones, and headphones with care; student opens files independently, saves documents, and sends documents to the printer. **21C.0.3-4.1.TT1**
- TT2.** Student demonstrates correct keyboarding posture and technique, uses correct hand and finger placement for alphabetic, numeric, and special purpose keys such as arrows, escape, backspace, delete, caps lock, and control; student knows how to correctly use these keys; students know how to use Edit menu to cut, copy, paste, change font, and other common editing features. **21C.0.3-4.1.TT2**
- TT3.** Student uses menu options in software applications to create documents, simple spreadsheets and presentations and to save files to various locations (e.g., USB drive, diskette, hard drive, server). Student begins to use e-mail to exchange documents with other teachers and students. Students know how to organize files through the use of folders. **21C.0.3-4.1.TT3**
- TT4.** Student finds, imports, inserts, and resizes or moves pictures, images and charts in word processing documents, spreadsheets, presentations and other electronic templates. **21C.0.3-4.1.TT4**
- TT5.** Student uses word processing software to create and format a document (e.g., paragraphs, tabs, page justification, margins, spell check, grammar check, word count, insert page breaks, page numbers), uses Edit menu to cut, copy, paste, change font type, size and color, select and highlight text, and other common editing features. **21C.0.3-4.1.TT5**

- TT6.** Student enters data into a spreadsheet, performs simple calculations (e.g., Sum, Average), aligns data (e.g., left, right, center justification), applies different formats (e.g., number format, currency format, general format), and creates simple graphs and charts using the chart wizard. **21C.0.3-4.1.TT6**
- TT7.** Student creates a presentation of at least four to six slides. Student inserts slides and chooses backgrounds, fonts, and slide layouts. Student understands and uses different formats for viewing (e.g., slide sorter menu, slide show menu, normal view). **21C.0.3-4.1.TT7**
- TT8.** Student uses existing common databases (e.g., online or CD-ROM encyclopedias, electronic dictionaries, and other online library archives) to find, sort and interpret information for classroom assignments. **21C.0.3-4.1.TT8**
- TT9.** Student participates in several curriculum-based telecommunications projects as class activities (e.g., web quests, ask an expert, collaborative email projects, online discussions). Student uses telecommunications efficiently and effectively to access remote information and communicate with audiences. **21C.0.3-4.1.TT9**
- TT10.** Student selects and uses appropriate software, other technologies, and grade level appropriate search engines to locate and acquire information from electronic resources (e.g., interactive books, multi-media encyclopedias, Internet sites). Student evaluates information found for content and usefulness. **21C.0.3-4.1.TT10**
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## Thinking and Reasoning Skills

### 2. The student will demonstrate the ability to explore and develop new ideas, to intentionally apply sound reasoning processes and to frame, analyze and solve complex problems using appropriate technology tools. [21C.S.3-4.2](#)

#### Learning Skills

- LS1.** Student engages, with teacher assistance, in a critical thinking process that synthesizes knowledge and ideas. [21C.0.3-4.2.LS1](#)
- LS2.** Student identifies parts of a system and explains how those parts interact with one another. [21C.0.3-4.2.LS2](#)
- LS3.** Student engages in a problem solving process that promotes questioning, planning investigations and finding answers and solutions. [21C.0.3-4.2.LS3](#)
- LS4.** Student generates ideas for solutions to problems and asks questions in order to create unusual, unique or clever products. Student begins to cognitively recognize the skills of adapting, improving, modifying, and expanding existing thoughts or ideas to create products. [21C.0.3-4.2.LS4](#)

#### Technology Tools

- TT1.** Student troubleshoots simple hardware and software problems (e.g., rebooting, closing applications, powering off and restarting computers, using simple help menus, clearing print queues). [21C.0.3-4.2.TT1](#)
  - TT2.** Student collaborates with peers, experts and others using telecommunications and online resources (e.g., e-mail, online discussions) to participate in collaborative problem-solving activities for the purpose of developing solutions or products for audiences inside and outside the classroom. [21C.0.3-4.2.TT2](#)
  - TT3.** Student uses technology tools (e.g., presentation software, word processing software, publishing software, group web page design, digital cameras, scanners) for individual and collaborative writing, communication, and publishing activities to create informative products for audiences inside and outside the classroom. [21C.0.3-4.2.TT3](#)
  - TT4.** Student uses technology tools (e.g., calculators, data collection probes, videos, educational software) for problem solving, self-directed learning, and extended learning activities. [21C.0.3-4.2.TT4](#)
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## Personal and Workplace Skills

- 3. The student will exhibit leadership, ethical behavior, respect for others; accept responsibility for personal actions considering the impact on others; take the initiative to plan and execute tasks; and interact productively as a member of a group.** 21C.S.3-4.3

### Learning Skills

- LS1.** Student manages and preempts negative emotions before they escalate, exercises self-restraint without assistance, and works productively in a variety of group settings. 21C.0.3-4.3.LS1
- LS2.** Student is flexible in assuming various roles and responsibilities in the classroom and the school, and with minimal assistance, considers alternative methods, solutions and perspectives to solving a problem or completing a task. 21C.0.3-4.3.LS2
- LS3.** Student engages in the goal setting process, and with guidance, demonstrates ability to change focus and direction or use different strategies, while using instructional rubrics and other tools to monitor and evaluate his/her performance. 21C.0.3-4.3.LS3
- LS4.** Student appreciates, accepts and works cooperatively with others, in both academic and social contexts, shares responsibility for continued improvement of the academic performance and climate of the school, and exhibits ethical behavior while working alone or communicating with others. 21C.0.3-4.3.LS4
- LS5.** Student uses his/her interpersonal skills when in an assigned leadership role, helps others stay focused and successfully moves the group toward the goal. 21C.0.3-4.3.LS5
- LS6.** Student focuses on the larger goal of a project, frames appropriate questions related to the goal, develops and initiates a plan of action with specific tasks and appropriate benchmarks, and completes the project on time. 21C.0.3-4.3.LS6

### Technology Tools

- TT1.** Student practices responsible use of technology systems. Student identifies the consequences of viruses, vandalism and inappropriate use of hardware and software. 21C.0.3-4.3.TT1
- TT2.** Student evaluates bookmarked Internet sites or teacher-directed sites for relevance to curriculum tasks. 21C.0.3-4.3.TT2
- TT3.** Student identifies and describes the impact of technology on homes, school and business environments. Student identifies how technology supports individual and group work and assistance for students with disabilities. 21C.0.3-4.3.TT3
- TT4.** Student complies with county acceptable use policy. Student identifies the need for acceptable use policies (AUP), discusses basic issues related to responsible use of technology and information and describes personal consequences of inappropriate use, and begins to cite sources for information found through electronic searches. 21C.0.3-4.3.TT4

- TT5.** Student identifies why technology is important to them, the purpose of using login names and passwords, and reasons for keeping them private. Student models acceptable use and understands the etiquette of email communications. **21C.0.3-4.3.TT5**
- TT6.** Student selects appropriate technology tools and resources needed to communicate information to others, to achieve personal goals, and to support independent learning. **21C.0.3-4.3.TT6**
- TT7.** Student identifies need to protect identity online, in email, and/or websites, and the importance of limiting distribution of information/pictures. Student begins to apply strategies for protecting identity online, in email, and on websites. **21C.0.3-4.3.TT7**