



**WORCESTER COUNTY PUBLIC SCHOOLS  
TECHNOLOGY PROFICIENCY CHECKLIST  
Grades 6 to 8: Refining**

**STUDENT NAME** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

Technology Skills	6	7	8	Possible Applications
<b>BASIC OPERATIONS &amp; CONCEPTS</b>				<ul style="list-style-type: none"> <li>• CCC/Math Lab</li> <li>• Fast Forward Lab</li> <li>• Success Maker</li> </ul>
<b>Ethical Use</b>				
a) Worcester County Acceptable Use Policy is signed and on file				<ul style="list-style-type: none"> <li>• MS Works</li> <li>• MS Word</li> <li>• Word Perfect</li> </ul>
<b>4 to 5 Skills</b>				
b) Earned 5 <sup>th</sup> grade technology benchmark certificate				<ul style="list-style-type: none"> <li>• Type to Learn</li> <li>• Mavis Beacon Typing</li> <li>• Read, Write &amp; Type</li> </ul>
<b>Keyboarding</b>				
c) Uses keyboard efficiently				<ul style="list-style-type: none"> <li>• MS Publisher</li> <li>• Print Shop</li> <li>• Print Master</li> </ul>
<b>Software Selection</b>				
d) Chooses appropriate software to complete a task				<ul style="list-style-type: none"> <li>• Inspiration</li> </ul>
<b>Produce a Document</b>				
e) Demonstrates use of appropriate toolbars				<ul style="list-style-type: none"> <li>• MS PowerPoint</li> <li>• Corel Presentations</li> </ul>
f) Opens and works with several applications simultaneously				<ul style="list-style-type: none"> <li>• MS Excel</li> </ul>
<b>Collaboration</b>				<ul style="list-style-type: none"> <li>• Content CD-ROMs</li> </ul>
g) Works cooperatively and collaboratively with others when using technology				<ul style="list-style-type: none"> <li>• Internet Explorer</li> <li>• Netscape Navigator</li> </ul>
<b>PRODUCTIVITY TOOLS</b>				
<b>Word Processing</b>				<ul style="list-style-type: none"> <li>• Electronic reference materials</li> <li>• On-line services (i.e. SIRS)</li> <li>• Search engines (i.e. Google)</li> <li>• Online media catalog</li> </ul>
a) Produces a multi-page document which includes text and graphics				
b) Uses tools to electronically edit for spelling, grammar, mechanics and usage				
c) Utilizes column features				
d) Creates and modifies tables				
e) Uses page numbering, headers and footers				
f) Uses advanced font features (i.e. superscript, subscript, highlighting)				
<b>Spreadsheets</b>				
g) Builds a simple spreadsheet using basic formulas and formatting				
h) Modifies graphs/charts created in a spreadsheet				
<b>Graphics</b>				
i) Uses graphic organizer to develop ideas and concepts				
<b>Multimedia Presentations</b>				
j) Produces an advanced multimedia presentation which includes action buttons, and hyperlinks				
<b>RESEARCH</b>				
<b>Access Electronic Information</b>				
a) Understands and demonstrates Internet safety				
b) Identifies and evaluates resources for appropriateness and validity				
c) Demonstrates knowledge of copyright laws and fair use provisions				
<b>Advanced Search Strategies</b>				
d) Uses refined search strategies to locate valid information				
<b>TOTAL SCORE</b>				

**Assessment Scale**  
(place appropriate number in column)

2 = Accomplished Independently  
1 = Accomplished with Assistance  
0 = Did not accomplish

Benchmarks of Proficiency

Minimum Point Requirements by Grade Level	
6	12
7	25
8	38