Santa Ana Unified School District
Technology Goals & Benchmarks – Grades K-5
* Items are directly aligned to ELA Content Standards

I. Basic Technology Operations and Concepts	Grade Introduced					
Students will….	K	1	2	3	4	5
a. Identify the parts of the computer	■					
b. Start and shut down a computer successfully	■					
c. Use a mouse to click, drag, and drop	■					
d. Identify the cursor	■					
e. Identify and use keyboard letter and number keys, spacebar, caps lock, shift key, period, and backspace key	■					
f. Open and exit out of a computer program	■					
g. Open, view, save, and close a document		■				
h. Identify and use keyboard apostrophe key		■				
i. Access and use computer data storage devices		■				
j. Access and use printers		■				
k. Use correct terminology for parts of a computer and other technology devices (e.g. mouse, cursor, monitor, etc.)			■			
l. Use correct terminology for the Web (e.g. hyperlink, webpage, navigation, etc.)			■			
m. Identify and use keyboard punctuation marks			■			
n. Identify and use keyboard delete and escape keys				■		
o. *Demonstrate basic keyboarding skills					■	
p. *Demonstrate familiarity with computer terminology (e.g. cursor, software, memory, etc.)					■	
II. Productivity, Applications, and Multimedia Presentation Skills	Grade Introduced					
Students will….	K	1	2	3	4	5
a. Type their name	■					
b. Use cut, copy and paste features		■				
c. Type a sentence		■				
d. Save and print documents		■				
e. Insert graphics into a document			■			
f. Select and use drawing/ painting tools to illustrate a story			■			
g. Create, add text and a graphic, and save a single screen multimedia presentation			■			
h. Access and use computer data storage devices and printers			■			
i. Move, size, edit, and save images				■		
j. Make folders and save documents in folders				■		
k. Create and save a database of information in a spreadsheet				■		
l. Organize and evaluate data by sorting data in a spreadsheet				■		
m. Evaluate a multimedia presentation by applying specific evaluation criteria				■		
n. Use application tools to check and edit work					■	
o. Create a multimedia presentation incorporating sound and images					■	
p. Use formulas in a spreadsheet to calculate and analyze data					■	
q. *Create simple documents by using electronic media and employing organizational features and toolbars for formatting (e.g . word art, bullets, numbered lists, entry and pull-down menus, thesaurus, spell checks, etc.)						■
r. Create a multimedia presentation incorporating advanced multimedia features (importing sound, video, creating a master, etc.)						■

III. Communication, Collaboration, and Information Retrieval Skills	Grade Introduced					
Students will….	K	1	2	3	4	5
a. Open a Web browser	■					
b. Click on hyperlinks to navigate a Web page	■					
c. Identify and use browser toolbar buttons		■				
d. Navigate a Web page using arrow buttons to move backward and forward and scroll bar to move up and down			■			
e. Go to a website by typing in a URL in the browser address window			■			
f. Locate and access information by performing simple keyword searches in online sources			■			
g. Use a Web subject directory to find information (e.g. KidsClick, Yahooligans, etc.)			■			
h. Organize information by creating and using electronic bookmarks				■		
i. Save a graphic from a Web page				■		
j. Identify the structure of a Web site including homepage and hyperlinks					■	
k. Cut, copy, and paste text from a Web page					■	
l. Navigate among multiple browser windows						■
IV. Digital Citizenship and Information Ethics	Grade Introduced					
Students will….	K	1	2	3	4	5
a. Treat computers with respect	■					
b. Understand Information Ethics Concepts: Plagiarism and Copyright				■		
c. Understand Cyber Safety Concepts					■	
d. Understand Digital Citizenship and Cyber Etiquette Concepts					■	
V. Research and Information Literacy Skills	Grade Introduced					
Students will….	K	1	2	3	4	5
a. Understand that technology assists with answering questions and solving information problems	■					
b. Create a citation for an information source as part of an assignment			■			
c. Apply specific criteria to evaluate teacher-selected websites for currency, accuracy, and authority in relation to information task				■		
d. Understand the structure and purpose of a variety of electronic information sources (e.g. CD-ROM, Internet, databases, etc.) to identify the best source to solve an information problem					■	
e. Identify the best source to solve an information problem					■	
f. Evaluate Internet information to distinguish fact from opinion						■