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Suggested Guidelines for What Your Child Should Know by Grade Level

Technology skills are an important part of 21st century learning as students progress towards college and careers. While Colorado does not provide approved guidelines for student technology by grade level and technology itself is not tested on statewide exams, Denver Public Schools' education technology team created technology guidelines for parents. This guide was created to help parents understand what will be useful for students to know as they progress from one grade level to the next. Parents or students interested in more advanced skills such as programming should contact their school to learn where and when such classes are offered.

Kindergarten
❒ Students should know and understand words such as computer, mouse, volume, app and click.
❒ Students should be able to double-click an icon, operate a touch screen and point-and-click using a trackpad.
❒ Students should be able to log in to a device using a guest account.
❒ Students should be able to independently create a drawing, image or picture using software.

Grade 1
❒ Students should know and understand words such as toolbar, document, browser, printer and menu.
❒ Students should be able hover over toolbar options without clicking.
❒ Students should be able to recognize and use drop-down menus.
❒ Students should be able to log in to a device using a username and password.
❒ Students should be able to launch a web browser.

Grade 2
❒ Students should know and understand terms like tab, spreadsheet, hyperlink and shortcut.
❒ Student should be able to right-click on pictures to copy or save.
❒ Students should be able to independently locate, open, name, and save files.
❒ Students should be able to create a simple slide presentation that incorporates pictures and text.

Grade 3
❒ Students should know and understand words such as folder, navigate, podcast, graphics and plagiarism.
❒ Students should be able to right-click on red, underlined words to check spelling.
❒ Students should be able to cut, copy and paste.
❒ Students should be able to create and use strong passwords.

Grade 4
❒ Students should know and understand terms such as template, cyberbullying, spam and social media.
❒ Student should be able to right-click on hyperlinks to choose "Open in New Tab."
❒ Students should be able to independently edit sound for podcasts using software such as Garage Band.
❒ Students should be able to edit a simple web page using a prepared template.

Grade 5
❐ Students should know and understand terms such as bibliography, header, footer and search engine.
❐ Students should be able to resize windows from multiple applications to view simultaneously.
❐ Students should be able to use simple video editing software such as iMovie or Moviemaker.
❐ Students should be able to modify a simple web page by changing its theme, colors or hyperlinks.

Grade 6
❐ Students should know and understand terms such as transfer, copyright, fair use and filter.
❐ Students should be able to check their grades online.
❐ Students should be able to edit a simple website using a template.
❐ Students should be able to type 20 words per minute without looking at the keyboard.

Grade 7
❐ Students should know and understand terms such as domain, banner and lasso.
❐ Students should be able to independently use video editing software.
❐ Students should be able to type 25 words per minute.
❐ Students should be able to create multiple sheet spreadsheets and use conditional formulas.

Grade 8
❐ Students should know and understand terms such as field, layout, table and personal portfolio.
❐ Students should be able to create and present an online student portfolio, with guidance.
❐ Students should be able to type 30 words per minute.
❐ Students should be able to introduce online surveys to collect data.

Grades 9-10
❐ Students should know and understand terms such as pixel, hue, filter and resolution.
❐ Students should understand the ethical and legal ramifications of piracy and plagiarism.
❐ Students should be able to practice independent researching skills using a variety of sources.
❐ Students should be able to evaluate websites to determine validity, credibility and purpose.
❐ Students should be able to use photo editing software such as Photoshop, Illustrator or Picasa.
❐ Students should be able to type 40 words per minute.

Grade 11-12
❐ Students should understand terms such as protocol, domain name, server path and digital manipulation.
❐ Students should be able to present an online presentation or portfolio that demonstrates learning.
❐ Students should be able to use specialized technical or research libraries.
❐ Students should be able to merge documents from data sources into a word processing document.
❐ Students should be able to type 50 words per minute, two-handed.

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