HERINGTON ELEMENTARY SCHOOL
Competency Index

3RD GRADE

Name _____ Instructor _____

RATING SCALE:
3 Skilled-Works independently
2 Limited Skill-Requires assistance to perform task
1 Skill Undeveloped-Received instruction but has not developed skill
0 Not Observed

DIRECTIONS: Evaluate the student by checking the appropriate number to indicate the degree of competency reached.

I. OPERATING SYSTEMS AND HARDWARE

A. Hardware Skills

3 2 1 0 1 Enter commands from the keyboard, or other input device
3 2 1 0 2 Turn a machine on and off if necessary
3 2 1 0 3 Use two hands on keyboard
3 2 1 0 4 Demonstrate correct sitting position at computer and keyboard
3 2 1 0 Back straight
3 2 1 0 Elbows at the sides
3 2 1 0 Wrists straight

B. Windows

3 2 1 0 1 Open and close programs
3 2 1 0 2 Use software which supports curricula (see available software page)

II. SOCIAL AND ETHICAL ISSUES RELATED TO TECHNOLOGY

A. Principles of Ethical Behavior

3 2 1 0 1 Demonstrate consideration and mutual respect in the use of computing resources
3 2 1 0 2 Cooperate with peers and teachers
3 2 1 0 3 Abide by a code of honesty and integrity
3 2 1 0 4 Accept responsibility for your own work
3 2 1 0 5 Work cooperatively as a team member
3 2 1 0 6 Follow rules and procedures of the network

III. INTERNET SKILLS

A. Internet Basics

3 2 1 0 1 Uses Internet with teacher guidance

IV. WORD PROCESSING APPS.

A. Word Processing Basics

3 2 1 0 1 Define terms related to word processing
3 2 1 0 2 Create documents
3 2 1 0 3 Perform save and retrieve procedures
3 2 1 0 4 Print documents

B. Basic Editing

3 2 1 0 1 Select fonts and size for all types of text
3 2 1 0 2 Use spell check

C. Helpful Word Processing Features

3 2 1 0 1 Work with clip art