Whenuapai School Communication and Technology (ICT) Skills Overview

These learning objectives in ICT set out the knowledge, skills and understandings that students of different abilities and age are working towards. Learning objectives are placed in a continuum of 4 levels of increasing difficulty. For each level the learning objectives provide an indicator for the type and range of performance that pupils working at that level should be able to demonstrate. The progression of learning objectives are to be integrated with the School wide focus each term and used to inform teaching and planning in ICT. This skills checklist will be regularly updated to reflect the changing needs of our pupils and the technology available.

	Publishing / Graphics	Data Handling	Internet / Research
Level 1 Skills	* Move and resize images in variety of programmes * Create picture with drawing software using basic drawing tools * Create and edit text in a variety of progammes * Can alter text font / style / colour * Confidently use the mouse & keyboard to interact with the computer	*Experience with basic tables and graphs *Participate in activities using spreadsheet software *Participate in activities creating simple graphs	* Participate in activities using email * Participate in online educational games and activities * Reply to an email message (with assistance) * Experience using a variety of basic web pages * Use back and forward buttons to move through sites * Know about netiquette * Be aware of why we need safety rules for using the internet
Level 2 Skills	* Save and print using the menu bar * Use cut, copy & paste to edit * Use more advanced drawing tools in a variety of programmes * Transform, rotate, flip graphics / text * Add borders to work * Insert autoshapes * Create mindmap and charts with Kidspiration * Insert images into documents * Attempts to use two hands when typing on keyboard * Can readily locate most common letters on the keyboard	* Insert data rows and columns * Alter cell width & height * Insert a table selecting row and column numbers * Identify links between spreadsheets, graphs and tables * Retrieve information and intepret graphs * Experience in entering data onto the computer in a variety of programmes	* Create and reply to messages using netiquette * Can insert an email address * Send email to multiple recipients * Can move between web sites using links * Copy & paste text and images from the internet * Make a basic keyword search using a search engine * Can state basic internet safety rules * Interact successfully with online activities
Level 3 Skills	* Add advanced features to text e.g bullets, numbering, alignment * Use text wrapping * Transfer skills across publishing programmes * Use Wordart * Alter autoshapes by fill & line colour * Create arrows and lines * Use spell check/ thesarus to edit work * Insert images from variety of sources into word processing work * Use two hands and predominantly correct fingers when typing * Use more advanced software to alter images	* Insert and delete cells, rows and columns in tables * Convert tables to simple graphs * Add borders to cells * Format text within & across cells to add layout effect * Use a given formulae to fill a spreadsheet * Perform simple calculations using given formulas	* Forward messages to other email addresses * Insert web addresses * Attach files to messages * Understand & use best practice for safety on the internet * Use questioning & critical thought when judging suitability of web sites * Contribute to websites * Successfully use search engines to gather information * Participate in more advanced online projects and activities
Level 4 Skills	* Alter character spacing, letter height, size & Wordart shapes * Format graphics using features such as crop, contrast, brightness, washout & grayscale * Create vertical text & columns * Use a variety of software photo editing software * Create 3d and shadow style * Use a variety of fill effects creatively * Move layers back & forwards * Use headers, footers & page numbers * Type easily / fluently (not searching)	* Create graphs with advanced features * Use tables to present information effectively * Perform advanced calculations with given formulas * Create a working formula * Set up a spreadsheet with fields and calculations * Set up a database	* Create a webquest (or similar) * Participate in a video conference (dependent on technology available) * Have a sound understanding of advanced search strategies * Bookmark sites to Favourites list * Participate in the design and creation of a website / webpage (e.g using Front page) * Use the internet responsibly for research tasks * Interact and participate in advanced online projects and activities with confidence and competence

	Programming / Control / Simulation	Multimedia / Music	Computer / Network
Level 1 Skills	* Can send a robotic toy on a short journey * Can create a digital scene * Navigate through a basic simulation * Create a simple sequence of movements to form a pattern * Create a series of movements in sequence to perform a task	* Identify ICTs in everyday environment * Alter images using several different programmes * Create a sequence of sounds using a variety of digital instruments * Use a digital camera to take pictures / film clips * Participate in using an interactive whiteboard * Create basic animations in a variety of programmes	* Identify parts of computer * Log and off computer * Open and close programmes * Take turns using ICT equipment * Show respect for ICT equipment
Level 2 Skills	* Send a robotic toy on a planned journey * Amend plans to complete a journey * Navigate through a simulation effectively * Enter commands to create shapes and patterns * Create a simple Roamer programme on the computer * Create a series of directions to move an onscreen object along a given pathway) * Know and have used basic CAD design (such as Google Sketch Up)	* Create a basic Power Point slide show with text and clipart * Add sound clips (from clipart) * Scan pictures & save to file or print * Use basic interactive whiteboard software * Use menu on digital camera to create photo effects * Create an animated story * Create rhythmic phrases and beat patterns using software	* Work with multiple windows open * Access a file from folder * Create a folder and save to it * Insert and open a cd rom * Work with others on the computer * Access the school intranet
Level 3 Skills	* Create procedures * Repeat procedures * Navigate more complex simulations effectively * Download a screen written programme to the Roamer * Compare Roamer journey to screen journey and amend plans * Use the full range of Roamer World's graphics and programmable features * Create a series of directions to over an onscreen object along mulitple pathways in sequence * Create a simple computer game * Create a simple CAD design * Create a basic simulated environment and navigate through it comfortably (such as Kahootz) * Use programming language to create basic animations	* Create an advanced PowerPoint slide show with sound , music, animation & slide transitions * Create detailed animations * Load mages from digital camera to computer * Particiapte in using a video camera * Use an interactive whiteboard as presentation tool * Create a short movie in Movie Maker using digital photos and video recordings * Manipulate audio tracks * Use an interactive whiteboard with confidence, particulary as a tool for presenting and demonstrating to an audience	* Move, copy & delete files appropriately * Work with & support others on the computer * Trouble shoot to solve basic computer problems * Interact with the school intranet * Display cooperative and collabortaive learning skills, creativity and problem solving using ICT as a tool.
Level 4 Skills	* Use subprocedures to create complex shapes / patterns * Predict the outcome of changing variables * Navigate complex simulations effectively * Use advanced Roamer World graphics and programmable features * Create a computer game using commands * Create a CAD design using advanced features (such as Goolgle Sketch UP) * Create a detailed simulated environment for others to navigate through (such as Kahootz) * Develop important mathematical and computational ideas through programming	* Create hyperlinks (both to the web and saved documents) * Create Power Point presentations using advanced features * Create an advanced movie in Movie Maker using digital photos and video recordings * Edit video footage in Movie Maker * Create advanced animations (e.g Flash, Scratch) * Participate in online learning projects and activities(e.g webquests) * Create, record, edit, manipulate and save audio using a variety of audio software such as Audacity and Hammerhead Rhythm Station * Develop a deeper understanding of the process of design	* Organise files and folders appropriately * Use keyboard shortcuts * Work with, assist and support others on the computer * Alter the screensaver * Contribute to the school intranet