Park West School Division
Learners Today, Leaders Tomorrow

PWSD ICT Skills Guide

This document is intended as a supplement to Manitoba Education's Literacy with ICT (LwICT) document, which is available here:
http://www.edu.gov.mb.ca/k12/tech/lict/teachers/show_me/continuum.html

Digital citizenship skills are included in the LwICT Health and Safety Guidelines and Ethics and Responsibilities Guidelines.

The PWSD ICT Skills guide provides suggested ICT skills for each grade range. The purpose of such guidelines is to help educators determine what skills are most relevant for their grade range and to help promote consistency across PWSD.

Please keep in mind that if students have not developed skills from a previous grade range, we may need to address those skills in addition to current grade level skills.

Although direct instruction may be required for students to develop ICT skills, these skills may or may not be taught as separate subject/course. ICT skills can be taught and developed as students complete learning activities as part of their regular daily work in any subject area. Each school will need to make decisions about how to best teach and reinforce these skills.
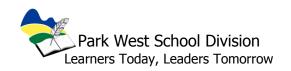
Due to the ever-changing nature of ICT, this guide will need to be updated regularly. Suggestions and feedback are welcome. Please submit your feedback using this form:
https://goo.gl/forms/jkZAvo0Fo16bBpOv2

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It is our goal that PWSD students will develop the following ICT skills in grades K-2.
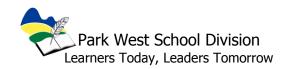
By the end of grade 2, PWSD students will:
- Identify and understand the general function of the: keyboard/keypad, mouse (if using a computer), monitor/screen, printer
- Turn on and turn off ICT devices correctly
- Login and logoff student accounts
- Recognize when a device has a low battery and charge ICT devices
- Perform mouse actions on computer – click, double click, right-click, and drag & drop and/or perform selection actions on tablet – tap, double tap, drag and drop
- Recognize the general purpose of a web browser
- Open a web browser and use links to move to a new website
- Demonstrate basic use of a search engine, with support as needed
- Demonstrate responsible handling of ICT equipment
- Use camera to capture photos or video
- Recognize and use letters and numbers on the keyboard or keypad

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It is our goal that PWSD students will develop the following ICT skills in grades 3-5.
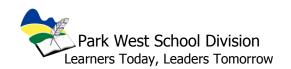
By the end of grade 5, PWSD students will:
- Save files in common programs, including saving while work is in progress
- Open and close files in common programs
- Maximize, minimize, restore and close a window
- Print documents
- Use backspace, delete, enter, tab, shift and caps lock keys appropriately
- Use basic font formatting tools (font type, colour, size, bold, italics, underline)
- Use basic paragraph formatting tools (left, right or centered, bullets)
- Use a basic keyword search to find relevant websites
- Manually enter a URL in a web browser
- Create and delete files
- Create and delete folders
- Use folders to organize files
- Transfer files and folders to and from commonly used storage media (ie: USB drive, cloud storage)
- Use cut, copy and paste functions
- Insert an image
- Demonstrate beginning keyboarding skills including using home row
- Keyboard at a rate of 15 Words Per Minute (WPM) with 90%+accuracy
- Use a presentation tool to create a presentation
- Use technology tools effectively to complete a task, convey a message or share ideas
- Add and delete slides from a presentation file
- Undertake basic troubleshooting steps with ICT (ie: restart, check power source)
- Demonstrate coding skills by using a student-friendly coding tool to write basic programs

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It is our goal that PWSD students develop the following ICT skills in grades 6-8.

By the end of grade 8, PWSD students will:
- Use keyboard shortcuts (such as CTRL+C to copy)
- Use spell and grammar check
- Access and store files using networked folders or cloud storage
- Rename files and folders
- Run multiple applications simultaneously and switch between applications
- Use paragraph formatting such as line spacing and indents
- Change page margins and page layout
- Use text wrap
- Create headers and footers, including page numbers
- Use a database/spreadsheet to manage data
- Insert rows and columns in a table or spreadsheet
- Create a graph using a spreadsheet
- Change row height and column width in a spreadsheet or table
- Use basic formulas in a spreadsheet (ie: SUM, AVERAGE)
- Add, delete and use websites saved in favourites
- Download and upload files
- Use email to send, forward and reply to messages, including attachments
- Correctly use email functions such as reply all, carbon copy (cc), blind carbon copy (bcc)
- Select a technology tool that is effective for a given task
- Embed links, video or audio in documents and presentations
- Identify the Uniform Resource Locator (URL) for a website or resource
- Make two or more attempts at troubleshooting an ICT issue independently (ie: restart, log in/log out, search online for possible solution)
- Keyboard at a rate of 25 Words Per Minute (WPM) with 90%+ accuracy

It is our goal that PWSD students will develop the following ICT skills in grades 9-12.

By the end of grade 12, PWSD students will:
- Use page up/down, num lock and function keys appropriately
- Recover accidently deleted files
- Add, delete, copy and move cells, rows and columns in spreadsheets
- Add, delete, copy and move worksheets in spreadsheets
- Create and format tables
- Edit images
- Use templates or layouts to create specific products (ie: newsletter, brochure, report)
- Use advanced formatting features in word processors and presentation tools
- Use file sharing through network folders or cloud storage
- Create a website, blog or wiki
- Edit a website, blog or wiki
- Use curation tools to manage online sources (ie: bookmarks, social bookmarking, referencing tools)
- Identify secured and unsecured web pages
- Keyboard at a rate of 35 Words Per Minute (WPM) with 90%+ accuracy