

B) Beginning    D) Developing    S) Secure

**7<sup>th</sup> Grade**

Date Implemented

D) Use basic troubleshooting steps to solve technical problems independently				
D) Compose and send an email				
D) Attach a document or file to an email				
B) Create robust passwords and effectively manage password privacy.				
B) Find and adjust privacy settings				
D) Understand the positive and negative effects social media sites can have on one's life				
S) Use a course or learning management system to access class pages, class calendars, portfolios and grades				
D) Create and maintain a digital portfolio or collection of works related to one's learning				
B) Use digital tools such as blogs, websites and social media to crowdsource, crowd fund and mobilize a community toward a goal				
B) Retrieve previous file revisions/access revision history for documents located in cloud services				
B) Use the menu/tool bar functions to format, edit and print a document				
B) Set up, share and utilize collaborative workspaces, documents or other digital tools for asynchronous and synchronous collaboration				
D) Locate and add browser or other web apps or add-ons to customize learning				

B) Beginning    D) Developing    S) Secure

**8<sup>th</sup> Grade**

Date Implemented

D) Use basic troubleshooting steps to solve technical problems independently				
S) Compose and send an email				
S) Attach a document or file to an email				
D) Create robust passwords and effectively manage password privacy.				
B) Find and adjust privacy settings				
S) Recognize how overuse of technology can impact one's mental, physical and emotional health				
S) Create and maintain a digital portfolio or collection of works related to one's learning				
B) Use spreadsheets and databases to make predictions, solve problems and draw conclusions				
D) Use the menu/tool bar functions to format a paper using MLA, APA or other appropriate style				
S) Locate and add browser or other web apps or add-ons to customize learning				
D) Use digital tools such as blogs, websites and social media to crowdsource, crowd fund and mobilize a community toward a goal				
D) Create, save, edit, copy and rename files and folders to organize documents				
B) Delete files and folders; recover files and folders from the trash; empty trash				
B) Use a calendar, task manager or other tools to organize one's self as well as manage projects				