

# St. Cloud District 742

## Information Literacy Grade Level Curriculum

### Kindergarten

#### Research and Inquiry Skills

##### *Research Question*

I can ask a question about an interest I have.

##### *Gather and Evaluate Resources*

I can find:

- everybody books
- circulation desk
- book return
- computer lab

##### *Communication*

I can tell about something I have observed or heard.

##### *Evaluation*

I can enjoy a book by:

- having it read to me.
- looking at the pictures.

#### Reading and Media Literacy

I can select and check out a book I like.

I can create a picture using a computer graphics program.

#### Technology Skills

I can open and close a program.

I can login/logout of a computer.

I can use a computer mouse to:

- select
- hold
- drag
- drop

I can use a computer appropriately.

I can insert and remove a CD Rom.

I can identify a computer's:

- keyboard
- monitor
- mouse and mousepad
- handle/insert/eject disks/CD ROM

### Appropriate Use of Resources

I can listen to or watch an audio or video tape appropriately.

I can use and care for books, media materials and equipment in a respectful way.

I can return my books on time.

I understand the district's acceptable use policy.

### Keyboarding

#### *Position and Posture*

I learn and practice appropriate keyboard and positioning posture:

- center keyboard
- straight back

#### *Vocabulary*

I can use appropriate keyboarding vocabulary:

- locate letters on the keyboard
- home keys
- space bar
- enter/return key
- correct posture

#### *Practice*

I can identify and practice:

- correct fingering
- correct posture
- enter/return key
- spacebar

## **Grade One**

### **Research and Inquiry Skills**

#### *Research Question*

I can ask a question about an interest that I have.

#### *Gather and Evaluate Resources*

I can find:

- everybody books
- circulation desk
- book return
- nonfiction books
- computer lab

I can identify a book's author and title.

#### *Communication*

I can demonstrate my reaction to a story by drawing a picture.

#### *Evaluation*

I can evaluate my computer generated picture.

### **Reading and Media Literacy**

I can choose a book that I enjoy reading.

I can identify the cover and title page of a book.

I understand the difference between fiction books and nonfiction books.

I can learn about authors.

I can read different kinds of books:

- fiction
- nonfiction

### **Technology Skills**

I can demonstrate my reaction to a story by creating a picture by using a drawing/painting software program.

Using a computer, I can:

- start and quit programs
- know how to open, click, double-click and quit a file or program
- do simple text entry
- use paint/draw tools
- print
- handle/insert/eject disks/CD-ROM

- spacing: one space between words in a sentence
- shift key for capital letter
- save to home folder

I can start and stop the recorder for audio equipment.

### Appropriate Use of Resources

I can communicate ideas with others in a respectful manner.

I can use and care for media materials and equipment in a respectful way.

I understand the district's acceptable use policy.

### Keyboarding

#### *Positioning and Posture*

I can learn and practice appropriate keyboard and positioning posture:

- appropriate desk height
- appropriate key pressure
- two hands for input
- center keyboard
- straight back
- feet flat on the floor

#### *Vocabulary*

I can use appropriate vocabulary:

- home keys
- correct posture
- space bar
- enter/return key

#### *Practice*

I can identify and practice:

- correct fingering
- correct posture
- enter/key
- space bar
- home keys

#### *Application*

I will practice keyboarding techniques to complete written communication of ideas.

## **Grade Two**

### **Research and Inquiry Skills**

#### *Research Question*

With a group, I can formulate five questions about a single topic.

I can participate in creating a mind-map about a topic.

I can use a glossary to help me find information in books.

#### *Gather and Evaluate Resources*

I can locate the media center's fiction and reference section.

I can find a book/s:

- illustrator
- award
- call number
- spine

I can understand that different types of books have different purposes:

- fiction
- nonfiction
- reference

#### *Communication*

I can create a labeled diagram that is clear and recognizable on topic.

#### *Evaluation*

I can interpret my graph and diagram.

### **Reading and Media Literacy**

I can select a book that interests me.

I check out books on a regular basis.

I can identify the cover, title page, and glossary of a book.

I can identify a Caldecott winning book.

I can read silently 10 minutes or more a day.

### **Technology Skills**

I can use computer software to create a diagram.

Using a word processor, I can:

- edit text

- delete text
- change fonts, types, and size
- bold and underline text
- insert and alter clipart graphics
- backspace
- indent for new paragraph
- center text

I can use the Paint or Draw tools to:

- create a picture
- use the color palette
- delete and resize an object

I can find a book using a keyword as a search tool in the on-line library catalog.

I can start and stop the recorder for both video and audio equipment.

#### Appropriate Use of Resources

I only print with permission.

I can use and care for media materials and equipment in a respectful way.

I understand the district's acceptable use policy.

#### Keyboarding

##### *Positioning and Posture*

I can practice appropriate keyboard and positioning posture:

- appropriate desk height
- appropriate pressure
- two hands for input
- wrist at proper positioning
- center keyboard
- straight back
- feet flat on the floor

##### *Vocabulary*

I can use appropriate vocabulary:

- home keys
- correct posture
- space bar
- enter/return key
- caps lock
- shift key

##### *Practice*

I can identify and practice:

- correct fingering
- correct posture
- enter/return key
- space bar
- use of letter keys
- delete key
- arrow keys
- period

*Application*

I will practice keyboarding techniques to complete written communication of ideas.

## **Grade Three**

### **Research and Inquiry Skills**

#### *Research Question*

I can write research questions on a single topic with assistance.

#### *Gather and Evaluate Resources*

I can use the electronic catalog to find a book.

I can locate a book using a call number.

I can use the print and online reference materials to locate information on a topic:

- dictionaries
- glossaries
- encyclopedias
- Internet
- thesaurus

I can give credit to sources used.

#### *Communication*

I can use an index to find information in a book.

I can create a word processed report that answers a single research topic.

#### *Evaluation*

I can explain my findings with relevant facts that answer questions that are clear and accurate.

I can self-evaluate work using a teacher generated checklist.

### **Reading and Media Literacy**

I can identify different kinds of stories:

- fairy tales/folktales
- historical fiction
- fantasy
- realistic fiction
- Lovelace nominees

I can read silently 10 minutes or more a day.

I can express my ideas in various ways.

I can identify the difference in print and nonprint materials.

## Technology Skills

I can use a computer program to create a product and/or presentation.

I can use the file menu commands:

- new
- open
- close
- save
- print

Using a word processor, I can:

- center text
- select, insert and alter a picture taken from various media sources into text
- check print monitor
- tab key to indent a paragraph
- insert word in a sentence
- use font size, style to change text
- use of return/enter key word wrap
- line spacing

I can open a Web browser.

## Appropriate Use of Resources

I can use and care for media materials and equipment in a respectful way.

I understand how to use the Internet in an appropriate manner.

I understand the district's acceptable use policy.

## Keyboarding

### *Positioning and Posture*

I can learn and practice appropriate keyboard and positioning posture:

- appropriate desk height
- appropriate pressure
- two handed touch typing
- wrist at proper positioning
- center keyboard
- straight back

### *Vocabulary*

I can use appropriate vocabulary:

- home keys
- words per minute (WPM)
- correct posture
- space bar

- enter/return key
- caps lock
- shift key
- increase accuracy
- word wrap

### *Practice*

I can identify and practice the use of:

- correct fingering
- correct posture
- correct finger placement
- enter/return key
- space bar
- use of letter keys
- number keys
- delete key
- arrow keys
- period
- backspace key
- question mark
- comma
- exclamation marks
- tab key
- home keys

I can develop and practice:

- keyboarding techniques
- speed and accuracy

### *Application*

I will use keyboarding skills to complete written communication of ideas.

## **Grade Four**

### **Research and Inquiry Skills**

#### *Research Question*

I can create three research questions on a single topic.

#### *Gather and Evaluate Resources*

I can locate non-fiction and reference materials using the call number.

I can use a thesaurus to enhance word choice.

#### *Communication*

I can create a multimedia presentation that answers a single research topic and identifies the sources of information.

I can create a time line that:

- shows chronological order
- is on a single topic
- is clearly labeled

#### *Evaluation*

I can evaluate my multimedia presentation using a checklist.

### **Reading and Media Literacy**

I can identify different kinds of literature including:

- realistic fiction
- 
- 
- Lovelace nominees

I can express my ideas in various ways.

I can identify the difference between print and nonprint materials.

I can read silently 15 minutes or more a day.

I can make judgments about messages in the media.

### **Technology Skills**

I can use the menu in computer programs to:

- edit
- cut
- copy
- paste
- spell check
- line spacing

- print page
- backspace key
- tab key
- page up
- page down
- home and end key

I can create a computer generated presentation.

I can search the on-line library catalog to find a book by title, subject, keyword and author.

I can change the orientation of a page:

- landscape
- portrait

I can navigate on the Internet:

- find a specific location
- use the home locator
- use the forward and back arrow

I can use a search engine/directory.

### Appropriate Use of Resources

I can use and care for media materials and equipment in a respectful way.

I understand the difference between appropriate and inappropriate Internet sites.

I understand the district's acceptable use policy.

### Keyboarding

#### *Positioning and Posture*

I can learn and demonstrate appropriate keyboard and positioning posture:

- appropriate desk height
- appropriate pressure
- two handed touch typing
- wrist at proper positioning
- center keyboard
- straight back
- feet flat on the floor

#### *Vocabulary*

I can use appropriate vocabulary:

- home keys
- words per minute (WPM)

- correct posture
- space bar
- enter/return key
- caps lock
- shift key
- increase accuracy
- numeric keypad
- underscore

### *Practice*

I can identify and practice the use of:

- correct fingering
- correct posture
- enter/key
- space bar
- use of letter keys
- number keys
- delete key
- arrow keys
- period
- backspace key
- question mark
- comma
- tab key
- home keys
- exclamation marks
- page up
- page down
- home and end key
- numeric keypad
- symbol keys
- underscore key

Students will develop and practice:

- formal keyboarding techniques
- speed and accuracy

### *Application*

I will use keyboarding skills to complete written communications of ideas.

## **Grade Five**

### **Research and Inquiry Skills**

#### *Research Question*

I can create a research question that identifies topics, subtopics and key words.

#### *Gather and Evaluate Resources*

I can find information using:

- an almanac
- an atlas
- the Internet

#### *Communication*

I can take notes which help me answer my research questions that are in my own words and include the source of the information.

I can communicate and record data on a single topic.

I can report and organize findings.

I can cite sources in a bibliography format.

#### *Evaluation*

I can identify areas for further investigation.

### **Reading and Media Literacy**

I can identify award winning Newberry and Maud Hart Lovelace books.

I select books from a large variety of sources including:

- school media center
- public library collection
- classroom collections
- personal books

I can read silently 20 minutes or more a day.

I recommend books to others.

I can identify the differences in print and nonprint materials.

I can make judgments about messages in the media.

I can evaluate the accuracy and credibility of information found on the Internet.

### **Technology Skills**

I can format word processing documents with:

- columns
- headers
- tabs
- footer with page number

I can produce a spreadsheet with assistance:

- understand the uses of a spreadsheet
- identify a label, a number and a formula
- identify a cell
- identify the formula bar
- enter labels in a cell
- enter numbers in a cell
- enter a formula in a cell
- change the column width
- change the row height
- change the font, size, style of a cell
- change the alignment of a cell
- edit a cell
- cut and paste contents of a cell
- insert a column
- insert a row

I can make a chart or graph with assistance with a computer that:

- edits charts
- has axis labeled
- uses appropriate scale
- has legend/key included
- uses appropriate intervals

I can broaden and narrow a search term.

#### Appropriate Use of Resources

I can use and care for media materials and equipment.

I understand the difference between an appropriate and an inappropriate Internet site.

I understand the district's acceptable use policy.

#### Keyboarding

##### *Positioning and Posture*

I can learn and demonstrate appropriate keyboard and positioning posture:

- appropriate desk height
- appropriate pressure
- two handed touch typing
- wrist at proper positioning

- center keyboard
- straight back
- feet flat on the floor

### *Vocabulary*

I can use appropriate vocabulary:

- home keys
- words per minute (WPM)
- correct posture
- space bar
- enter/return key
- caps lock
- shift key
- increase accuracy
- numeric keypad
- underscore key

### *Practice*

I can identify and practice the use of:

- correct posture
- enter/key
- space bar
- use of letter keys
- number keys
- delete key
- arrow keys
- period
- backspace key
- question mark
- comma
- exclamation marks
- page up
- page down
- home and end key
- numeric keypad
- forward/backslash
- underscore key
- tab key
- symbol keys

Students will develop and practice:

- formal keyboarding techniques
- speed and accuracy

*Application*

I will use keyboarding skills to complete written communication of ideas.

## **Grade Six**

### **Research and Inquiry Skills**

#### *Research Question*

I can create a research question that identifies topics, related topics, key words and search terms.

#### *Gather and Evaluate Resources*

I can use Internet search engines to locate information.

I can use specialized dictionaries (e.g., Webster's Biographical and Geographical Dictionaries).

#### *Communication*

I can collect and report the results of an activity on a spreadsheet.

I can cite sources in a bibliography format.

#### *Evaluation*

I can determine the differences and similarities of a news story.

I can evaluate sources based on predetermined criteria.

I understand the extensions of a website.

### **Reading and Media Literacy**

I can relate a current event found in a newspaper or magazine.

I can read silently 20 minutes or more a day.

I can identify the sections of a newspaper.

I can identify the differences in print and nonprint materials.

I can make judgments about messages in the media.

### **Technology Skills**

I can create a database and organize information:

- define fields
- enter information in a field/s
- create multiple records
- move a field
- add an additional field
- change the layout
- sort and find/search
- multiple field sorting/searching

- create a report
- use formulas
- save/print

### Appropriate Use of Resources

I can use and care for media materials and equipment respectfully and independently.

I understand the district's acceptable use policy.

I understand the difference between an appropriate and an inappropriate Internet site.

### Keyboarding

#### *Positioning and Posture*

I can learn and demonstrate appropriate keyboard and positioning posture:

- appropriate desk height
- appropriate pressure
- two handed touch typing
- wrist at proper positioning
- center keyboard
- straight back
- feet flat on the floor

#### *Vocabulary*

I can use appropriate vocabulary:

- home keys
- words per minute (WPM)
- correct posture
- space bar
- enter/return key
- caps lock
- shift key
- increase accuracy
- numeric keypad
- underscore key

#### *Practice*

I can identify and practice the use of:

- correct fingering
- correct posture
- enter/return key
- space bar
- use of letter keys
- number keys
- delete key
- arrow keys

- period
- backspace key
- question mark
- comma
- exclamation marks
- page up
- page down
- home and end key
- numeric keypad
- forward/backslash
- underscore key
- tab key
- symbol keys

*Application*

I will use keyboarding skills to complete written communication of ideas.