

Division 1 "F" and "P" Outcomes Checklist

Student _____

A. BASIC PROCEDURES

Observation of Student		<i>The student can:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> power up and down a computer and/or log on or off a network (F6.1.1)
		<ul style="list-style-type: none"> access programs and move between programs (F6.1.1)
		<ul style="list-style-type: none"> create files (F6.1.1)
		<ul style="list-style-type: none"> save and retrieve files (F1.1.1, F6.1.1)
		<ul style="list-style-type: none"> edit, cut and paste files (P1.1.2)
		<ul style="list-style-type: none"> move between files (F6.1.1)
		<ul style="list-style-type: none"> delete files (F6.1.1)
		<ul style="list-style-type: none"> print files (F6.1.1)
		<ul style="list-style-type: none"> insert, eject disks (F6.1.1)
		<ul style="list-style-type: none"> describe particular technologies being used for specific purposes (F2.1.2)
		<ul style="list-style-type: none"> click on an icon to launch an application (F6.1.1)
		<ul style="list-style-type: none"> use pull-down menus (F6.1.1)

B. TEXT-DATA ENTRY PROCEDURES

Observation of Student		<i>The student demonstrates proper keyboarding techniques for:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> home row keys and space bar (F6.1.2)
		<ul style="list-style-type: none"> insertion-point arrow keys (F6.1.2)
		<ul style="list-style-type: none"> delete, backspace (F6.1.2)
		<ul style="list-style-type: none"> shift keys, return/enter, tab (F6.1.2)

C. COMPUTER WORKSTATION COMPONENTS

Observation of Student		<i>The student identifies and explains use of hardware architecture, configurations, peripherals:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> input systems; e.g., keyboard, mouse (F1.1.2)

		<ul style="list-style-type: none"> output devices; e.g., monitor, printer (F1.1.2)
		<ul style="list-style-type: none"> storage mediums—floppy disk, hard drive, network, CD (F1.1.2)

Observation of Student		Work Station Routines <i>The student:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> uses appropriate communication etiquette (F2.1.5)
		<ul style="list-style-type: none"> demonstrates safe behaviours when using technology (F5.1.2)
		<ul style="list-style-type: none"> maintains good body position (F5.1.1)
		<ul style="list-style-type: none"> demonstrates courtesy and follows classroom procedures when making appropriate use of computer technologies (F3.1.1)
		<ul style="list-style-type: none"> demonstrates appropriate care of technology equipment (F3.1.3)

D. PROCESSES FOR PRODUCTIVITY

Observation of Student		<i>To support communication, the student can:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> create an original text using word processing software (P1.1.1)
		<ul style="list-style-type: none"> edit complete sentences using word processing features (P1.1.2)
		<ul style="list-style-type: none"> access images, such as clip art (P3.1.1)
		<ul style="list-style-type: none"> create visual images using such tools as paint and draw programs (P3.1.2)
		<ul style="list-style-type: none"> access sound clips and recorded voice (P3.1.3)
		<ul style="list-style-type: none"> integrate and balance text and graphics for visual effect (P4.1.1, P4.1.2)
		<ul style="list-style-type: none"> navigate and create hyperlinked resources (P5.1.1, P5.1.2)
		<ul style="list-style-type: none"> compose electronic messages sent to other people outside the classroom (P6.1.1, P6.1.2)