

**USD 203 Piper Curriculum
Technology**

Grades K-12

Standard	Benchmark	Indicator Skills, Content, Vocabulary The learner will...	K	1	2	3	4	5	6	7	8	HS
			1. Technology Operations & Concepts									
	1.1 Understand and use technology systems.											
		1.1.1. Log in and log out to use a computer.	X	X	X	X	X	X				
		1.1.2. Name the parts of the computer system.										
		1. Monitor										
		2. Keyboard										
		3. CPU/Hard drive										
		4. CD-ROM drive										
		5. Modem										
		6. RAM/ROM							X	X		
		7. Processor							X	X		
		8. Mouse										
		9. Touch pad										
		10. DVD Drive										
		11. USB Ports										
		12. Network Drives										
		13. Audio File Players (e.g., MP3)										
		1.1.3. Name and use the parts and functions of a computer system.	X	X	X	X	X	X				
		1.1.4. Practice point, click, and drag with a mouse.										
		1. Bookmark web addresses.									X	
		2. Navigate web sites using software functions.									X	
		3. Unpack files using compression software.										X
		4. Utilize online tools.									X	
		5. Communicate via e-mail using the Internet.									X	
		6. Explore the multimedia capabilities of the World Wide Web.										X
		1.1.5. Recognize and use the components of the operating system.	X	X	X	X	X	X				
		1.1.6. Use the components of window.	X	X	X							
		1.1.7. Identify application, folder icons (K), hard drive, and trash icons (1st), networked folder icons (2nd).	X	X	X							

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		1.1.8. Open and use multiple programs, window, and/or browser tabs simultaneously.			X	X	X	X				
		1.1.9. Define network terms.										
		1. LAN-Local Area Network									X	X
		2. WAN-Wide Area Network									X	X
		3. Internet									X	X
		4. Intranet									X	X
		5. Server									X	X
		6. Wireless Connection									X	X
		1.1.20. Identify memory storage devices.										
		1. CD ROM									X	X
		2. DVD									X	X
		3. USB memory device									X	X
		1.1.21. Recognize operating systems.										
		1. Windows	X	X								
		2. Mac	X	X								
		1.2. Select and use applications.										
		1.2.1. Explore interactions between hardware and the operating systems.	X	X								
		1.2.2. Open and/or create a document, file and folder.			X	X	X	X				
		1.2.3. Open, create, delete, copy, paste, import, and/or export a document, file and folder.				X	X	X				
		1.2.4. Launch and quit an application.										
		1.2.5. Perform undo/redo functions.				X	X	X				
		1.2.6. Save, locate, and/or print a file/document.			X	X	X	X				
		1.2.7. Use the mouse and/or arrow keys to move cursor.										
		1.2.8. Organize, calculate, and graph data using a spreadsheet.					X	X				
		1.2.9. Recognize that software applications have different purposes.				X	X	X				
		1.2.10 Computer applications										
		1. Access e-mail messages received.									X	
		2. Access e-mail system using login and password functions									X	
		3. Create e-mail messages in accordance with established business standards									X	
		4. Demonstrate knowledge of e-mail etiquette.									X	

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					5. Send -mail messages.							
		6. Access e-mail attachments.									X	
		7. Attach documents to messages.									X	
		8. Demonstrate knowledge of contamination protection strategies for e-mail.									X	
		9. Save e-mail messages/attachments.									X	
		1.2.11. Demonstrate appropriate care and use of hardware.										
		1. Computer										
		a. On/off procedures										
		b. Log-on / Log off procedures										
		c. Restarting the Computer							X			
		d. Identify input devices.									X	
		e. Identify output devices.									X	
		f. Ctrl+Alt+ Delete										
		2. Printer										
		3. Digital Camera							X			
		4. Headphones / Audio Equipment										
		5. Mouse										
		6. Keyboard										
		7. Scanner							X	X	X	
		1.2.12. Demonstrate proper keyboarding positions.							X		X	
		1.2.13. Demonstrate proficiency with proper touch keyboarding skills. (90% accuracy)										
		1. Homerow (finger position)							X			
		2. Space Bar										
		3. Shift Key							X		X	
		4. Correction Keys: backspace, delete							X		X	
		5. Alphabetic Keys							X		X	
		6. Numeric Keys								X	X	
		7. Other keys (i.e. shortcut keys, arrow keys, function keys, etc.)										
		1.2.14. Demonstrate appropriate care of memory storage devices.							X			
		1.2.15. Demonstrate use of software tools.										
		1. Menu bar							X	X	X	

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					2. Tool bar							X
		3. Status bar							X	X	X	
		4. Task bar							X	X	X	
		5. Scroll bar										
		6. Ruler bar							X	X	X	
		7. Cursor										
		8. HELP, Wizards, Coaches							X	X	X	X
		1.2.16. Use the following to perform commands.										
		1. Mouse										
		a. Click										
		b. Double click										
		c. Drag and drop (copy, paste)								X	X	X
		d. Left button										
		e. Right button										
		2. Drop-down menus							X	X		
		3. Shortcut keys							X	X	X	X
		4. Toolbar buttons							X	X	X	X
		1.2.17. Access language tools electronically.										
		1. Spell check									X	X
		2. Dictionary							X	X	X	X
		3. Thesaurus							X	X	X	
		4. Grammar							X	X	X	
		1.2.18. Develop file management skills. (Files & Folders)										
		1. Views Files									X	X
		2. Organize Files									X	X
		1.2.19. Use digital media devices. (Image and Sound)										
		1. Still camera										
		2. Video							X	X		
		3. Scanner							X	X	X	
		1.3. Understand introductory technology vocabulary.										

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					1.3.1. Know terms and concepts related to computer system.	X	X					
		1.3.2. Understand terms and concepts related to applications.			X	X	X	X				
		1.3.3. Identify and define terms and concepts related to word processing.				X	X	X				
		1.3.4. Recognize the purpose of basic file menu options.				X	X	X				
1.4. Understand and use correct technology vocabulary.												
		1.4.1. Select technology tools and software to solve problems.			X	X	X	X				
		1.4.2. Perform undo/redo functions.				X	X	X				
		1.4.3. Use guess and check strategies.				X	X	X				
		1.4.4. Understand and use force quit and/or reboot functions.					X	X				
1.5. Explore the basics of keyboarding and word processing.												
		1.5.1. Know terms and concepts related to computer system.					X	X				
		1.5.2. Understand terms and concepts related to applications.					X	X				
		1.5.3. Recognize the purpose of basic menu options.					X	X				
		1.5.4. Identify and define terms and concepts related to word processing.					X					
		1.5.5. Identify and define terms and concepts related to multimedia.					X					
		1.5.6. Identify and define terms and concepts related to internet.					X					
		1.5.7. Identify spreadsheet										
		1.5.7. Know and use terms and concepts related to word processing.						X				
		1.5.8. Know and use terms and concepts related to multimedia.						X				
		1.5.9. Know and use terms and concepts related to internet.						X				
		1.5.10. Know and use terms and concepts related to spreadsheet.						X				
1.6. Create and edit computer graphics.												
		1.6.1. Identify location of and use letter and number keys.	X	X	X							
		1.6.2. Use special keys.	X	X	X	X	X	X				
		1.6.3. Practice concepts related to word processing.			X	X	X	X				
		1.6.4. Use correct hand position and posture.										
		1.6.5. Use correct fingering.										

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	1.7. Troubleshoot systems and applications.											
		1.7.1. Use draw/paint tools.	X	X	X	X	X	X				
		1.7.2. Select and use colors from a palette.	X	X	X	X	X	X				
		1.7.3. Copy and paste.				X	X	X				
		1.7.4. Import/export graphics.					X	X				
		1.7.5. Move and/or resize images maintaining proportion.						X				
		1.7.6. Understand concept of layers, filters, effects, and styles.					X	X				
	1.8. Transfer current knowledge to learning of new technologies.											
		1.8.1. Compare and contrast concepts and skills of basic and advanced software.						X				
		1.8.2. Use concepts and skills from basic software and apply to more advanced software.						X				
		1.8.3. Use still/video cameras, scanners, external storage devices, and CD/DVD discs.						X				
2. Social, Ethical and Human Issues												
	2.1. Practice responsible use of information and technology.											
		2.1.1. Discuss correct and responsible use and care of technology.	X	X	X	X	X	X				
		2.1.2. Know possible consequences of inappropriate use.	X	X	X	X	X	X				
		2.1.3. Follow Piper district and school rules for safe use of technology.	X	X	X	X	X	X				
		2.1.4. Practice the basics of ergonomics.	X	X	X	X	X	X				
		2.1.8. Demonstrate knowledge of potential internal and external threats to security.										X
		2.1.9. Assess exposure to security issues.										X
		2.1.10. Demonstrate knowledge of virus protection strategy.										X
		2.1.11. Ensure compliance with security rules, regulations, and codes.										X
		2.1.12. Explore ways to implement countermeasures.										X
		2.1.13. Implement security procedures in accordance with business ethics.										X
		2.1.14. Maximize threat reduction.										X
		2.1.15. Document security procedures.										X
		2.1.16. Understand how to follow a disaster plan.										X
		2.1.17. Identify sources of virus infections.										X

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		2.1.18. Understand how to utilize backup and recovery procedures.										X
		2.1.19. Understand how to load virus detection and protection software.										X
		2.1.20. Maintain confidentiality.									X	
		2.1.21. Understand how to provide for user authentication.									X	
		2.1.22. Report viruses in compliance with company standards.									X	
		2.1.23. Define the acceptable use policy (AUP) terms and practices for students.							X	X	X	X
		2.1.24. Describe common uses of computers in everyday life.									X	X
		2.1.25. Describe the copyright laws and their purpose.							X	X	X	X
		2.1.26. Demonstrate compliance with copyright laws.							X	X	X	X
		2.1.27. Describe the legal issues associated with technology.							X	X	X	X
		2.1.28. Describe the privacy issues associated with technology.							X	X	X	X
		2.1.29. Discuss ethics and responsibilities associated with technology.							X	X	X	X
2.2. Digital Literacy/Citizenship												
		2.2.1. Understand the importance and use of a password.	X	X	X	X	X	X				
		2.2.2. Use a password appropriately.	X	X	X	X	X	X				
		2.2.3. Comprehend the selection and use of a password and security issues.				X	X	X				
		2.2.4. Know the purpose of media messages.	X	X	X							
		2.2.5. Analyze the purpose of media messages.				X	X	X				
		2.2.6. Discuss and practice appropriate and safe behaviors online.	X	X	X							
		2.2.7. Apply appropriate and safe behaviors online.				X	X	X				
		2.2.8. Discuss cyber bullying and appropriate responses.				X						
		2.2.9. Identify cyber bullying and appropriate responses.					X	X				
		2.2.10. Exhibit appropriate conduct when using computer equipment.							X	X		
		2.2.11. Develop an awareness of the potential negative affect of computer viruses and explain how they can be prevented.							X	X		
2.3. Exhibit a positive attitude toward using technology that supports learning and productivity.												
		2.3.1. Respect the work of others.	X	X	X	X	X	X				
		2.3.2. Demonstrate positive social and ethical behaviors when using technology.	X	X	X	X	X	X				

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					2.3.3. Demonstrate knowledge of changes brought about by quality industry leaders in the world.							
		2.3.4. Describe the careers and occupations associated with technology.							X	X	X	X
		2.3.5. Identify the computer skills needed for employment.							X	X	X	X
		2.3.6. Describe personal interests related to technology.							X	X	X	X
		2.4. Be aware and demonstrate personal responsibility for lifelong learning.										
		2.4.1. Discuss the use of technology in today's world.	X	X	X							
		2.4.2. Recognize the use of technology in today's world.				X	X	X				
		2.4.3. Acknowledge ownership of created works.	X	X								
		2.4.4. Acknowledge an individual's right of ownership of created works.			X	X	X	X				
		2.4.5. Understand the importance of citing resources.			X							
		2.4.6. Apply Copyright and Fair Use Guidelines.				X	X	X				

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			3. Technology Productivity Tools									
	3.1. Apply existing knowledge to generate new ideas, products, or processes.											
		3.1.1. Create a digital product using draw/paint software.										
		1. Use word processing applications effectively.							X	X	X	
		2. Use spreadsheet and graphing applications effectively.							X	X	X	X
		3. Use database applications effectively.										X
		4. Create documents using existing forms and templates.									X	
		5. Employ word processing utility tools.									X	
		6. Format text using basic formatting functions.									X	
		7. Retrieve existing documents.									X	
		8. Safeguard documents using name and save functions.									X	
		9. Enhance publications using different fonts, styles, attributes, justification etc.									X	
		3.1.2. Illustrate knowledge and understanding of curriculum objectives using draw/paint software.										
		1. Create spreadsheets.									X	
		2. Edit spreadsheets.									X	
		3. Print spreadsheets.									X	
		4. Retrieve existing spreadsheets.									X	
		5. Save spreadsheets.									X	
		6. Create charts and graphs from spreadsheets.									X	
		7. Group worksheets.										X
		8. Input/process data using spreadsheet functions.										X
		9. Perform calculations using sample formulas.										X
		3.1.3. Illustrate knowledge and understanding of curriculum objectives using draw/paint, word processing and multimedia software.										
		1. Enter data using a form.										X
		2. Locate/replace data using search and replace functions.										X
		3. Process data using database functions.										X
		4. Perform single- and multiple-table queries.										X

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		5. Print forms, reports, and results of queries.										X
		6. Search a database table to locate records.										X
		7. Sort data using single- and multiple-field sorts.										X
		8. Verify accuracy of output.										X
		9. Employ desktop operating skills.										X
		10. Apply appropriate file and disk management techniques.										X
		11. Recognize the need for regular backup procedures.										X
		3.1.4. Illustrate knowledge and understanding of curriculum objectives using animation, photo-editing, word processing, and multimedia software.				X	X	X				
		3.1.5. Explore and construct knowledge of groups and/or categorizing objects using graphic organizing software.	X	X	X	X	X	X				
		1. Create new word processing forms, style sheets and templates.										X
		3.1.6. Express knowledge using graphic organizing software.				X	X	X				
		3.1.7. Experiment with various types of multimedia resources to support curriculum objectives.				X						
		3.1.8. Recognize and use various types of multimedia resources to support curriculum objectives.					X	X				
		3.2. Create original works as a means of personal or group expression.										
		3.2.1. Produce an original work based on an external stimuli.										
		1. Place graphics in document.										
		3.2.2. Use draw/paint software to express thoughts and ideas.	X	X								
		1. Create computer presentation and handouts in accordance with basic principles of graphics design and visual communication.										X
		2. Edit presentations.										X
		3. Insert graphic elements in a slide.										X
		4. Print a single slide, an entire presentation, an outline, and notes.										X
		5. Run slide shows manually and automatically.										X
		6. Identify hardware items that support presentation software.										X
		3.2.3. Create a digital story to express thoughts and ideas.			X							
		3.2.4. Select from various types of multimedia resources while creating digital words to express thoughts and ideas.				X	X	X				

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					3.2.5. Utilize web based resources to generate an original work.				X	X	X	
		3.2.6. Illustrate and communicate original ideas and stories using digital tools or web resources.				X	X	X				
		3.2.7. Demonstrate innovation in using digital tools or web resources to communicate original ideas.						X				
		3.2.8. Design, develop, publish and present products using technology resources that demonstrate and communicate concepts to audiences inside and outside the classroom.					X	X				
		3.2.9. Use graphics applications effectively.									X	X
		3.2.10. Use presentation applications effectively.									X	X
		3.2.11. Use desktop publishing effectively.										
		3.3. Use models and simulations to explore complex systems and issues.										
		3.3.1. Explore digital simulations and models that enhance the curriculum objectives.			X	X	X	X				
		3.3.2. Use graphic organizers to depict patterns relevant to curriculum objectives.			X	X	X	X				
		3.4. Identify trends and forecast possibilities.										
		3.4.1. Formulate a question to guide inquiry.						X				
		3.4.2. Collaborate with peers, experts, and others to collect data.					X	X				
		3.4.3. Analyze data to predict outcomes.					X	X				
		3.5. Evaluate your work and the work of others using the language of technology; making necessary revisions.										
		3.5.1. Collaborate to develop assessment guidelines.						X				
		3.5.2. Use guidelines to evaluate project design.					X	X				
		3.5.3. Make revisions based on evaluation.					X	X				

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			4. Technology Communication Tools									
	4.1. Interact, collaborate, and publish with peers, experts, and others as they explore digital environments and media.											
		4.1.1. Explore a variety of digital media to publish ideas.	X	X								
		4.1.2. Use a variety of digital media to publish ideas.			X	X	X	X				
		4.1.3. Work cooperatively and collaboratively to gather information and communicate	X	X	X	X	X	X				
		4.1.4. Express ideas through the creation of a digital product.	X	X	X	X	X	X				
		4.1.5. Use online resources to gain information from professionals.	X	X								
		4.1.6. Collect information from professional using digital resources.			X	X						
		4.1.7. Collect and publish information from professionals using digital resources.										
		4.1.8. Use web page authoring applications effectively.										
		4.1.9. Use telecommunications to interact with others.					X	X			X	X
	4.2. Communicate information and ideas effectively to multiple audiences using a variety of digital environments and media.											
		4.2.1. Create products to communicate understanding of curriculum objectives.	X	X	X	X	X	X				
		4.2.2. Explore the concept of multiple audiences.			X	X						
		4.2.3. Produce a project given a specific audience.					X	X				
		4.2.4. Explore various digital media to communicate and exchange ideas.	X	X	X							
		4.2.5. Use various digital media to communicate and exchange ideas.				X	X	X				
		4.2.6. Express understanding of technology using appropriate and accurate vocabulary.										
		4.2.7. Use multi media applications effectively.	X	X	X	X	X	X	X	X	X	X
	4.3. Explore and develop cultural understanding and global awareness by engaging with learners of											
		4.3.1. Use digital resources to gain understanding and appreciation of others.	X	X								
		4.3.2. Use digital resources to explore global communities.			X	X	X	X				
		4.3.3. Exchange individual information with others.	X	X								
		4.3.4. Discuss and compare information with others using a variety of digital media.			X							
		4.3.5. Discuss and compare information about others using digital media.				X	X	X				
	4.4. Contribute to group projects to produce original works or solve problems.											
		4.4.1. Brainstorm ideas for a group activity.		X	X	X	X	X				

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					4.4.2. Select solutions to a problem.		X	X	X	X	X	
		4.4.3. Create an individual component of a group activity.		X								
		4.4.4. Produce an individual component of a partner/group activity.			X	X	X	X				
		4.4.5. Evaluate individual work and the work of others.					X	X				
		4.4.6. Revise individual work.					X	X				
5. Technology Research Tools												
	5.1. Explore information from a variety of sources and media to explore and plan strategies to guide inquiry.											
		5.1.1. Experience digital information resources.	X	X								
		5.1.2. Explore digital information resources.		X	X							
		1. Locate information using search engine(s).									X	
		2. Select search engine(s) to use.									X	
		3. Select appropriate search procedures and approaches.										X
		4. Access business and technical information using the Internet.										X
		5. Access commercial government and education resources.										X
		6. Evaluate Internet resources.										X
		5.1.3. Observe the process of locating and collecting information.	X	X	X	X	X	X				
		5.1.4. Develop a question.		X	X							
		5.1.5. Develop a guiding question.				X	X	X				
		5.1.6. Determine how to locate and collect information.				X						
		5.1.7. Choose digital information resources				X						
		5.1.8. Search for digital information resources.					X	X				
		5.1.9. Determine the most relevant resources.										
		5.1.10. Gather Information online from student management website.							X	X	X	X
		5.1.11. Access resource tools electronically.										
		1. Topical references.							X	X	X	X
		2. Internet							X	X	X	X
	5.2. Gather and process data in order to report results.											
		5.2.1. Contribute information for data collection	X	X								
		5.2.2. Search for information for data collection.			X							

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Standard	Benchmark	Indicator Skills, Content, Vocabulary The learner will...	K	1	2	3	4	5	6	7	8	HS
					5.2.3. Search for information to answer guiding questions.				X	X	X	
		5.2.4. Observed the data collected.	X	X	X	X	X	X				
		5.2.5. Collect data.			X	X	X	X				
		5.2.6. Discuss data.	X	X								
		5.2.7. Illustrate results.		X								
		5.2.8. Analyze data.			X	X	X	X				
		5.2.9. Present results digitally.			X	X	X	X				
		5.3. Locate, organize, analyze, evaluate, synthesize, and ethically use information.										
		5.3.1. Use teacher-selected resources to locate information.		X	X							
		5.3.2. Use digital resources to locate information.				X	X	X				
		5.3.3. Display information using graphic organizing software and/or appropriate digital tools.		X	X	X	X	X				
		5.3.4. Discuss and respect ownership of resources.		X	X	X	X	X				
		5.3.5. Recognize bias.				X	X	X				
		5.3.6. Apply Copyright and Fair Use Guidelines.				X	X	X				
		5.4. Evaluate and select information sources and digital tools.										
		5.4.1. Discuss rationale for selected resources.					X	X				
		5.4.2. Identify bias and validity of resources.					X	X				
		5.4.3. Select appropriate technology tools relevant to the task.					X	X				
		5.4.4. Use existing databases to locate, sort, and interpret information on an assigned topic while working independently.						X				
		6. Technology Problem Solving and Decision Making Tools.										
		6.1. Use technology resources to identify and define problems and/or questions for investigation.										
		6.1.1. Discuss components of teacher-selected problems/topics.			X	X	X	X				
		6.1.2. Develop questions to guide inquiry.			X	X	X	X				
		6.1.3. Determine prior knowledge and collect background information.			X	X	X	X				
		6.1.4. Formulate a hypothesis.			X	X	X	X				
		6.1.5. Identify and read computer-related books, manuals, and magazines.							X	X	X	X

**USD 203 Piper Curriculum
Technology**

Grades K-12

Standard	Benchmark	Indicator Skills, Content, Vocabulary The learner will...	K	1	2	3	4	5	6	7	8	HS
			6.2. Plan and manage activities to develop a solution or complete a project.									
		6.2.1. Discuss items relevant to and components of teacher-selected topic.	X	X	X	X	X	X				
		6.2.2. Explore and use necessary tools to create a project.	X	X								
		6.2.3. Make modifications.	X	X								
		6.2.4. Discuss the importance of using a timeline.			X	X						
		6.2.5. Follow a teacher-developed timeline.			X	X						
		6.2.6. Devise and implement a plan of action.					X	X				
		6.2.7. Select and use appropriate problem-solving strategies.			X	X	X	X				
		6.2.8. Test hypothesis.			X	X	X	X				
6.3. Collect and analyze data to identify solution and/or make informed decisions.												
		6.3.1. Use logic to determine appropriate solutions.						X				
		6.3.2. Determine the validity of solutions.						X				
		6.3.3. Distinguish relevant from irrelevant information.						X				
6.4. Use multiple processes to explore solutions and/or alternative solutions.												
		6.4.1. Explore problem-solving strategies using digital media.	X	X								
		6.4.2. Use problem-solving skills to enhance learning.	X	X								
		6.4.3. Troubleshoot and choose appropriate solutions to solve a specific problem.	X	X								
		6.4.4. Select and use problem-solving strategies to evaluate progress.			X	X	X	X				
		6.4.5. Explore other solutions.			X	X	X	X				
		6.4.6. Make revisions.			X	X	X	X				